

To,
The CEO,
Management, Entrepreneurship and Professional Skills Council (MEPSC)

Date: 10-01-2019

SUB: VALIDATION OF MEPSC NATIONAL OCCUPATIONAL STANDARDS/QUALIFICATION PACKS

Dear Sir,

On behalf of HIND CONCRETE SOLUTIONS P.LTD. I am authorized to evaluate and validate the Qualification Pack and National Occupational Standards produced by MEPSC.

The list of qualifications evaluated and being validated are as follows:

1. Whether the NSQF level assigned to this Qualification is apropos to the industry/sector HR value chains or not?

S. No.	Name of the qualification	QP Code	NSQF Level	Validated
✓ 1	Recruitment Executive – HR	MEP/Q0702	4	Yes / No
2	Print Machine Operator	MEP/Q0801	4	Yes / No
✓ 3	Field Executive - Data and Document Collection or Verification	MEP/Q0206	4	Yes / No
✓ 4	HR Executive – Payroll and Employee Data Management	MEP/Q0701	4	Yes / No
5	Career and Educational Counsellor	MEP/Q2804	6	Yes / No
6	Course Counsellor	MEP/Q2803	4	Yes / No
✓ 7	Placement Executive	MEP/Q2802	5	Yes / No
8	Project Coordinator	MEP/Q0501	4	Yes / No
9	Community Worker/Mobilizer	MEP/Q1101	5	Yes / No
10	Proposal Writer	MEP/Q1102	6	Yes / No
11	Fund Raiser	MEP/Q1103	7	Yes / No
12	Market Research Analyst	MEP/Q1001	4	Yes / No
13	Legal Proofreader and Editor	MEP/Q0901	4	Yes / No
14	Para Legal Associate	MEP/Q0902	4	Yes / No

2. Is there a need for this qualification in the market / sector/ industry? Yes/No (with justification)

S. No.	Name of the qualification	There a need for this qualification in the market / sector/ industry? (with justification)
✓ 1	Recruitment Executive – HR	Yes / No
2	Print Machine Operator	Yes / No
✓ 3	Field Executive - Data and Document Collection or Verification	Yes / No
✓ 4	HR Executive – Payroll and	Yes / No

The roles are important.

	Employee Data Management	
5	Career and Educational Counsellor	Yes / No
6	Course Counsellor	Yes / No
✓ 7	Placement Executive	✓ Yes / No
8	Project Coordinator	Yes / No
9	Community Worker/Mobilizer	Yes / No
10	Proposal Writer	Yes / No
11	Fund Raiser	Yes / No
12	Market Research Analyst	Yes / No
13	Legal Proofreader and Editor	Yes / No
14	Para Legal Associate	Yes / No

3. Whether the candidates after completion of this course could be suitably employed in the sector or not? Please elaborate with figures (if possible)

S. No.	Name of the qualification	Yes/No	Please elaborate with figures (if possible)
✓ 1	Recruitment Executive - HR	✓ Yes / No	<i>The course suit employability</i>
2	Print Machine Operator	Yes / No	
✓ 3	Field Executive - Data and Document Collection or Verification	✓ Yes / No	
✓ 4	HR Executive - Payroll and Employee Data Management	✓ Yes / No	
5	Career and Educational Counsellor	Yes / No	
6	Course Counsellor	✓ Yes / No	
✓ 7	Placement Executive	Yes / No	
8	Project Coordinator	Yes / No	
9	Community Worker/Mobilizer	Yes / No	
10	Proposal Writer	Yes / No	
11	Fund Raiser	Yes / No	
12	Market Research Analyst	Yes / No	
13	Legal Proofreader and Editor	Yes / No	
14	Para Legal Associate	Yes / No	

4. Please suggest additional domain or professional or generic skills that need to be incorporated in the Qualifications for industry requirements.

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Company Profile

6. Name and complete address of the industry (website, if available):

Hero Corporate Service Private
Limited.

www.hero.com.co

7. Product of the company or nature of services.

Finance and Advisory Services

8. Total number of persons employed in your industry.

9. No. of persons employed in your company who are similarly qualified / similar to the qualification under consideration.

Job Role	No. employed	Job Role	No. employed
<input checked="" type="checkbox"/> Recruitment Executive – HR	2	Project Coordinator	
<input type="checkbox"/> Print Machine Operator		Community Worker/Mobilizer	
<input checked="" type="checkbox"/> Field Executive - Data and Document Collection or Verification	4	Proposal Writer	
<input checked="" type="checkbox"/> HR Executive – Payroll and Employee Data Management	1	Fund Raiser	
<input type="checkbox"/> Career and Educational Counsellor		Market Research Analyst	
<input type="checkbox"/> Course Counsellor		Legal Proofreader and Editor	
<input checked="" type="checkbox"/> Placement Executive	1	Para Legal Associate	

For Hero Corporate Service Private Limited

Yours Sincerely,

Jadeep Singh

Authorised Signatory

Signature and Stamp:

Name: Jadeep Singh

Place: New Delhi

Designation: Manager - HR

Phone No: 9717992546

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Company classification: Large / Medium / Small