



QUALIFICATION FILE

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: 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	Security Officer										
2.	Sector/s	Management										
3.	Type of Qualification: ☐ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: 2022/OAFM/MEPSC/05430, Version 2.0	Qualification Name of existing/previous version: Security Officer									
4.	a. OEM Name b. Qualification Name	Security Officer										
5.	National Qualification Register (NQR) Code &Version	QG-05-OA-04025-2025-V2-MEPSC, v4	6. NCrf/NSQF Level: 5									
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other	Certificate										
8.	Brief Description of the Qualification	Security Officers oversee the operations, administration, and training of security units, incorporating advanced risk assessment, SOP development, and multi-site coordination. They leverage modern tools such as IoT-enabled systems, cloud-based platforms, and virtual learning solutions to enhance efficiency and ensure compliance with updated security standards. Their responsibilities include deployment, incident management, documentation, and liaising with stakeholders.										
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td></td> <td>12th grade pass</td> <td>5 Years of relevant experience in man guarding services/ ex-servicemen/Armed/ Para-military forces</td> </tr> <tr> <td></td> <td>Previous relevant qualification of NSQF level 4.5 (Security Supervisor)</td> <td>3 Years of relevant experience in man guarding services/ ex-servicemen/Armed/ Para-military forces</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)		12 th grade pass	5 Years of relevant experience in man guarding services/ ex-servicemen/Armed/ Para-military forces		Previous relevant qualification of NSQF level 4.5 (Security Supervisor)	3 Years of relevant experience in man guarding services/ ex-servicemen/Armed/ Para-military forces
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
	12 th grade pass	5 Years of relevant experience in man guarding services/ ex-servicemen/Armed/ Para-military forces										
	Previous relevant qualification of NSQF level 4.5 (Security Supervisor)	3 Years of relevant experience in man guarding services/ ex-servicemen/Armed/ Para-military forces										

		Standard of physical fitness for security guards as per Private Security Agencies Regulation Act (PSARA)S, 2005: (1) No person shall be employed or engaged as a guard unless he fulfils the following physical standards:- (a) height: 160 cm for male and 150 cm. for females; Provided that a person belonging to the Gorkhas, or Nepalis or Sikkimese or Scheduled Caste or Scheduled Tribe is eligible for relaxation of height by 5 cm. (b) weight: according to stand table of height and weight; (c) chest: measurements 80 cm with an expansion of 4 cm (for females no minimum requirement for chest measurement); (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; (e) hearing: free from defect; shall be able to hear and respond to the spoken voice and the alarms generated by security equipment (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; (g) shall not be suffering from a disease, which may limit the physical or mental capabilities in charging the security duties; (h) shall not be suffering form any physical handicap or deformity, which hamper in good performance of duties as security guard; (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 (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. b. Age: 24 Years	
10.	Credits Assigned to this Qualification, Subject to Assessment	20	11. Common Cost Norm Category (I/II/III) (wherever applicable): II
12.	Any Licensing requirements for Undertaking Training on This Qualification	Training for subjects stipulated in PrivateSecurity Agencies (Regulation) Act 2005	

13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	☒ Offline ☐ Online ☐ Blended <table border="1" data-bbox="987 284 1816 470"> <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>194</td> <td>346</td> <td>60</td> <td></td> <td>600</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i> Total hours = 600					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	194	346	60		600	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	194	346	60		600																			
Online																								
14.	Aligned to NCO/ISCO Code/s	NCO-2015/5414.0501																						
15.	Progression path after attaining the qualification	Consultant/ Expert – Security and Surveillance System (Level 5.5) OR Manager - Security and Surveillance (Level 6)																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If “Yes”, specify applicable type of Disability:																						
19.	How Participation of Women will be Encouraged	Both men and women can equally participate																						
20.	Are Greening/ Environment Sustainability Aspects Covered	☒ Yes ☐ No																						
21.	Is Qualification Suitable to be Offered in schools/Colleges	Schools ☐ Yes ☒ No Colleges ☐ Yes ☒ No																						
22.	Name and Contact Details of Submitting / Awarding Body SPOC	Name: Col. Anil Kumar Pokhriyal Email: ceo@mepsc.in Contact No.: 011-24645100 Website: https://www.mepsc.in/																						
23.	Final Approval Date by NSQC: 08/05/2025	24. Validity Duration: 36 Months			25. Next Review Date: 08/05/2028																			

Section 2: Module Summary

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.	Manage security unit	MEP/N7206, V 4.0	Core	5	3	30	50	10		90	40	60			100	10
4.	Organise training of personnel	MEP/N7207, V 4.0	Core	5	3	30	50	10		90	40	60			100	10
5.	Administration of security unit	MEP/N7208, V 4.0	Core	5	3	30	50	10		90	40	60			100	10
6.	Handle emergencies and security incidents	MEP/N7210, V 5.0	Core	5	3	30	50	10		90	40	60			100	10
7.	Apply health and safety practices at the workplace	MEP/N9903, V 5.0	Non-Core	4	1	10	20			30	40	60			100	10
8.	Apply principles of professional	MEP/N9912, V 3.0	Non-Core	4	1	10	20			30	40	60			100	10

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 (%)
	practice at the workplace															
9.	Communicate with clients, visitors and colleagues effectively	MEP/N9914, V 3.0	Non-Core	4	1	10	20			30	40	60			100	10
10.	Employability Skills (60 hrs)	DGT/VSQ/N0102, V 1.0	Non-Core	4	2	24	36			60	20	30			50	10
Duration (in Hours) / Total Marks					20	194	346	60		600	380	570			950	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.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 3 years of experience in Security sector and 3 years of training experience in Security.
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 4 years of experience in Security sector and 4 years of training experience in Security.
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate with 3 years of experience in Security sector and 3 years of training and assessment experience in Security.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate with 3 years of relevant experience
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Graduate with 4 years of experience in Security sector and 4 years of training and assessment experience in Security.
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☐ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

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

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

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

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	Security Officers are expected to manage operations, administration, training of a security unit and liaison with employer.	The Job holder is expected to manage a security unit. Security Officer and Assignment Manager are at the highest rung of the Private Security Sector.	5
Professional and Technical Skills/ Expertise/ Professional Knowledge	A Security Officer is expected to be aware of operations, training and administration of a security unit. Knowledge of site specific risk and threats and security planning is a prerequisite.	The job holder is expected to exhibit factual knowledge of management and different activities required in management and administration. Further, the job holder should have specific knowledge about management components in a security unit, stress management strategies.	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	A Security Officer is expected to possess managerial skills in operations, training and administration of a security unit and ability to perceive risk and threats to the assigned premises. Additionally, a security officer should be able to communicate and liaise with all stakeholders effectively.	The job holder is expected to recall and demonstrate practical skills, conduct training of the security unit in those skills, conduct routine drills, provide feedback to its members, appraise and promote learning and job progression as well as be a mentor to the subordinates.	5
Broad Learning Outcomes/Core Skill	A Security Officer's core skill lies in managing operations, administration and training of a security unit and liaison and communication with all stakeholders. Security officer should be able to plan security of premises and commence operations afresh	The job holder is expected to exhibit effective oral communication skills so as to have pleasant and engaging conversations with the customers, co-workers, subordinates and vendors, use effective listening and probing/ questioning skills to understand requirement of others, listen attentively and answer politely, manage stress and assist security unit to manage stress.	5
Responsibility	A Security Officer is responsible for the operations, administration and training of a security unit.	The job holder is responsible for the administration and management of the security unit. This entails training, mentoring, conflict management, problem solving and appraisal of the team members.	5

Annexure:2 Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	First Aid Kit		1
2	Medical Emergency Stretcher		1
3	Harness-Half Body		1
4	Fire Fighting Practice Tray of Minimum size 3'x3'x1'		1
5	Stock ledger-Technical Equipment Register(Indicating date of purchase , invoice No , Make and Model No)		1
6	Gloves		1
7	Technical Equipment In/ Out Register		1
8	Heat Sensor		1
9	Fire Hose with Nozzle and Coupling		1
10	Security Guard Dress And Equipment/Sample of Security Guard Dress/ Security Guard Uniform		1
11	Full Body Mannequin(Man)		1
12	Record of Past Trainees and those Undergoing Training		1
13	Uniform for Trainees		1
14	Whistle		1
15	Full Body Mannequin (Woman)		1
16	Training Faculty Register (indicating Faculty Qualification etc)		1
17	Horizontal Beam		1
18	Zig-Zag Balance		1
19	Visitor Register		1
20	Lesson Plans for each NOS -01 per NOS		1
21	Under Vehicle Inspection Mirror		2
22	Aadhar Enabled Biometric Attendance System/ Biometric Attendance System with Access Control System		1
23	Cervical Collar		1

24	Rope/Mountain Climbing Rope 20 feet /Rescue Rope 1/2 inch thick , 20 Ft length		1
25	Manual Call Point (MCP)		1
26	Fire Extinguisher Foam 9 Ltrs		1
27	Fire Portable Extinguisher		1
28	Helmet		1
29	Functional Model of Fire Alarm System		1
30	Drill Chart		1
31	Fire Extinguisher Water 9Ltrs		1
32	Smoke Sensor		1
33	Fire Beater		1
34	Fire Control Panel		1
35	Audio/ Visual Training Aids		1
36	Walkie Talkie sets with Bty Charger		2
37	Response Indicator		1
38	Door Frame Metal Detector		1
39	High Beam Torch / Search Light		1
40	One way mask		1
41	Fire fighting Point complete set		1
42	Fire Blanket		1
43	Weapons Pistol and Rifle Chart		1
44	Voter ID Card-Sample Card		1
45	Traffic Signs Chart		1
46	Hooter and Alarm		1
47	Medical First Aid Sling		1
48	Fire Extinguisher DCP Type 5 Kg		1
49	Public Address System		1
50	Rank Badges Army, Navy and Air Force		1
51	Safe Handling ,Holding, Aiming , Trigger Operation Chart		1
52	Half Body Mannequin for CPR		1
53	Programme Schedule		1
54	Key Register		1
55	Drill/ Pt Ground(60 X 40)		1
56	6' Wall		1
57	Patrol and Incident Record Register		1

58	Key Box-Original		1
59	Personnel In/Out Register		1
60	Vehicle In/Out Register		1
61	Full Length Mirror		1
62	Material In/Out Register		1
63	Track suit with canvas shoe and socks for Trainees		1
64	Student Kit including Student Handbooks by authorized publishers , copy , pen, pencil, other stationery		1
65	Pan Card - Sample		1
66	Training Documents		1
67	Attendance Register		1
68	Trainees Placement Register		1
69	Trainers / Facilitators Manual		1
70	Compliance Certificates and Documents which authorize TC to impart Security Training		1
71	6' Ditch		1
72	Trainee Performance Register		1
73	Vertical Rope 20'		1
74	Key Box- Duplicate		1
75	Endurance Run Route Marking-1 Km		1
76	Hand Held Metal Detector		2
77	Fire Extinguisher ABC Type 9 ltr		1
78	Gum Boot/Fire man Boot		1
79	Functioning of Weapons Chart		1
80	CCTV System (CCTV System with four cameras, recorder and monitor)		1
81	LASER/Wooden Pointer per Class Room		1
82	Aadhaar Card		1
83	Fire Reel		1
84	Sand And Water Bucket		4
85	Fire Hook		1
86	Fire Sprinkler		1
87	Traffic Barrier		1
88	Fire Axe		1
89	Two Way Talking System		1

90	Fire Extinguisher CO2 Type 9 Kg		1
91	Medical First Aid Splint		5
92	Identity Card		1
93	Pulley		1
94	Fire Hydrant Valve		1
95	Driving License-Sample		1
96	Rescue Ladder 20'(Adjustable)		1
97	Traffic Flag Red, Green and White		1
98	Manual Call Point (MCP)		1
99	Safety Boots		1
100	Harness-Full Body		1
101	Fire Hammer		1
102	Traffic Cone		2
103	Safety Goggles		1
104	Fluorescent Jacket		1
105	Risk assessment software	e.g., Threat Analysis Software or Risk Management Templates	1 - Optional
106	Cloud-Based Reporting Tools	such as secure tablets or smartphones equipped with incident management apps.	1 - Optional
107	Collaborative tool		1 (Free/ Licensed)
108	IoT-Enabled Alert Systems	(e.g., smart alarms, sensors for smoke, motion, or temperature monitoring).	1 - Optional
109	Smart Communication Devices	with encrypted messaging and GPS tracking capabilities.	1 - Optional

Annexure 3: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Aplus security and fire management	Anil Bhatt	Managing Director	Madhya Pradesh	Attached	Attached	
2	Action &Protection Security Force	Col.KS Raju	Senior VP	Telangana	Attached	Attached	
3	Action guarding services Pvt. Ltd.	R Narender	Associate Director	Telangana	Attached	Attached	
4	Agile security force Pvt.Ltd.	TN Rao	Director-Training	Telangana, Karnataka, Kerala	Attached	Attached	
5	Checkmate	Bhavyash Karria	VP-HR &Legal	Gujarat	Attached	Attached	
6	Central Investigation & Security Services Ltd.	Dr.Rajkumar Tyagi	VP	Maharashtra, Gujarat	Attached	Attached	
7	Cosmos manpower Pvt. Ltd.	Dr.Sameer Trivedi	Managing Director	Gujarat	Attached	Attached	
8	Creantum security solutions pvt.Ltd.	Amit Kumar Bansal	CEO	Uttar Pradesh	Attached	Attached	
9	D1 Fortification pvt. Ltd.	MP Unnnithan	GM	Karnataka	Attached	Attached	
10	Escort security & personal services	Amreshkumar Malik	Training Head	Gujarat	Attached	Attached	
11	Falcon eye skill source pvt. Ltd.	DB Pravallika	CEO	Andhra Pradesh	Attached	Attached	
12	Galaxy Human Resource Services	N Vivekanandam	CEO	Telangana	Attached	Attached	
13	Goswami security training center	Himanshu Shekhar	Operations Manager	Uttar Pradesh	Attached	Attached	
14	Institution of fire engineers	US Chillar	General Secretary	Delhi	Attached	Attached	
15	Industrial protection services	A Muniswaran	AGM Operations	Tamil Nadu	Attached	Attached	
16	Ironman security services pvt.Ltd.	Niranjan Singh Malik	DGM	Uttar Pradesh	Attached	Attached	

17	Keertika Academy pvt.Ltd.	Bhaskar Chatterjee	VP	Kolkata	Attached	Attached	
18	Kingdom protection services pvt.Ltd.	Jay Anand	Director	Kerala	Attached	Attached	
19	Max Vigil Security Expert pvt.Ltd.	IP Singh	Director	Gujarat	Attached	Attached	
20	Mi2C Security & Facilities pvt.Ltd.	Indeep Singh	Sr. Executive	Delhi	Attached	Attached	
21	National security services	Capt Raghuvirsingh Jadeja	Partner	Gujarat	Attached	Attached	
22	Private eye pvt. Ltd.	P Ravindranath	Director	Tamil Nadu, Karnataka, Maharashtra, Telangana, Kerala, Odisha	Attached	Attached	
23	Peregrine Guarding pvt.Ltd.	Capt Anil Kumar	AVP-Training	Delhi	Attached	Attached	
24	Rakshak securitas pvt. Ltd.	Rakesh Singh	VP	Delhi	Attached	Attached	
25	Ranchi security pvt.Ltd.	Vigyan Kumar	Director	Jharkhand	Attached	Attached	
26	Raxa Security services	col Harjinder Singh	Head	Andra Pradesh	Attached	Attached	
27	S& IB services pvt.Ltd.	Avishek Mitra	Asst. Manager	Kolkata	Attached	Attached	
28	Sai security services pvt. Ltd.	D Swammy Reddy	Managing Director	Telangana	Attached	Attached	
29	Saikor security training & services pvt. Ltd.	Lt Col Sreenivasa Rao Kurra	Managing Director	Andra Pradesh	Attached	Attached	
30	Security association of Gujarat	Dr Sameer Trivedi	Secretary	Gujarat	Attached	Attached	
31	Sharp dectective and security services	Muzaffar Shareef	Admn. Manager	Telangana	Attached	Attached	
32	SRF detective & security services pvt. Ltd.	Capt Prabhat Kumar Pandit	VP	Karnataka	Attached	Attached	
33	Star security and Placement	Ajit S Nair	GM	Kerala	Attached	Attached	
34	Terrier security services India pvt. Ltd.	Brig Arun Dravid	Head	Karnataka	Attached	Attached	
35	TNR sainik academy society	B Ramesh	Chairman	Telanagana	Attached	Attached	

Annexure 4: 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	1000	2000				
2024	1000	2000				
2025	1000	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	1129	1129	922	17								
Ver 1.0	20-21	113	113	47	10								
Ver 1.0	21-22	50	50	38	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: NIL

- 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 5: Classroom Training

Blended Learning Estimated Ratio & Recommended Tools:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline
1	Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	100:0
2	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	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	Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	100:0
5	Tutorials/ Assignments/ Drill/ Practice	Learning management system	100:0
6	Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portal, tablet/desktop/laptop/mobile for each student	100:0
7	On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partners in relevant field	100:0

Annexure 6: 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
MEP/N7101 V5.0: Perform security tasks in accordance with basic security practices	<i>Carry out assigned security tasks</i>	20	30		
	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>	20	30		
	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, State Govt laws)	-	-		

	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	-	-		
	Total Marks	40	60		
MEP/N7103 V5.0: Provide guarding services to people, property and premises	<i>Guard people, property and premises</i>	21	28		
	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	-	-		
	Total Marks	40	60		
MEP/N7206 V4.0: Manage security unit	<i>Managing the security unit operations</i>	40	60		
	PC1. identify manpower and equipment and other resources available and required for security operations	-	-		

	Develop site-specific Standard Operating Procedures (SOPs) and ensure compliance across security operations.				
	PC2. plan deployment and security operations	-	-		
	PC3. comply with organisational procedures related to security operations (Security Operations: Access control, screening & search, escort, duties by unarmed & armed security guards and personal security officers (PSO), observation & surveillance, control room operations, traffic control, parking management, information gathering, key-control, dealing with emergencies, investigations, security equipment operation, documentation and reporting)	-	-		
	PC4. assign tasks to team members covering all operational activities	-	-		
	PC5. review functioning of shifts and carry out improvements	-	-		
	PC6. observe performance of security unit members	-	-		
	PC7. check and report functioning of personal protection equipment	-	-		
	Checks and Inspections: Periodic and surprise checks and inspections				
	PC8. ensure proper maintenance and storage of equipment	-	-		
	PC9. coordinate mock drills, physical training and rehearsals	-	-		
	PC10. handle grievances and complaints of team members	-	-		
	PC11. follow the laid down procedure of key control	-	-		
	PC12. institute a system of supervision, periodic/ surprise checks/ inspections and reporting	-	-		
	Conduct risk and threat assessments for assigned sites, and implement mitigation strategies in coordination with stakeholders.				
	Effectively share evidence of a security concern that can detect misplacement.				
	Able to secure the perimeter and allow access to specified individuals				
	PC13. maintain security operations related documents and reports	-	-		
	PC14. brief team members regarding people/ vehicles/ material authorized to enter/ leave premises	-	-		

	PC15. identify papers, passes, permission and documentation to facilitate entry and exit of people/ vehicles/ material to and from the premises	-	-		
	PC16. ensure vehicular traffic in the premises is regulated	-	-		
	PC17. deal with persons and vehicles violating laid down procedures	-	-		
	Total Marks	40	60		
MEP/N7207 V4.0: Organise training of personnel	<i>Organise training for security unit</i>	40	60		
	PC1. assess training requirements	-	-		
	PC2. organise training on screening and security operations	-	-		
	Organize cross-training sessions with adjacent security units to enhance inter-unit collaboration and resource sharing.				
	PC3. coordinate with trainers to plan training	-	-		
	PC4. facilitate training of team members in the operation of security, communication and fire safety equipment	-	-		
	PC5. schedule training without inconveniencing security operations	-	-		
	PC6. organise induction and on-the-job training	-	-		
	Use digital platforms to provide virtual training sessions for team members on updated security practices to update the team time to time				
	Train subordinates on new technology adopted.				
	PC7. enforce organisation's standards of grooming, conduct and behaviour	-	-		
	PC8. reward continuous learning efforts	-	-		
	PC9. evaluate the impact of training on the performance post-training	-	-		
	PC10. reassign tasks to utilize learning from the training.	-	-		
	Total Marks	40	60		
	<i>Carry out administrative activities of security unit</i>	40	60		
	PC1. assess site-specific administrative requirements	-	-		

MEP/N7208 V4.0: Administration of security unit	PC2. oversee documentation of new entrants	-	-		
	PC3. ensure proper onboarding and induction training are carried out	-	-		
	PC4. interact with security unit members frequently	-	-		
	PC5. maintain confidentiality of information	-	-		
	PC6. maintain documents and details of security personnel	-	-		
	PC7. handle confidential reports carefully and ethically	-	-		
	Use cloud-based tools for real-time documentation and reporting of administrative activities				
	PC8. arrange for accommodation, transportation and food for security unit members	-	-		
	PC9. receive/ issue/ account for stores meant for security unit	-	-		
	PC10. handle and account for petty cash	-	-		
	PC11. issue uniforms and accoutrements	-	-		
	PC12. coordinate shifts and schedules of security staff				
	PC13. prepare attendance sheet, overtime details and MIS reports				
	PC14. maintain personnel records of the security unit				
	Coordinate administrative requirements across multiple sites, ensuring standardized processes are followed				
	Total Marks	40	60		
MEP/N7210 V5.0: Handle emergencies and security incidents	<i>Deal with emergencies and security incidents</i>	40	60		
	PC1. follow organisational procedures while responding to emergencies and security incidents (Security Incidents: Crime, aggressive behaviour, mob violence, vandalism, arson and industrial unrest)	-	-		
	PC2. train and prepare security unit to respond to emergencies and security incidents	-	-		

	PC3. take appropriate action (Appropriate Actions: Respond with equipment/ aid at hand, Request for qualified assistance, Evacuate people, isolate area, inform and brief relevant authorities and maintain order, Maintain safety of self and others)	-	-		
	PC4. identify and investigate causes of alarm (Alarm and Sensors: Against intrusion & forced entry, for heat, smoke & fire,SOS from residents, medical emergencies, elevator/ escalator crisis, gas leak,electrical short circuit, other alarms from building management system, environmental hazards, and CCTV)	-	-		
	Utilize IoT-enabled alert systems and smart communication devices for incident management				
	Assess and update emergency response plans to align with site-specific risks				
	PC5. ensure personal safety and safety of security unit members	-	-		
	PC6. instruct security unit members in the event of emergencies	-	-		
	PC7. assist in evacuation of casualties and affected people	-	-		
	PC8. cordon off the area, control traffic and movement	-	-		
	PC9. participate in investigation process like identifying victims, witnesses and suspects	-	-		
	PC10. record and report incident-related details	-	-		
	PC11. maintain the security and confidentiality of information	-	-		
	PC12. give evidence, in court accurately and clearly, when required	-	-		
	Total Marks	40	60		
	<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	-	-		

MEP/N9903 V5.0: Apply health and safety practices at the workplace	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	-	-		
	Total Marks	40	60		

MEP/N9912 V3.0: Apply principles of professional practice at the workplace	<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. 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	-	-		
	Total Marks	40	60		
	<i>Interact with Superiors</i>	10	14		
	PC1. seek clarification about job related requirements, performance indicators and incentives from reporting superior	-	-		

MEP/N9914 V3.0: Communicate with clients, visitors and colleagues effectively	PC2. record and report work output, exceptions and any anticipated reasons for delays to supervisor as per organisational requirements	-	-		
	PC3. escalate grievances and problems to appropriate authority	-	-		
	PC4. receive feedback on performance output and quality	-	-		
	PC5. report to appropriate authority unethical and inappropriate behaviour at the workplace	-	-		
	<i>Communicate with colleagues</i>	12	20		
	PC6. receive information and instructions from colleagues asking clarification where required	-	-		
	PC7. accurately pass on information to authorized persons within agreed time and confirm its receipt	-	-		
	PC8. give information to others at a pace and in a clear and specific manner	-	-		
	PC9. assist others to maximize effectiveness and efficiency in carrying out tasks	-	-		
	PC10. display appropriate communication etiquette at work (Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa) etc.)	-	-		
	PC11. display active listening skills while interacting with others at work	-	-		
	PC12. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism as applicable	-	-		
	PC13. demonstrate responsible and disciplined behaviour at the workplace (Disciplined behaviour: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.)	-	-		
	PC14. follow organisational protocol to resolve conflicts at the work place	-	-		
	<i>Communicate effectively with visitors and customers</i>	18	26		

	PC15. meet and greet visitors promptly, treating them politely and making them feel welcome	-	-		
	PC16. provide clear and accurate information visitors as per their requirement, while following organisation policies for information access and confidentiality	-	-		
	PC17. communicate with the visitors in a polite, professional and friendly manner	-	-		
	PC18. use feedback to clarify communicated message	-	-		
	PC19. communicate respecting the gender, cultural and social differences such as modes of greeting, formality, etc.	-	-		
	PC20. identify customer dissatisfaction, reason for dissatisfaction and address them as per standard procedures	-	-		
	PC21. maintain proper body language, dress code, gestures and etiquette towards customers and visitors	-	-		
	PC22. engage in active listening with visitors and customers on phone	-	-		
	PC23. avoid negative questions and statements for clear communication	-	-		
	PC24. inform the customers and visitors on delays, any issues or problems before hand and also on the developments involving them	-	-		
	PC25. respond to voice messages, e-mails, etc. of customer immediately	-	-		
	Total Marks	40	60		
DGT/VSQ/N0102 V1.0: Employability Skills (60 Hours)	<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 & Goal Setting</i>	1	2		
	PC10 understand the difference between job and career	-	-		
	PC11 prepare 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 & 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 & 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	-	-		
	NOS Total	20	30		

Annexure 7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. Assessment System Overview:

- Assessment will be carried out by assessment partners with no link to training partners. Based on the results of assessment, MEPSC will certify the learners. Assessor has to pass online assessment of theoretical knowledge of the job role and approved by MEPSC.
- The assessment will have both theory and practical components in 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 in nature.

2. Testing Environment:

- Training partner has to share the batch start date and end date, number of trainees and the job role.
- Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue.
- Room where assessment is conducted will be set with proper seating arrangements with enough space to prevent copying.
- Question bank of theory and practical will be prepared by assessment agency and approved by MEPSC. From this set of questions, assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on the theoretical knowledge of the subject.
- The theory and practical assessments will be carried out on same day. If number of candidates are many, more assessors and venue will be organized on same day of the assessment.
- Presentation will be one mode of assessment and so computers and LCD projector will be available for assessment. Viva will be used to gauge trainees' confidence and correct knowledge in handling job situations like interacting with clients and colleagues.
- The question paper will be pre-loaded in the computer and it will be in the language requested by the training partner.

3. Assessment Quality Assurance levels/Framework:

- Assessor has to go through orientation program organized by Assessment Agency. The training will give an overview to the assessors on the overall framework of QP evaluation. Assessor will also be given a NOS and PC level overview of each QP as applicable. Overall structure of 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 standardization of marking scheme. The weightages given to each module will be adhered to in the question paper.
- For practical, the instructions for taking the test are clearly written on the board in the lab or shared with the candidates verbally.

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- 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.
- Assessor conducts the assessment in accordance with the assessment guidelines and question bank as per the job role.
- The assessor carries tablet with the loaded questions. This tablet is geotagged and so it is monitored to check their arrival and completion of assessment. The training partner will also intimate the time of arrival of the assessor and time of leaving the venue.
- The assessment will be video recorded and submitted to MEPSC. 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 assessment.
- Assessment agency will be responsible to put details in SIP.
- MEPSC will also validate the data and result received from the assessment agency.

6. Method for assessment documentation, archiving, and access

- The assessment agency will upload the result of 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 MEPSC assessment team. After upload, only MEPSC can access this data.
- MEPSC approves the results within a week and uploads on SIP.

Annexure 8: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

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