

QUALIFICATION FILE

Sr. Executive- Business Development (Electronics)

☒ 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:

Electronics Sector Skills Council of India (ESSCI)

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Okhla Industrial Area - Phase 3,

New Delhi – 110020

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Section 1: Basic Details

1.	Qualification Name	Sr. Executive- Business Development														
2.	Sector/s	Electronics														
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved)- QG-05-EH-01329-2023-V1.1-ESSC & V4.0		Qualification Name of existing/previous version: Sr. Executive - Business Development												
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA														
5.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	QG-05-EH-03984-2025-V5-ESSCI		6. NCrf/NSQF Level: 5												
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate														
8.	Brief Description of the Qualification	The individual at work is responsible for studying the market research in the ESDM sector, understanding the customer requirement and offering products and services to satisfy the customer requirement. The individual at work coordinates and interacts with customers for sale of products and services.														
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>1</td> <td>UG Diploma in relevant field (Physics/ Electronics /Electrical/Mechanical)</td> <td>1.5 years of relevant experience.</td> </tr> <tr> <td>2</td> <td>3 years Diploma after 10th (Electronics/Electrical /Mechanical)</td> <td>3 years of relevant experience.</td> </tr> <tr> <td>3</td> <td>Previous relevant qualification of NSQF level 4.5</td> <td>1.5 years of relevant experience.</td> </tr> </tbody> </table> # Relevant Experience in Semiconductor & Components. b. Age: NA			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	UG Diploma in relevant field (Physics/ Electronics /Electrical/Mechanical)	1.5 years of relevant experience.	2	3 years Diploma after 10th (Electronics/Electrical /Mechanical)	3 years of relevant experience.	3	Previous relevant qualification of NSQF level 4.5	1.5 years of relevant experience.
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)														
1	UG Diploma in relevant field (Physics/ Electronics /Electrical/Mechanical)	1.5 years of relevant experience.														
2	3 years Diploma after 10th (Electronics/Electrical /Mechanical)	3 years of relevant experience.														
3	Previous relevant qualification of NSQF level 4.5	1.5 years of relevant experience.														
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	19		11. Common Cost Norm Category (I/II/III) (wherever applicable): I												
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA														

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13. Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☐ Offline ☐ Online ☒ Blended					
	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
	Classroom (offline)	00:00	210:00	180:00	00:00	570:00
	Online	180:00	00:00	00:00	00:00	
(Refer Blended Learning Annexure for details)						
14. Aligned to NCO/ISCO Codes (if no code is available mention the same)	NCO-2015/5242.0201					
15. Progression path after attaining the qualification (Please show Professional and Academic progression)	Lead – Business Development					
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	No gender sensitization					
20. Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	☒ Yes ☐ No Employability Skills (DGT/VSQ/N0102)					
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 (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Saleem Ahmed Email: ceo@essc-india.org Contact No.: 011 – 8447738501 Website: https://www.essc-india.org/					
23. Final Approval Date by NSQC: 07.05.2025	24. Validity Duration: 3 Years				25. Next Review Date: 30.04.2028	

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

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

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT - Man.	OJT - Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1	Conduct a market analysis	ELE/N1103 & V1.0	Core	5	10	96	114	90	0	300	40	60	0	0	100	35
2	Present effective solutions to meet customer needs	ELE/N1104 & V1.0	Core	5	7	60	60	90	0	210	40	60	0	0	100	35
3	Employability Skills (60 hours)	DGT/VSQ/N0102 & V1.0	Non-core	4	2	24	36	0	0	60	20	30	0	0	50	30
Duration (in Hours) / Total Marks					19	180	210	180	0	570	100	150	0	0	250	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT - Man.	OJT - Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks				
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Weightage (%) (if applicable)
1.															
2.															
Duration (in Hours) / Total Marks															

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)	Diploma/ITI/Degree (Electrical/ Mechanical/ Electronics) with 2 years industrial and 1 year training experience in the field of Business Development. Or Certified in relevant CITS Trade
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma/ITI/Degree (Electrical/ Mechanical/ Electronics) with 3 years industrial and 1 year training experience in the field of Business Development. Or Certified in relevant CITS Trade
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma/ITI/Degree (Electrical/ Mechanical/ Electronics) with 3 years industrial and 1 year training experience in the field of Business Development. Or Certified in relevant CITS Trade
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma/ITI/Degree (Electrical/ Mechanical/ Electronics) with 4 years industrial and 1 year training experience in the field of Business Development. Or Certified in relevant CITS Trade
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma/ITI/Degree (Electrical/ Mechanical/ Electronics) with 4 years industrial and 1 year training experience in the field of Business Development. Or Certified in relevant CITS Trade
4.	Assessment Mode (Specify the assessment mode)	Blended
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: 10
5.	Estimated nos. of persons to be trained and employed: 500
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: In process If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

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

Annexure: Evidence of Level

NCrf/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrf/NSQF level descriptor	NCrf/NSQF Level
Professional Theoretical Knowledge/Process	Demands a wide range of specialised technical skill, clarity of knowledge and practice in a broad range of activity involving standard and non-standard practices. Perform analysis of the market to identify customer requirements.	A Sr. Executive- Business Development (Electronics) is responsible for studying the market, understanding the customer requirement and offering products and services to satisfy the customer requirement.	5

	● Offer products and solutions to customers. ● Adhere to industry work practices to achieve productivity and sales targets. ● Maintain records and data as per SOP.		
Professional and Technical Skills/ Expertise/ Professional Knowledge	Factual and theoretical knowledge in broad contexts within a field of work or study. ● Knowledge of the principles and processes used in the field of analysis tools and equipment used. ● Know the functionality, logic involved in the system.	A Sr. Executive- Business Development (Electronics) should know the sale methods and guidelines to achieve productivity and sales targets. Hence Level 5	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study. ● Communicate with customer, team and concerned department to understand the customer requirement ● Identify the solutions for customer ● Maintain records and data ● Complete the documentation of sales and service records	A Sr. Executive- Business Development (Electronics) should be able to use basic sales tools in the correct way to achieve sales targets and increase organizational business. Hence Level 5	5
Broad Learning Outcomes/Core Skill	● Business development procedures ● Organizational policies and quality aspects of the products ● Guidelines and instructions for sales	A Sr. Executive- Business Development (Electronics) needs to know the business development procedures, organizational policies and quality aspects of the products Hence Level 5	5
Responsibility	Responsibility of completing the work assigned and reporting the same as per standards. ● Understand the job role and follow the organizational policy ● Record and report about the work status ● Follow safety regulations at work place ● Work along with colleagues and supervisors.	A Sr. Executive- Business Development (Electronics) should record the issues and report about the same to concerned department heads and also update the status of the work as per organizations policy. Hence Level 5	5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specifications	Quantity for specified Batch size
1	Laptops/Desktops	Minimum specifications: Core i5 processor, 8GB RAM, 256GB SSD, 15.6" display	5
2	Projector and Screen	Minimum 3000 lumens projector with a screen size of at least 6 feet diagonal	1
3	Whiteboard	Magnetic whiteboard with markers and erasers	1
4	High-Speed Internet Connection	Minimum 100 Mbps for seamless online activities and research	1
5	Presentation Clicker	Wireless presentation remote with laser pointer for ease of presenting	1
6	Audio-Visual Recording Equipment	HD webcam and microphone for recording training sessions for future reference	1
7	Interactive Whiteboard	Touch-enabled whiteboard for interactive sessions and demonstrations	1
8	Virtual Meeting Software	Subscription to platforms like Zoom or Microsoft Teams for virtual training sessions	1
9	Networking Equipment	Wireless router for setting up a dedicated training network for practical exercises	1
10	Mobile Devices	Tablets or smartphones for hands-on learning of mobile app development and marketing tools	5
11	Stationery Supplies	Pens, pencils, notebooks, and other stationery items for note-taking during the sessions (Unit type- Set)	10

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Projector
3. Computer/Laptop
4. Chairs
5. Tables
6. Whiteboard marker

Annexure: Industry Validations Summary

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

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Indo Green	Vineet Kumar Garg	General Manager	291/ B-302/A Sector E Indor	9977701933	Vineetgarg1973@yahoo.com	
2	Shiv shakti techniki evam samanaya shikshan sansthan	Jitendra Kumar Garg	President	B 32 Mahesh nagar jaipur rajasthan-302015	9782912782	jitendra.garg303@gmail.com	
3	Yaduvanshi private iti	Yadvendra	Principal	TC229199 - Yaduvanshi pvt iti, hasampur the- neemkathana dist-sikar rajasthan pin code no -332718	8432882688	yaduvanshicollege2008@gmail.com	
4	Balaji Private ITI	Rakesh Kumar	Principal	Moonpur Mundawar Alwar Rajasthan	9829745313	rakeshiti@gamil.com	
5	EdgeFX Technologies Pvt. Ltd	Tarun Agarwal	COO	105, Liberty Plaza, Himayatnagar Hedrabad Telangana 500029		info@edgefxkits.in	
6	Access Edutech Pvt. Ltd.	Sanjay Kumar Mishra	Director	96, Vrindavan Nagar Ayodhya Bypass Road Bhopal	7000650224	sanjaymishra@accessedutech.com	
7	VVDN Technologies Pvt. Ltd.	Subnesh Sharma	Avp HR	Global innovation parks, plot No. cp 7 sector 8 IMT manesar, Gurugram, Haryana 122050	9821630618	Subnesh.sharma@vvdntech.com	
8	Rastriya Khushali Sansthan	Ramkaran Sinsinwar	President	VOP Tajsar Fatehpur Rajasthan	6350658040	Rkstajsar1998@gmail.com	
9	Indian Institute of Science	Seema Jeiswal	Technology Manager		7250211023	seemajaiswal@iisc.ac.in	

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10	Sahasrs Semiconductor Pvt. Ltd.	Paul ilanghovan	General Manager	B2, ELCINA EMC Cluster, Bhiwadi, Rajasthan 301019	9940122280	paul@sahasrasemi.com	
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Annexure: Training Details

Training and Employment Projections:

Year	Total Candidates	Women	People with Disability
	Estimated Training # Total	Estimated Training # Women	Estimated Training # PwD
2025-26	150	NA	NA
2026-27	150	NA	NA
2027-28	200	NA	NA

Data to be provided year-wise for next 3 years

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

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
3.0	2022-23	0	0	0	NA	NA	NA	NA	NA	NA	NA	NA	NA
3.0	2023-24	27	25	20	NA	NA	NA	NA	NA	NA	NA	NA	NA
3.0	2024-25	81	75	70	NA	NA	NA	NA	NA	NA	NA	NA	NA

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

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

- 1.
- 2.

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

Blended Learning Estimated Ratio & Recommended Tools:**Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:**<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☒ Theory/ Lectures - Imparting theoretical and conceptual knowledge	• Books/ e-books • Presentations • Reference Material • Audio / Video Modules	30:70
2	☒ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	• Self-Learning Videos • Broadcasts • Mobile Learning • Curated Digital content	30:70
3	☒ Showing Practical Demonstrations to the learners	• Video Content • E-Resource library • AR/ VR/ XR	30:70
4	☒ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	• Training tools (tools list attached) • Video Play • Presentations	30:70
5	☒ Tutorials/ Assignments/ Drill/ Practice	• Online Question Bank • Mobile Quick test app • MCQ based tests	30:70
6	☒ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	• Assessment engine for Essays • Up-loadable file examinations • Mock test sessions	30:70
7	☒ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	• Online tests • Offline assessments	30:70

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
ELE/N1103: Conduct a market analysis	<i>Identifying work requirement</i>	4	6	-	-
	PC1. receive instructions from the top management on work requirement, periodical (e.g., yearly, quarterly) sales target, location and area of operation etc.	2	3	-	-
	PC2. attend training and obtain information about the characteristics and features of the latest products / software and services offered by the organization	2	3	-	-
	<i>Analyse the market</i>	9	12	-	-
	PC3. collect information on the demographics of the location to know about the market	2	3	-	-
	PC4. identify major players in different sector, their current use of semiconductor services and their product portfolio	3	3	-	-
	PC5. assess the market by analysing past sales pattern and evaluate the current market trends for planning the sales strategy	3	3	-	-
	PC6. identify the market opportunities and potential customers by conducting a market survey	1	3	-	-
	<i>Initiating meeting with prospective customers</i>	13	15	-	-
	PC7. prepare a list of potential customers in the region and make telephone calls to them for a meeting	3	3	-	-
	PC8. prepare a presentation and pitch on company details, service offerings, areas of operation etc. for the customer	3	3	-	-
	PC9. reach customer place on time for the meeting	2	3	-	-
	PC10. interact periodically with existing customers to identify any new requirement and initiate meeting	2	3	-	-
	PC11. maintain behavioural etiquette while interacting with customer on telephone / directly	3	3	-	-
	<i>Interacting with the customer</i>	8	18	-	-
	PC12. greet the customer first and develop a rapport with them	2	5	-	-
	PC13. deliver the presentation and pitch about The service offerings and handle any queries about the company and services	2	5	-	-
	PC14. identify the customer requirement and expectations such as type of design services/product required price, delivery cycle,etc.	2	4	-	-

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	PC15. listen to customer without interrupting them and summarise the customer requirement for mutual understanding	2	4	-	-
	<i>Recording the customer details and Documentation of the visit</i>	6	9	-	-
	PC16. record the customer and call details as per company policy and procedures	2	3	-	-
	PC17. record the customer and call details as per company policy and procedures	2	3	-	-
	PC18. rectify incorrect details in existing Database to extent allowed by company policy	1	2	-	-
	PC19. record customer queries in company's database for future references as per company policy and procedures	1	1	-	-
	NOS Total	40	60	-	-
ELE/N1104: Present effective solutions to meet customer needs	<i>Offer possible solution to customer</i>	9	11	-	-
	PC1. identify the customer requirement and suggest possible multiple product and service offered by the company	3	4	-	-
	PC2. assist the customer in finalising the product/service which could best suit the requirement and also suggest some product/service options in the market which could fit the customer requirement if the product is not offered by the own company	3	4	-	-
	PC3. inform the customers about unique characteristics of the product/service which Could help in taking decision	3	3	-	-
	<i>Coordinating with production and design teams</i>	9	9	-	-
	PC4. inform the production/design team about The all aspects of customer requirement	3	3	-	-
	PC5. coordinate or arrange a meeting between customer and production/design team for further finalising the project and customer requirement	3	3	-	-
	PC6. inform production/design team about the cost, delivery time of the product/service discussed with the customer	3	3	-	-
	<i>Closing the sales</i>	8	14	-	-
	PC7. assist the customer in taking a buying decision and make them feel happy about the purchase	2	2	-	-
	PC8. take the details of the purchase such as number of product and other requirements from the customer once the buying decision is made	2	2	-	-
	PC9. negotiate the pricing of product/service with customer appropriately by ensuring that the sale transaction results in profit for the organization	2	4	-	-
	PC10. inform the customer about the final price after deducting discounts, payment terms, mode of payment etc.	2	4	-	-
	<i>Documentation of purchase</i>	4	6	-	-

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	PC11. prepare and provide documents such as invoice, agreement, warranty certificate and other relevant documents related to purchase to the customer as per company standards	2	3	-	-
	PC12. inform customers about terms and conditions, warranty coverage as per component in the equipment and other related detail related to the purchase	2	3	-	-
	<i>Assisting client with after sales service</i>	3	6	-	-
	PC13. identify the service support requirement from client after the completion of sale	1	3	-	-
	PC14. provide information to the customer about after sales service offered by organization such as any service maintenance technician requirement, repairing work etc.	2	3	-	-
	<i>Maintaining relationship with clients</i>	3	8	-	-
	PC15. interact periodically with existing customers to identify any new requirement	1	1	-	-
	PC16. seek new business opportunity with existing customers and obtain new reference for sales from them	1	1	-	-
	PC17. gauge customer on satisfaction	1	1	-	-
	<i>Achieving Productivity</i>	4	6	-	-
	PC18. achieve the target set for number of calls /visits to attend and number of calls to be closed successfully in a period of time such as the monthly, quarterly and yearly sales target	2	3	-	-
	PC19. satisfy the customer with the service and maintain continuous relationship	2	3	-	-
	NOS Total	40	60	-	-
DGT/VSQ/N0102: 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, Behavior 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	-	-	-	-

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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	-	0
Total Marks	100	150	0	0

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:
 - Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
 - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
 - Assessment agency deploys the ToA certified Assessor for executing the assessment
 - SSC monitors the assessment process & records
2. Testing Environment:
 - Confirm that the center is available at the same address as mentioned on SDMS or SIP
 - Check the duration of the training.
 - Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
 - If the batch size is more than 30, then there should be 2 Assessors.
 - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
 - Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
 - Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
 - Check the availability of the Lab Equipment for the particular Job Role.
3. Assessment Quality Assurance levels / Framework:
 - Question papers created by the Subject Matter Experts (SME)
 - Question papers created by the SME verified by the other subject Matter Experts
 - Questions are mapped with NOS and PC
 - Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
 - Assessor must be ToA certified & trainer must be ToT Certified
 - Assessment agency must follow the assessment guidelines to conduct the assessment
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
 - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
 - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos
5. Method of verification or validation:
 - Surprise visit to the assessment location
 - Random audit of the batch
 - Random audit of any candidate

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6. Method for assessment documentation, archiving, and access
 - Hard copies of the documents are stored
 - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
 - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

On the Job:

1. Each module (which covers the job profile of Sr. Executive- Business Development (Electronics)) will be assessed separately.
2. The candidate must score 50% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and performing Soft Skills effectively:
 - Videos of Trainees during OJT
 - Answer Sheets of Question Banks
 - Assessing the Log Book entries of Trainees at Employer location
 - Employer Performance Feedback.
4. Assessment of each Module will ensure that the candidate is able to:
 - Understand the importance of understanding production requirements.
 - Understand the practical aspect of the process used on the Assembly line.
 - Basic health and safety practice.

Annexure: Acronym and Glossary**Acronym**

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

Glossary

Term	Description
National Occupational Standards (NOS)	NOS defines 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