

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

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Groundcrew Examining Board (GEB)
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List of documents submitted in support of the Qualifications File

1. Syllabus of OJT and continuity classes for Corporal Promotion Examination as Annexure -I
2. Air Force Order (AFO) 57/15 specifying the role of Environmental Support Services Assistant (ESSA) as Annexure-II
3. Blue Print of REB (Zonal) (Annexure-III)

SUMMARY

1. Qualification Title	CPL : Environmental Support Services Assistant
2. Qualification Code	IAF/ESSA/101
3. NCO Code and Occupation	3119.0900, Fire Officer; 3257.0600, Health, Safety & Environment Officer; 5414.0111, Security Supervisor
4. Nature and purpose of the qualification	A Trade & Rank Certification for the personnel with sound knowledge and skill to perform the duties as well as impart on-job training to his juniors in the Station/ Unit Administration / Fire Section / Photo Section / Station Workshop (Machine Bay) sections of Air Force Units/Station.
5. Body/bodies which will award the qualification	Regional Examining Board (Zonal) [REB(Z)]
6. Body which will accredit providers to offer courses leading to the qualification	Directorate of Training (D Trg), Air HQ
7. Whether accreditation/affiliation norms are already in place or not (if yes, attach a copy)	N/A as specific to Defence Forces
8. Occupation(s) to which the qualification gives access	Corporal of ESSA
9. Job Description of the Occupation	To maintain the safety of environment of the Air Force Station and to meet any fire contingency arising in and around the Air Force Station and carry out the duties and responsibility as mentioned for his rank and trade as per AFO 57/15 placed at annexure II.
10. Licensing requirements	N/A
11. Statutory and regulatory requirements of the relevant sector (documentary evidence to be	Air Force Act, Air Force Regulations, Air Force Order,

provided)	
12. Level of the qualification in the NSQF	Level 5
13. Anticipated volume of training/learning required to complete the qualification	A total of 450 hrs consisting of:- Training/continuity classes : 384 hours Practice : 66 hours Total : 450 hours
14. Indicative list of training tools required to deliver this qualification	Classroom with modern AV aids, Environmental Management System, Aspect and Impact analysis, Identification of mandatory and non mandatory cause of pollution, Modern environmental management tools, Domestic Fire Tender and FTP, Digital Camera, Online error management system software, computing appliances. Fire Arms, Firing Range and Ground Training Infrastructure.
15. Entry requirements and/or recommendations	Qualification: (i) Should have passed Test of Skill - CPE (ii) Should have 5 years of service
16. Progression from the qualification	Job Progression Cpl*→Sgt*→JWO*→WO→MWO *Subject to clearing promotion exam for Sergeant (Sgt) and Junior Warrant Officer (JWO) called as Sergeant Promotion Exam (SPE) and JWO Promotion Exam (JPE)
17. Planned arrangements for the Recognition of Prior learning (RPL)	N/A as each stage is complete
18. International comparability where known	Not Known
19. Date of planned review of the qualification.	Every 5 yrs or earlier in case of change in training syllabus pattern.

20. Formal structure of the qualification			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
1. ESSA Trade Duties IAF/ESSA/101/01	M	150	5
2. Machinist Trade Duties IAF/ESSA/101/02	M	150	5
3. Photo Technician Trade Duties IAF/ESSA/101/03	M	150	5
Total		450	

SECTION 1 **ASSESSMENT**

21.Body/Bodies which will carry out assessment:

Regional Examining Boards (REB Zonals) and Ground Crew Examining Board.

22. How will RPL assessment be managed and who will carry it out?

N/A.

23. Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

(a) Assessment will be carried out by Regional Examining Boards (Zonal) under the aegis of Ground Crew Examining Board (GEB). The examining boards have all necessary infrastructures and a pool of qualified, highly experienced examiners to carry out such assessments. The promotion examinations are conducted by REB (Zonal) under the aegis of GEB twice a year.

(b) Examination consists of following parts:-

(i) Online examination for General Education and System Theory (Specific to trade) for 50 marks each. The air warrior has to score 50% marks in each paper.

(ii) Viva-Voce for 25 marks and practical examination for 75 marks and the air warrior has to score 60% marks in aggregate.

(aa) Practical Exam to test the:-

(i) Professional Skill

(ii) Core Skill of the Air warrior

(ab) Viva Voce to gauge the overall knowledge, and its application in resolving an issue.

3. IAF has a well defined appraisal system covering all aspects of an Air Warrior ranging from personal traits to professional performance. The Air Warrior is assessed once a year based on his performance resulting in a realistic evaluation.

24. Assessment Evidences

Title of Component:

Air warrior should have knowledge of a Leading Aircraftsman and in addition should have a detailed knowledge of following:-

Outcomes to be assessed	Assessment criteria for the outcome
Knowledge of ESSA trade duties in the Admin Office (SWO's/UWO's).	(a) Undertakes care and maintenance of domestic fire appliance and associated equipment and accessories. (b) Compile various details of duties, parade state and ration strength. (c) Maintenance of discipline of airmen (d) Assists in operating and maintaining stores. (e) Prepare material for exhibition and publicity purpose. (f) Give on the job training to personnel working under working him and look after the administration of photo section. (g) Digital still photography. (h) Digital video recording. (j) Image editing and movie creation.
Knowledge to work as Machinist	(a) Checks, sets and adjusts as permissible all machines and instruments in the turning shop guide and instruct hid juniors. (b) <ul style="list-style-type: none"> (i) Undertakes machining of tools, gauges and components uses in engine, jigs and modifications sets etc. (ii) Undertakes Radial Drilling Machine Operations. (c) Maintains section/flight accounting of material demanding and accounting of metals and tools, estimates material repair.
Knowledge to work as Photo Technician	(a) Assists in operating and maintaining stores. (b) Prepare material for exhibition and publicity purpose. (c) Give 'on the job' training to personnel working under working him and look after the administration of photo section. (d) Digital still photography. (e) Digital video recording. (f) Image editing and movie creation.

Means of assessment 1

There are two types of Assessments viz. Formative and Summative.

(a) The Formative Assessment is carried out continuously during the conduct of OJT and continuity training conducted by Chief Administrative Officer (C Adm O).

(b) Summative Assessment is carried out by REB (Z)

Details are mentioned under means of Assessment-2. Written test, Practical examination/Skill test & Viva-voce.

Means of assessment 2

1. Examination will be conducted by Ground crew Examining Board and Regional Examining Board (Zonal) on General Education and Trade Proficiency respectively.
2. Online exams on the theory part of curriculum, which is divided into three categories (factual, comprehension, application based questions), are conducted on OTES platform for testing the knowledge of Air warriors in his trade and General Education.
3. Marks allotted for each paper is:-
 - (a) System Theory on General Education (50 MCQ) : 50 Marks
 - (b) Written test for Trade Skills component (50 MCQ) : 50 Marks
 - (c) Practical Exam (100 Marks) divided in two parts:-
 - (i) On Job Practical
(Consist of mandatory and optional Questions/task) : 75 Marks
 - (ii) Viva-Voce for Practical Component. : 25 Marks

Pass/Fail

The minimum qualifying standard is 50% marks in each part and 60% in aggregate of all parts of Theory/Practical Exam conducted by REB (Z). Those who score 80% above are declared as Skill grade 'A'.

Maximum three attempts permitted to pass CPE.

SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Corporal (Cpl) of ESSA in Indian Air Force			
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Air warrior is adequately trained to undertake any task independently without any error. Air Warriors will have wide range of specialized technical skill, clarity of knowledge & practice to carry out all the jobs of Environmental Support Services Assistant trade comprising of the Admin Section, Machinist and ground photography as per the job description AFO 57/2015	Personnel are able to identify the issues pertaining to Admin Section, Machinist and ground photography. They are able to maintain these systems as per procedure and rectify the faults. Personnel are able to identify the issues pertaining to ESSA trade and take corrective actions to resolve the issues pertaining to their job.	5
Professional knowledge	<p>Air warrior can accomplish the task assigned to him in a most befitting manner and on time. He does not need any type of supervision for all types of tasks task except those activities which specifically warrant for a higher level supervision. Air Warrior possesses factual and theoretical knowledge in broad context within their area of work. Air Warriors are able to know the scale of tools / equipment related to the ESSA trade.</p> <p>Personnel are equipped with fair knowledge of General Administration, Photo Technician & Machine Shop technology. Have working knowledge of various equipments pertaining to ESSA Trade.</p>	<p>Air Warriors are able to acquire basic knowledge on ESSA system. Air warriors are capable to identify the cause for the malfunctioning of any system and institute necessary remedial action under supervision.</p> <p>Air warriors should have the knowledge of various tools, testers and ground equipment and also the scale of tools.</p>	5
Professional skill	Air warrior is fully trained to find out the problem areas and to rectify them appropriately to ensure timely and effective completion of the task. Air	Ability to identify the cause of problem and understand the consequences it can likely lead to. Initiate	5

Title/Name of qualification/component: Corporal (Cpl) of ESSA in Indian Air Force			
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	Warriors have a range of cognitive and practical skills required to search solutions to the problems encountered during work. Able to carry out maintenance/repair with all advanced test equipment	corrective measures after consultation with the seniors	
Core skill	Air Warriors have good mathematical calculation, understanding of social, political and reasonably good in data collecting & organising information. They can demonstrate the following:- 1. Can communicate effectively within Air Force and outside agencies 2. Can understand the servicing manuals and technical instructions in English. 3. Air Warriors have computer knowledge	Air Warriors have communication skill, arithmetic skills, computer skill and basic understanding of social and natural environment. Air warriors have good computer literacy to work in Power point, Excel, Access etc.	5
Responsibility	Air warrior is suitably and adequately trained to be more responsible and proactive approach towards undertaking any tasks. Air Warriors can shoulder responsibility of own work & learning in their sphere of work	With sound knowledge of the system the Air Warriors are able to carry out task assigned to him and take responsibility for the same. He is partially responsible for the work output and learning of his juniors.	5

SECTION 3

EVIDENCE OF NEED

26. What evidence is there that the qualification is needed?

In IAF many types of Administrative requirements which include hygiene & sanitation, Vermiculture management, Horticulture, Bird hazard management and Ground defence management at the time hostilities are to be performed. Also the technical tasks involving operation & maintenance of fire appliances including Fire tenders, Photography for recording all events and Daily servicing of lathes, Grinding, lathe tools in common use, Production as per workshop drawing are need to be performed. These personnel should be able to carry out day to day operation and maintenance of above mentioned, also they should be able to undertake minor defect either at their own or under the guidance of a supervisor so that serviceability of all the equipment is always maintained at optimum level. These tradesmen should be capable in identifying the fault in the equipment and taking necessary action for its rectification.

Thus, after the JBPT, the TPT course gives the recruits in depth knowledge to handle various situations, which are likely to be encountered during the course of actual field deployment both during war/peace.

What is the estimated uptake of this qualification and what is the basis of this estimate?

Is based on the cadre and actual figures cannot be revealed

27. Recommendation from concerned Line Ministry of Govt/Regulatory Body. To be supported by documentary Evidences

The trade has been cleared by MoD and notification to the same effect is confidential in nature.

28. What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

This qualification is especially tailor made to suit the specific AF requirements.

29. What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

IAF has a well defined Directorates responsible for monitoring both the training and testing aspects. **Directorate of Training** is responsible for ensuring that right training is imparted to the recruits. The syllabus is based on various studies and feedback received from field units/ REB(T).

Directorate of Education is responsible for Trade Testing and evaluation of the knowledge and skill level of the personnel passing out from the training institute and their performance in field units.

This qualification will be reviewed and revised at an interval of five years or earlier, in case of change in syllabus based on the feedback from field Units/REB(T/Z).

SECTION 4

EVIDENCE OF PROGRESSION

30. What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

On completion of the course, an Aircraftsman will be posted the field unit, where he will undergo OJT. On successful completion of the Station Guard Room and Provost Desk training, as per his suitability he will be recommended for one of the sections. Accordingly, the air warrior will be imparted with another five months of skill training under supervision and will be promoted to LAC. After three months of skill refinement he will be in a position to appear for CPE. On successful completion of CPE he will be promoted to Cpl after five years from date of enrolment. He will further keep climbing the promotion ladder by appearing for SPE for Sgt and JPE for JWO ranks. As per new policy in vogue, ACRs have been linked to skill levels. So, he will be motivated to enhance his skill levels and get them tested by appearing for SGT.

The progression flow is given below.

AC→LAC→Cpl*→Sgt*→JWO*→WO→MWO

*Subject to clearing promotion exam for Cpl, Sgt and JWO called as CPE, SPE and JPE

Annexure-I

(Syllabus of OJT and continuity classes conducted at field units)

SYLLABUS AND ALLOCATION OF HOURS FOR OJT AND CONTINUITY CLASSES

SL NO	SUBJECT	TRAINING PERIODS		
		Theory	Theory Practical	Total
1.	Operation of Fire Tender	15	30	45
2.	Wet Fire Drill	10	20	30
3.	Dry Fire Drill	10	20	30
4.	Photography with Digital Camera	10	30	40
5.	Photography with Digital SLR Camera	06	20	30
6.	Studio Photography	10	30	40
7.	Sanitation & hygiene	05	15	20
8.	Guard challenging procedure	05	15	20
9.	Lay out of Ceremonial Parade	05	20	25
10.	CO's orderly room procedure	02	10	12
11.	Preparing of DRSS	--	10	10
12.	Arrangement of Court Martial	--	10	10
13.	Handling and management of Air Force Inventory through IMMOLS	04	12	16
14.	Vermiculture	04	10	14
15.	Horticulture	04	10	14
16.	Bird characteristics, categories and factors attracting birds	04	10	14
17.	Disaster Management	04	--	04
18.	Tent accommodation	04	10	14
Total		102	282	384

Annexure-II

[Air Force Order (AFO) 57/15
specifying the role of ESSA]

ENVIRONMENTAL SUPPORT SERVICES ASSISTANT : CORPORAL

SWO's/UWO's Office.	
Tasks performed	Posses knowledge to carry out the tasks
<p>Undertake the entire range of works a leading aircraftman and in addition:-</p> <p>(a) Undertakes care and mainly maintenance of domestic fire appliance and associated equipment and accessories.</p> <p>(b) Compile various details of duties, parade state and ration strength.</p> <p>(c) Maintenance of discipline of airmen</p> <p>(d) Assists in operating and maintaining stores.</p> <p>(e) Prepare material for exhibition and publicity purpose.</p> <p>(f) Give „on the job” training to personnel working under working him and look after the administration of photo section.</p> <p>(g) Digital still photography.</p> <p>(h) Digital video recording.</p> <p>(j) Image editing and movie creation.</p>	<p>Same as for Leading Aircraftman and in addition have a detailed knowledge of :-</p> <p>(a) Construction and operation of fire appliances, daily servicing procedure, practical fire fighting technique.</p> <p>(b) Procedure of detailing for duties; compiling of daily strength of personnel, method of compiling parade and ration strength. Preparation of IAFF (Z) 3033.</p> <p>(c) General service discipline, dress regulation, method of paying complement.</p> <p>(d) Logistic procedure.</p> <p>(e) (i) Theory and practice in pictorial composition perspective, light and lighting conditions. (ii) Latest cameras, photographic techniques, films and photo processing materials.</p> <p>(f) Acquaintance with Photographic staff instructions A.F.Os and R.F.Is, maintenance of AP sand Air HQ Routine Order Part IV.</p> <p>(g) Functioning of Digital SLR camera.</p> <p>(h) Functioning of digital video camera.</p> <p>(j) Knowledge on various image editing software.</p>

<p><u>TASK RELATED TO MACHINIST</u></p> <p>Undertakes the entire range of work of a leading Aircraftman and in addition :-</p> <p>(a) Checks, sets and adjusts as permissible all machines and instruments in the turning shop guide and instruct his juniors.</p> <p>(b) (i) Undertakes machining of tools, gauges and components used in engine, jigs, modifications sets etc. (ii) Undertakes Radial Drilling Machine Operations.</p> <p>(c) Maintains section/flight accounting of material demanding and accounting of metals and tools, estimates material repair.</p>	<p>In addition to the qualifications of leading Aircraftman the following qualifications :-</p> <p>(a) Wider experiences and more advanced knowledge of turning and drilling process "On the job" instructions.</p> <p>(b) (i) Same as in (a) above</p> <p>(ii) Knowledge of radial drilling machines.</p> <p>(c) Knowledge of procedure for repair or manufacturing equipment procedure for demanding, accounting and turning machines, material and tools from and to the main equipment section, method of calculation and estimating quality of material.</p>
<p><u>TASK RELATED TO PHOTO TECH</u></p> <p>(a) Assists in operating and maintaining stores.</p> <p>(b) Prepare material for exhibition and publicity purpose.</p> <p>(c) Give „on the job“ training to personnel working under working him and look after the administration of photo section.</p> <p>(d) Digital still photography.</p> <p>(e) Digital video recording.</p> <p>(f) Image editing and movie creation.</p>	<p>(a) Logistic procedure.</p> <p>(b) (i) Theory and practice in pictorial composition perspective, light and lighting conditions. (ii) Latest cameras, photographic techniques, films and photo processing materials.</p> <p>(c) Acquaintance with Photographic staff instructions A.F.Os and R.F.Is, maintenance of AP and Air HQ Routine Order Part IV.</p> <p>(d) Functioning of Digital SLR camera.</p> <p>(e) Functioning of digital video camera.</p> <p>(f) Knowledge on various images editing software. Knowledge on video editing and movie making software.</p>

BLUE PRINTSYLLABUS FOR AIRPEX: GENERAL EDUCATIONMAX MARKS: 50

SL NO	SUBJECT	TOPICS	WEIGHTAGE %
01	Organisation and Administration of IAF	(a) History of IAF (b) Organization of Wings/Stations (c) Common Service Terms and Abbreviations (d) Equivalent Ranks, Rank Badges (e) Flags and Ensigns/Honours and awards/ Decorations (f) Terms and condition of service Pay and Allowances, Leave rules, Identity card, Book in/Book out, Promotions, Assessments (g) Filing system, SSOs/SROs, Parade and drill movements, Range Firing (h) Trade and Groups, Airmen promotion examination	24
02	Fire Safety, Aerospace Safety and Medical Safety/Health Awareness	(a) Types and causes of fire (b) Precautions, Types of fire extinguishers, its relevance and functioning (c) Fire committee and its role in fire prevention (d) Aerospace safety and related abbreviations (e) Types of diseases, modes of transfer, its prevention and control (f) Health and hygiene	12
03	Security and intelligence	(a) Security of personnel, information security, computer security, material security and document/ communication security (b) Types of documents and its handling (c) Security precautions	10
04	Air Force Law	(a) Person subject to Air Force Law (b) Common terms related to Air Force Law (c) Service privileges and Penal deductions (d) Arrest and Custody (e) CO's Orderly Room procedure (f) Air Force Offences	14
05	General English	(a) Article and Parts of Speech (b) Types and Figure of Speech, Transformations of Sentences, Modals, Gerunds (c) Vocabulary ,Antonym, Synonym, Homonyms, One word substitute	20

		(d) Idioms and Phrases, Proverbs, Spellings, words often confuse (e) Syntax, Common Errors (f) Service writing:- Service abbreviations, Common terminology	
06	Computer Application	(a) Basics of computer and its handling (b) Microsoft Office	04
07	General Awareness and Current Affairs	(a) Latest developments in Defence Forces (b) Sports, Games, Social studies, Cinema and Politics:- Events of past 06-09 months	16
TOTAL			100

SYLLABUS FOR CORPORAL PROMOTION EXAMINATION (CPE)
SYSTEM THEORY (TRADE- ESSA)

MARKS: 50

SL NO	SUBJECT	MARKS
1.	GENERAL ADMINISTRATION	15
2.	VERMICULTURE HORTICULTURE	2
3.	BIRD HAZARD COMBAT TEAM (BHCT) DISASTER MANAGEMENT	4
4.	FIRE FIGHTING	14
5.	PHOTO	12
6	LOGISTICS PROCEDURE (IMMOLS)	2
7	AEROSPACE SAFETY	1
TOTAL		50

BLUE PRINT AND SYLLABUS FOR CPE JOB PRACTICAL : ESSA

SL NO	TYPE OF PRACTICAL EXAM	PRACTICAL ACTIVITY	NO OF PRACTICAL	MARKS
1.	Mandatory Practical	<ul style="list-style-type: none"> - Fire Drill (Wet and dry drill, extension ladder drill, lectures on various fire extinguisher, their maintenance and operations) - Sanitation, hygiene, diseases, precautions - Guard briefing and challenging procedure - Tent accommodation (Accessories, pitching) - Funeral ceremony (Procedure, detailing of escorts and arrangements related to it) - CO's Orderly Room Procedure 	02	50
2	Optional Practical	<ul style="list-style-type: none"> - Preparation of DRSS - Preparation of IAF (Z) 3033 - Ceremonial Parade (Words of command, composition, arrangement, procedure) - Court Martial (GCM, DCM and its arrangement) - Framing of Charge Sheet 	02 (out of two one is to be attempted)	25
3.	Viva Voce	Viva-Voce	10 Questions each of 2.5 Marks	25
		Grand Total		100