

**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

Banking, Financial Services and Insurance Sector Skill Council of India  
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**Name and contact details of individual dealing with the submission**

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**Position in the organisation:** Manager Content

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**List of documents submitted in support of the Qualifications File**

1. Occupational Map of Accounts Executive - Annexure 1
2. Qualification Pack Accounts Executive - Annexure 2
3. Model Curriculum of Accounts Executive – Annexure 3

**Model Curriculum to be added which will include the following:**

- **Indicative list of tools/equipment to conduct the training**
- **Trainers qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical/OJT component**

**SUMMARY**

1	<b>Qualification Title</b>	Accounts Executive
2	<b>Qualification Code, if any</b>	BSC/Q8101
3	<b>NCO code and occupation</b>	4311.9900 Accounting and Bookkeeping Clerks, Others
4	<b>Nature and purpose of the qualification (Please specify whether qualification is short term or long term)</b>	Accounts Executive is an occupation important with all organisations where he/she will maintain accounting records, compute and adhere to statutory payments timelines, compile financial statements, schedule and present any other defined report to senior(s). The qualification is a long term qualification.
5	<b>Body/bodies which will award the qualification</b>	BFSI Sector Skill Council of India
6	<b>Body which will accredit providers to offer courses leading to the qualification</b>	BFSI Sector Skill Council of India
7	<b>Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)</b>	Accreditation and affiliation norms file is attached
8	<b>Occupation(s) to which the qualification gives access</b>	Accounts & Finance
9	<b>Job description of the occupation</b>	The incumbent will be responsible for recording and maintaining accounting books, calculation and payment of tax liabilities, preparation of final accounts and accounting statements. Reporting of accounting statements to seniors.
10	<b>Licensing requirements</b>	NA
11	<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)</b>	NA
12	<b>Level of the qualification in the NSQF</b>	Level 4
13	<b>Anticipated volume of training/learning required to complete the qualification</b>	350 hours
14	<b>Indicative list of training tools required to deliver this qualification</b>	White board, markers, chart papers, laptop, projector

15	<b>Entry requirements and/or recommendations and minimum age</b>	10+2 with Commerce OR Any Graduate with 2 years experience in Financial Sector OR B.Com / BBA/Graduation with economics  18 years of age	
16	<b>Progression from the qualification (Please show Professional and academic progression)</b>	Assistant Manager – Professional progression Qualified Accounts Executive / Accountant	
17	<b>Arrangements for the Recognition of Prior learning (RPL)</b>	RPL can be offered to existing accountants in order to upskill their knowledge.	
18	<b>International comparability Where known (research evidence to be provided)</b>	NA	
19	<b>Date of planned review of the qualification</b>	08/04/2023	
20	<b>Formal Structure of the qualification</b>		
	<b>Mandatory components</b>		
(i)	<b>Title of component and identification code/NOS/ Learning Outcome</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
	BSC/N8101 (Prepare tax compliance related documents)	140	4
	BSC/N8102 (Prepare and perform payroll function)	30	
	BSC/N8103 (Prepare receipt and payment voucher)	55	
	BSC/N8104 (Understand and book credit purchases and Sales)		
	BSC/N8105 (Prepare financial statements)	90	
	BSC/N9902 (Communicate effectively and achieve customer satisfaction)	25	
	BSC/N9903 (Maintain integrity and ethics)	5	
	BSC/N9904 (Focus on teamwork)	5	
	Sub Total (A)	350	
	<b>Mandatory components</b>		
(ii)	<b>Title of component and identification code.</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>

	NA	NA	NA
	<b>Sub Total (B)</b>	<b>0</b>	0
Total (A+B)		350	

**SECTION 1**  
**ASSESSMENT**

21	<p><b>Body/Bodies which will carry out assessment:</b>                  The below list of Assessment agency will perform the computer based assessment.</p> <ol style="list-style-type: none"> <li>1. Confederation of Indian Industry (CII)</li> <li>2. CoCubes Technologies Pvt Ltd</li> <li>3. Mettl-Assessment Science Expert</li> <li>4. IRIS Corporate Solutions Private Limited</li> <li>5. Navriti</li> <li>6. Skill Mantra</li> </ol>
22	<p><b>How will RPL assessment be managed and who will carry it out?</b></p> <p>RPL Assessments will be carried out by the same Assessment agencies as mentioned above.</p>
23	<p><b>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.</b></p> <p>The emphasis is on practical demonstration of skills and knowledge based on the performance criteria. The assessment papers are developed by Subject Matter Experts (SME) as per the performance and assessment criteria mentioned in the Qualification Pack. The assessments papers are also checked for the various outcome based parameters such as quality, time taken, precision, tools &amp; equipment requirement etc. The assessment sets are then reviewed by BFSI SSC official for consistency.</p> <p>The assessment results are backed by evidences collected by assessors.</p> <ol style="list-style-type: none"> <li>1 The assessor needs to collect a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the In charge / Head of the Training Centre.</li> <li>2 The assessor needs to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central Government. The same needs to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate and cross verify trainee's credentials in the enrolment form.</li> <li>3 The assessor needs to punch the trainee's roll number on all the test pieces.</li> </ol>

	<p>4 The assessor can take a photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.</p> <p>5 The assessor also needs to carry a photo ID card.</p> <p>The assessment agencies are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments.</p>
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Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

**ASSESSMENT EVIDENCE**

**Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.**

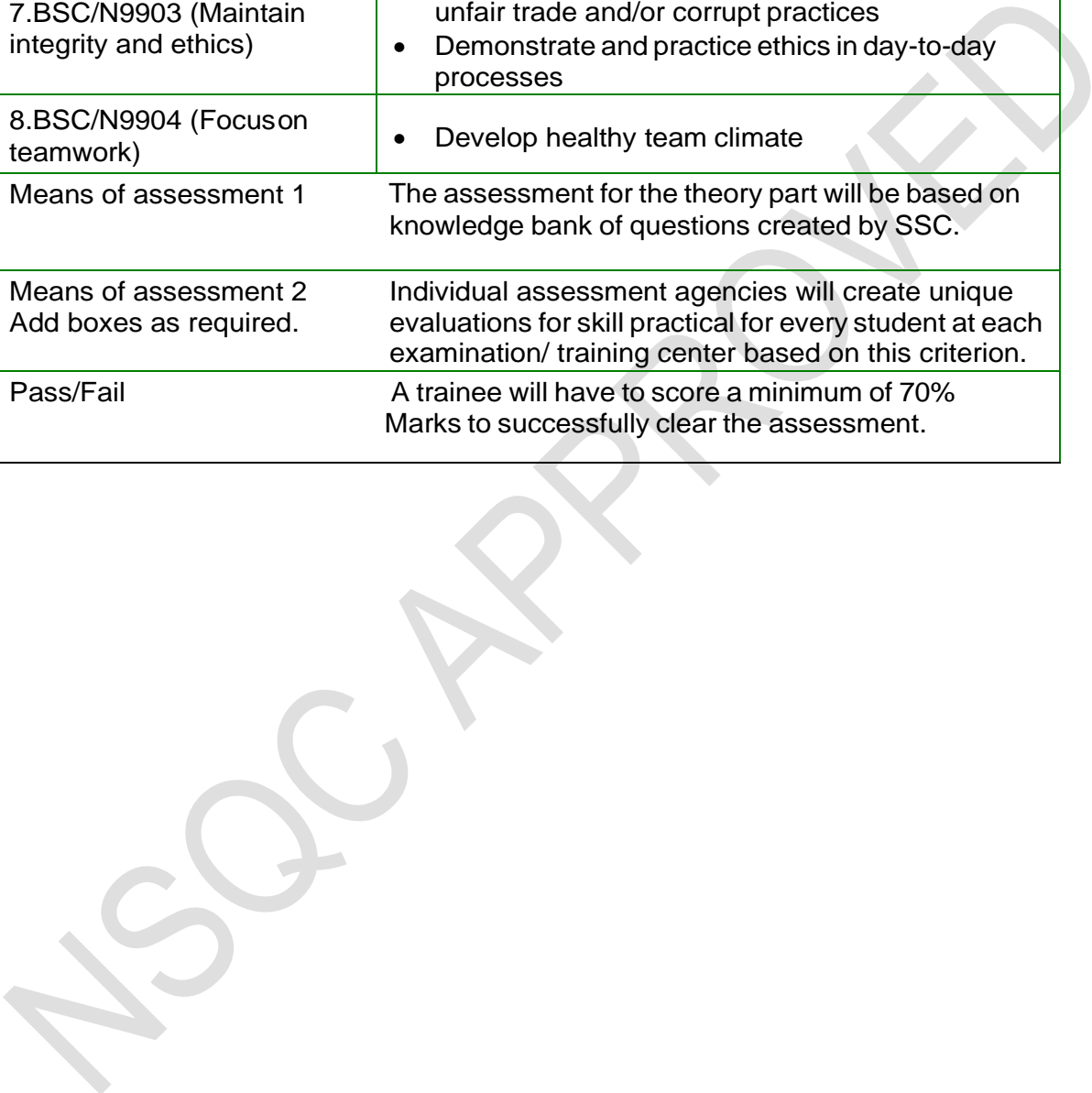
*NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.*

**24. Assessment evidences**

**Title of Component:** BSC/Q8101 Accounts Executive

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
1. BSC/N8101 (Prepare tax compliance related documents)	<ul style="list-style-type: none"> <li>• Prepare all the documents related to tax</li> </ul>
2. BSC/N8102 (Prepare and perform payroll function)	<ul style="list-style-type: none"> <li>• Prepare salary pay outs</li> <li>• Calculate bonus</li> </ul>
3. BSC/N8103 (Prepare receipt and payment voucher)	<ul style="list-style-type: none"> <li>• Prepare and enter payment and receipt vouchers in Tally system</li> </ul>
4. BSC/N8104 (Understand and book credit purchases and Sales)	<ul style="list-style-type: none"> <li>• Understand the purchase journal and sales journal</li> <li>• Identify and understand the transaction prompting documents, relevance of master documents and its contents</li> </ul>
5. BSC/N8105 (Prepare financial statements)	<ul style="list-style-type: none"> <li>• Understand the concept of various financial statement</li> <li>• Generate statements in Tally</li> </ul>

6. BSC/N9902 (Communicate effectively and achieve customer satisfaction)	<ul style="list-style-type: none"> <li>• Communicate with BFSI customers ,superior and colleagues</li> <li>• Maintain service orientation</li> <li>• Practice cooperation, coordination, and collaboration to achieve shared goals</li> <li>• Analyse and address problems by educating, eliminating or escalating</li> </ul>
7.BSC/N9903 (Maintain integrity and ethics)	<ul style="list-style-type: none"> <li>• Employ fair practices and refrain from indulging in unfair trade and/or corrupt practices</li> <li>• Demonstrate and practice ethics in day-to-day processes</li> </ul>
8.BSC/N9904 (Focus on teamwork)	<ul style="list-style-type: none"> <li>• Develop healthy team climate</li> </ul>
Means of assessment 1	The assessment for the theory part will be based on knowledge bank of questions created by SSC.
Means of assessment 2 Add boxes as required.	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on this criterion.
Pass/Fail	A trainee will have to score a minimum of 70% Marks to successfully clear the assessment.



## NSQF QUALIFICATION FILE

### SECTION 2

#### 25. EVIDENCE OF LEVEL

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

The candidate will be expected to independently make entries in the books of accounts; accounting software etc. He / She will be expected to prepare periodic reports for MIS as well as for reporting to internal as well as external stakeholder which involve management as well as various regulatory authorities vis. Income Tax; GST department etc. He will also be involved in calculation; verification, reconciliation and vetting the correctness or otherwise of financial transaction entered into by the organisation with various entities. These calculations will form the basis of interest calculations from banks; vendors; calculation of TDS on Income Tax; computation of GST to be charged on invoices; computation of Input Tax Credit applicable; calculations for filing various periodic returns including GST; Income Tax and TDS reports.

#### OPTION A

Title/Name of qualification/component: Accounts Executive			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Understand basics of accounting in an enterprise, learn and adhere to statutory payments and deductions, record all transactions on the available accounting software and generate financial statements and reports	The job requires the candidate to do repetitive base on accounting principles and practices required for an organisation wherein he will be able to perform his duties of recording transactions and complying with regulations regarding payments of taxes within timelines and deduction and disbursement of statutory deductions as per the law of land. He / she will also be required to draw financial statements and reports for the purpose of review and publishing	4

**NSQF QUALIFICATION FILE**

Title/Name of qualification/component: Accounts Executive		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Professional knowledge	<p>The job holders needs to know and understand areas of accounting like:</p> <ul style="list-style-type: none"> <li>- Recording of transactions by passing accounting entries</li> <li>- Understand structure of tax payments</li> <li>- Understand computation of various taxes levied by state/central government</li> <li>- Prepare tax input and credit statements</li> <li>- Understand different timelines of tax payments</li> <li>- To prepare payroll input every month with changes as per the count of active employees in the company</li> <li>- To understand salary deduction</li> <li>- To understand statutory deductions with respect to Provident fund, ESI, income tax, etc</li> <li>- To get income tax deductions and include them changes in salary.</li> <li>- To gain understanding of accounting software</li> <li>- To learn the process of recording all transactions and documentations related to transactions</li> <li>- Knowledge of reconciliation of documents at regular intervals</li> </ul>	<p>The Job holder gains knowledge of various regulations and process for statutory payments, understands and implements transaction recording procedure for final financial statements preparation.</p>	4



NSQF QUALIFICATION FILE

Title/Name of qualification/component: Accounts Executive		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> <li>- Knowledge of different journals in the company such as sales journal / purchase journal.</li> <li>- Record transactions in relevant journals</li> <li>- Knowledge of documents required for recording transactions</li> <li>- Knowledge of various accounting concepts like provisions, depreciation, prepaid expenses.</li> <li>- Format of profit and loss account and balance sheet and reports for the same.</li> </ul>		
Professional skill	<p>The job holder will need the gain the following:</p> <ul style="list-style-type: none"> <li>- Thorough understanding of accounting concepts</li> <li>- Knowledge of accounting softwares</li> <li>- Knowledge of regulations related to tax system of the country.</li> <li>- Timely updation &amp; adherence to tax regulations as published by concerned authorities.</li> <li>- Knowledge of preparation of final accounts and report writing</li> </ul>	The job role for the holder involves a range of activities starting from correctly recording the transactions, computation of tax liabilities, and reconciliation to finalisation of books of accounts and reporting the financial statements to the concerned authority for review and publishing.	4
Core skill	<p>The job holder needs to have the following skills to be able to perform the job role:</p> <ul style="list-style-type: none"> <li>- Good communication skills</li> </ul>	The job holder needs to be able to conduct / discharge his duties and responsibilities with detail oriented approach, accuracy and eye for details to be captured / corrected / reconciled.	4

**NSQF QUALIFICATION FILE**

Title/Name of qualification/component: Accounts Executive			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> <li>- Good mathematical ability</li> <li>- Fundamental knowledge of accounting and taxation</li> <li>- Attention to detail</li> </ul>		
Responsibility	The job holder will be individually responsible for discharging his responsibilities of error free transactions in books of accounts and reporting to the manager(s) or superiors from time to time as per the need of the organisation.	The job holders will be discharging their duties individually and will be supervised by their supervisor and are responsible for their actions.	4

NSQF APPROVED

**NSQF QUALIFICATION FILE**

**SECTION 3**

**EVIDENCE OF NEED**

26	estimated uptake of estimate?	here that the qualification is need qualification and what is the basis	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	Basis	In case of SSC	NA
	<p>Need of qualification The Qualification is needed across all industries as all companies registered or unregistered needs to maintain their books of accounts for statutory compliance and filing of various tax returns.</p>	<p>The SSC had 4 different job roles related to accounts Viz: BSC/Q0901 - Accounts Executive (Accounts Payable &amp; Receivable), BSC/Q1001 - Accounts Executive (Recording, Reporting), BSC/Q1201 - Accounts Executive (Payroll) &amp; BSC/Q1101 - Accounts Executive (Statutory Compliance) which have been expired. We in the process of rationalisation of these QPs, have merged and developed one master QP. We have assessed more than 20,000 candidates in accounts related job roles in the last two years. Also, as MES courses for DDUGKY and NULM schemes are retiring soon, we will need a qualification pack on accounts which will enable certification and placement 25000 candidates in the coming 3 years. Hence the need for this qualification file.</p>	<p>NA</p>

NSQF QUALIFICATION FILE

	<p>Industry Relevance</p> <p>Usage of Qualification</p> <p>NAThis qualification file is a rationalisation of our earlier qualification packs as stated in the need section of the file. The qualification pack will be used by training partners (Under PMKVY, and MES scheme) across the country for training of 25000+ candidates in the next two years.</p>
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NSQF APPROVED

	<p>Estimated uptake The qualification file intends to train and deploy 25000+ candidates under this job role under all the available schemes.</p>
27	<b>Recommendation from the concerned Line Ministry of the</b>

**NSQF QUALIFICATION FILE**

	<p><b>Government/Regulatory Body. To be supported by documentary evidences</b></p> <p>Line ministry mail interaction attached. We have approached Line ministry for approval of the said Job role.</p>
28	<p><b>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</b></p> <ol style="list-style-type: none"> <li>1. NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work</li> <li>2. NSDC QRC team also confirmed the same</li> <li>3. Moreover the said job role is rationalisation of our previous QPs</li> </ol>
29	<p><b>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? Specify the review process here</b></p> <ul style="list-style-type: none"> <li>• Feedback from the Industry and Industry Association</li> <li>• Recommendation and suggestions from the Industry Player and Industry Association</li> <li>• The qualification pack will be reviewed internally as per the feedback from training partners and industry association every year and will be put up for changes incase of any critical changes or requirement found in the qualification pack.</li> </ul>

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

**SECTION 4**  
**EVIDENCE OF PROGRESSION**

30	<p><b>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?</b></p> <p><b><i>Show the career map here to reflect the clear progression</i></b></p> <p>The course curriculum is designed, keeping in mind the horizon of the job role, the candidate will be able to work with any organisation with any one area of the job role. This enhances chances of employment. In case of progression, the candidate can select the area of specialisation and progress from an entry level job to Lower level managerial position with experience and conduct.</p> <p>The career map is attached as Annexure 1 below</p>
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**NSQF QUALIFICATION FILE**

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

Annexure 1 : Career Map for progression:

