



## Qualification File

Revised Application Documentation: Version 5 /22 May, 2015

**NSDA Reference**  
*To be added by NSDA*

### QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Banking, Financial Services and Insurance Sector Skill Council of India (BFSI SSC)

P J Towers, Dalal Street,

Mumbai -400001,

India.

Name and contact details of individual dealing with the submission

Name: **Rakesh Bhatt**

Position in the organisation: **Operations Head**

Address if different from above

Tel number(s): 022 60600990

E-mail address: **rakesh.bhatt@bfsissc.com**

List of documents submitted in support of the Qualifications File

1. Validation of Occupational Standards by Industry
2. Approval of QRC
3. Putting up the Occupational Standards in public view and declaration of Standard as NOS

#### 4. QUALIFICATION FILE SUMMARY

Qualification Title	Accounts Executive (Payroll)		
Body/bodies which will assess candidates	Confederation of Indian Industries (CII)		
Body/bodies which will award the certificate for the qualification.	BFSI		
Body which will accredit providers to offer the qualification.	BFSI Sector Skill Council of India		
Occupation(s) to which the qualification gives access	Entry level Executive (Payroll)		
Proposed level of the qualification in the NSQF.	4 (Level Four)		
Anticipated volume of training/learning required to complete the qualification.	The curriculum has been designed in a way that the theory and the practical aspects can be covered in the duration of 60-75 hrs by training for one to two hours a day for 2 to 3 months.		
Entry requirements / recommendations.	Graduation in Commerce/allied subjects or Diploma in commercial Practice		
Progression from the qualification.	<p>The qualification helps the student to get an entry level job in accounting based on the QP he has gotten trained with. The progression can be through Upskilling to other Qualification Packs during employment. The other QP could be a higher NSQF level say 5, 6, 7, 8 etc.</p> <p>Since the training is for the entry level accounts executive position, the trainee could experience a career growth within the organization by exhibiting continuous Upskilling approaches towards the acquired skill. For ex: from Accounts Executive to Sr. Acc. Exec. to Jr. Mgr. to Sr. Mgr. etc.</p>		
Planned arrangements for RPL.	RPL arrangements and policies are under development		
International Comparability	UK Standard - AAT: 600/6908/9		
Formal structure of the qualification	Accounts Executive (Payroll) - BSC / Q 1201		
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
1. BSC / N 1201 (Understanding the various concepts to perform the Payroll function)	Mandatory	60	4
2. BSC / N 1202 (Understanding in detail the documents relating to the job role)			
3. BSC / N 1203 (Preparation of Salary advice)			
4. BSC / N 1204 (Preparation of statutory advice)			
5. BSC / N 1205 (Preparation of salary journal)			
6. BSC/N0910(Performing the accounting entry)			
7. BSC / N 1207 (Filing and record keeping)			

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

## SECTION 1

### ASSESSMENT

1. Name of assessment body: **Confederation of Indian Industries (CII)**

If there will be more than one assessment body for this qualification, give details.

**Will the assessment body be responsible for RPL assessment?**

Give details of how RPL assessment for the qualification will be carried out and quality assured.

**RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack.**

**The process of RPL assessment is under development.**

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

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) available with the Assessment Agency 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 & equipment requirement etc. The assessment sets are then reviewed by BFSI SSC official for consistency.

The assessment results are backed by evidences collected by assessors.

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.

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.

3 The assessor needs to punch the trainee's roll number on all the test pieces.

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.

5 The assessor also needs to carry a photo ID card.

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.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

### ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Accounts Executive (Payroll)

BSC / Q 1201

Sector Skill Council - Banking, Financial Services & Insurance (BFSI)

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcome	Assessment criteria	Total Mark (700)	Out Of	Marks Allocation	
				Theory	Skills Practical
1) N 1201 Understanding the various concepts to perform the Payroll function	PC1. Understand in detail the various components forming part of salary payable to employees	100	2	1	1
	PC2. Have detail knowledge of the components of fixed pay such as Basic, H.R.A, any special allowance etc.		2	1	1
	PC3. Understand the components of variable portion of salary such as Incentive, commission, overtime which varies month on month		2	1	1
	PC4. Maintain and update records of date of joining of new employees.		2	1	1
	PC5. Seek from relevant authority the employee number issued to such person and maintain the records of		2	1	1

	the same.
	PC6. Update the designation changes of the employee into the database.
	PC7. Record the data as to which department/team and role, the new employee has been assigned.
	PC8. Record the verified and attested Date of Birth of the new employee into various/required documents.
	PC9. Record and update the salary components and other details of the employee
	PC10. Record and update the date of resignation of the employee.
	PC11. Mark the employee number of such person to mean "resigned".
	PC12. Understand in detail the Salary calculation that forms part of full and final settlement. Maintain and update records of date of joining of new employees.
	PC13. Update leave details of employees into the database.
	PC14. Record the leave without pay details of employees.
	PC15. Record the overtime details of employees (when applicable).
	PC16. Have authority to obtain rent declaration from the employees in time.
	PC17. Have authorization to receive savings declaration from the employees.
	PC18. Obtain investment declaration

3	1	2
3	1	2
3	1	2
4	1	3
4	1	3
2	1	1
5	2	3
3	1	2
3	1	2
3	1	2
2	1	1
2	1	1
3	1	2

	from employees.
	PC19. Seek and receive declarations regarding housing loan/allied documents.
	PC20. Record leave travel documents/declarations from the employees into the database.
	PC21. Obtain previous employment details if required/applicable
	PC22. Thoroughly understand the concepts and terms regarding PF deduction procedures.
	PC23. Calculate the amount of PF to be deducted individually from employees' salaries.
	PC24. Calculate the amount of PF deducted totally that needs to be submitted to the government account.
	PC25. Have thorough understanding of government websites through which payment is to be made.
	PC26. Have understanding of the organization's contribution to PF accounts.
	PC27. Thoroughly understand the concepts and terms regarding ESI deduction procedures.
	PC28. Understand the applicability of ESI provisions to employees with salary as limited by present rules.
	PC29. Calculate the amount of ESI to be deducted individually from employees' salaries.
	PC30. Calculate the amount of ESI deducted totally that needs to be submitted to the government account.

3	1	2
3	1	2
3	1	2
4	2	2
4	1	3
4	1	3
4	2	2
5	2	3
3	1	2
3	1	2
4	1	3
4	1	3

	PC31. Have thorough understanding of government websites through which payment is to be made.		3	1	2
	PC32. Have understanding of the organization's contribution to ESI accounts		3	1	2
		TOTAL	100	36	64
2) N 1202 Understanding in detail the documents relating to the job role	PC1. Record and maintain the correct name of the employee as per validated proof.		2	1	1
	PC2. Record and update the designation of the employee.		2	1	1
	PC3. Record and maintain the date of Joining of the employee.		2	1	1
	PC4. Understand and record the date of any promotion and/or change in job role.		2	1	1
	PC5. Have access to the leave details of the employee for salary calculation process		3	1	2
	PC6. Understand thoroughly different components of salary.		3	1	2
	PC7. Understand and differentiate between fixed and variable portions of salaries.		3	1	2
	PC8. Understand the constituents of fixed salary.		3	1	2
	PC9. Have detailed understanding about the company policies regarding variable pay		5	2	3
	PC10. Understand the concept of deductions.		4	2	2
	PC11. Understand in detail the various forms of deductions from salary.		4	1	3

	PC12. Understand the company policy regarding the deduction relating to advances and loans		4	1	3
	PC13. Have thorough understanding about the income tax laws and deductions from salary		4	2	2
	PC14. Have access to the leave details of employees and its effects/deductions from salary as per company policy		3	1	2
	PC15. Have access to obtain/receive relevant documents as is required for performing the role.		4	2	2
	PC16. Understand the relevance of these documents.		2	1	1
	PC17. Thoroughly understand the contents of these documents.		2	1	1
	PC18. Gather additional documents pertaining to any special requirement.		3	1	2
	PC19. Check for authenticity of the documents and report to the concerned authority regarding any deviation		3	1	2
	PC20. Have clear demarcation regarding the documents that relates to the time period for which calculation of salary is being undertaken		4	2	2
	PC21. Have access to obtain/receive relevant reference documents as is required for performing the role		4	2	2
	PC22. Understand the company policy/process manual regarding the payroll process.		5	3	2
	PC23. Refer any already designed format and/or salary calculation guide in case of clarifications		4	2	2



	PC24. Obtain clear data relating to the deductions to be made from salary of respective employees		5	2	3
	PC25. Understand the relevance of the main/supported documents.		4	2	2
	PC26. Prioritize according to the importance of the documents and maintain the same order		4	2	2
	PC27. File the documents in chronological order to enable seamless retrieval of the same in case of any requirement in the future		4	2	2
	PC28. Produce such document as is needed at the time for clarifications.		4	2	2
	PC29. Segregate the data as required in the current financial year.		4	2	2
		TOTAL	100	44	56
3) N 1203 Preparation of Salary Advice	PC1. Have access to/obtain salary register or by any other term referred or any other document that contains the Employee details.		2	1	1
	PC2. Seek and receive login-ID to access employee details when stored in electronic mode		3	1	2
	PC3. Understand the contents and methods of recording data onto it		5	2	3
	PC4. Check and verify individual data for each employee.		5	2	3
	PC5. Verify whether employee name corresponds to employee code.		5	2	3
	PC6. Verify the updated job role, designation appears alongside the employee details		5	2	3
	PC7. Co-relate the Date of Joining/leaving of the employee with the available documents		2	1	1

	PC8. Understand the components of salary.		4	2	2
	PC9. Record the fixed amounts as earned by the employee on monthly basis.		5	2	3
	PC10. Record the variable amounts as earned by the employee on monthly basis.		5	2	3
	PC11. Understand the concept of deductions.		4	2	2
	PC12. Have access to obtain all documents in original form as required for calculation of specific deduction.		4	2	2
	PC13. Calculate the various deductions from salary such as HRA, TDS, ESI, PF etc. as applicable to each employee.		8	3	5
	PC14. Record the amount of deductions as against the earning details of each employee		5	2	3
	PC15. Refer the company policy regarding any other form of deductions (statutory or otherwise).		4	2	2
	PC16. Have access to the salary statement format as designed in the organization.		4	2	2
	PC17. Seek and receive any log-in ID required to record data in electronic mode.		4	2	2
	PC18. Understand the contents of such statement.		3	2	1
	PC19. Collect and compile data as required to prepare the statement.		3	1	2
	PC20. Fill-in the net salary statement.		8	3	5
	PC21. Prepare salary advice detailing the net salary payable to each		8	3	5

	employee.				
	PC22. Present the salary advice for approval from Senior/Manager.		4	2	2
		TOTAL	100	43	57
4) N 1204 Preparation of Statutory Advice	PC1. Have thorough understanding of the statutory deductions as carried out in the organization.		2	1	1
	PC2. Have updated information on all the changes in applicable laws.		2	1	1
	PC3. Have knowledge on the statutory due dates for submitting various payments into the government account.		2	1	1
	PC4. Prepare statutory advice statements detailing the type and amount of statutory deductions to be made during the month for each employee.		3	1	2
	PC5. Seek and receive login ID to access such data when stored in electronic mode.		2	1	1
	PC6. Update and maintain such data in orderly manner for easy retrieval at a future date for audit/reference purposes		2	1	1
	PC7. Have access to/obtain pre-designed statement advice relating to Income Tax deductions		3	1	2
	PC8. Prepare such statement where no such pre-designed statement exists.		3	1	2
	PC9. Seek and receive login ID to fill and update data into such statement when stored in electronic form.		2	1	1
	PC10. Read and understand thoroughly the contents of such statement.		2	1	1

	PC11. Collect and compile data as required to prepare the statement.		2	1	1
	PC12. Fill-in data such as gross salary, net salary, and Income Tax deduction at source (TDS) for each employee.		3	1	2
	PC13. Prepare summary of such statement highlighting the total amount of TDS deduction made during the month.		3	1	2
	PC14. Make a note into such statement, details regarding the due date for depositing such TDS amount to the Government account.		3	1	2
	PC15. Present such advice statement to Senior/Manager for approval.		1	0	1
	PC16. Have access to/obtain pre-designed statement advice relating to Professional Tax deductions.		2	1	1
	PC17. Prepare such statement where no such pre-designed statement exists.		3	1	2
	PC18. Seek and receive login ID to fill and update data into such statement when stored in electronic form.		2	1	1
	PC19. Read and understand thoroughly the contents of such statement.		2	1	1
	PC20. Collect and compile data as required to prepare the statement.		1	0	1
	PC21. Fill-in data such as gross salary and Professional Tax deducted for each employee (where applicable).		3	1	2
	PC22. Prepare summary of such statement highlighting the total amount of Professional Tax deduction made during the month.		3	1	2

	PC23. Make a note into such statement, details regarding the due date for depositing such Professional Tax amount to the Government account.		3	1	2
	PC24. Present such advice statement to Senior/Manager for approval.		1	0	1
	PC25. Have access to/obtain pre-designed statement advice relating to Provident Fund (PF) deductions.		2	1	1
	PC26. Prepare such statement where no such pre-designed statement exists.		2	0	2
	PC27. Have thorough understanding of employee deduction and employer contribution to Provident Fund.		3	1	2
	PC28. Seek and receive login ID to fill and update data into such statement when stored in electronic form.		2	1	1
	PC29. Read and understand thoroughly the contents of such statement.		2	1	1
	PC30. Collect and compile data as required to prepare the statement.		2	1	1
	PC31. Fill-in data such as employee deduction and employer contribution details towards each employee.		3	1	2
	PC32. Prepare summary of such statement highlighting the total amount of Provident Fund deduction and contribution made during the month.		3	1	2
	PC33. Make a note into such statement, details regarding the due date for depositing such Provident Fund amount to the Government account.		2	1	1

	PC34. Present such advice statement to Senior/Manager for approval.		1	0	1
	PC35. Have access to/obtain pre-designed statement advice relating to Employee State Insurance (ESI) deductions.		2	1	1
	PC36. Prepare such statement where no such pre-designed statement exists.		2	0	2
	PC37. Have thorough understanding of employee deduction and employer contribution to ESI fund.		2	1	1
	PC38. Seek and receive login ID to fill and update data into such statement when stored in electronic form.		2	1	1
	PC39. Read and understand thoroughly the contents of such statement.		2	1	1
	PC40. Collect and compile data as required to prepare the statement.		2	1	1
	PC41. Fill-in data such as employee deduction and employer contribution details towards each employee.		3	1	2
	PC42. Prepare summary of such statement highlighting the total amount of ESI deduction and contribution made during the month.		3	1	2
	PC43. Make a note into such statement, details regarding the due date for depositing such ESI fund amount to the Government account.		3	1	2
	PC44. Present such advice statement to Senior/Manager for approval.		2	1	1
		TOTAL	100	38	62
5) N 1205 Preparation of Salary Journal	PC1. Have access to/obtain salary journal of the current accounting period.		3	1	2

	PC2. Seek and receive login ID to access and update data when stored in electronic mode.		3	1	2
	PC3. Read and understand thoroughly the contents of the salary journal.		3	2	1
	PC4. Collect and compile data as required to update the salary journal.		4	2	2
	PC5. Have access to receive any other document required for performance of the job role.		3	1	2
	PC6. Have access to approved salary advice for the month/period.		3	1	2
	PC7. Fill-in the total of basic salary component of all employees put together for the month/period.		4	1	3
	PC8. Fill-in the total of allowance component of all employees put together for the month/period.		4	1	3
	PC9. Fill-in the total of incentive component of all employees put together for the month/period.		4	1	3
	PC10. Fill-in the total of commission component of all employees put together for the month/period.		4	1	3
	PC11. Fill-in the total of overtime payment (if any) of all employees put together for the month/period.		4	1	3
	PC12. Fill-in the total of any other earning component of all employees put together for the month/period.		4	1	3
	PC13. Calculate and highlight the total amount of gross salaries of employees for the month/period.		5	1	4
	PC14. Prepare and present any other data as is required.		3	1	2
	PC15. Have access to approved salary		2	1	1

	advice for the month/period.				
	PC16. Fill-in the total of Employees' contribution to Provident Fund component of all employees put together for the month/period.		5	1	4
	PC17. Fill-in the total of Employees' contribution to Employee State Insurance (ESI) component of all employees put together for the month/period.		5	1	4
	PC18. Fill-in the total of Professional Tax (PT) component of all employees put together for the month/period.		4	1	3
	PC19. Fill-in the total of Income Tax Deducted at Source (TDS) component of all employees put together for the month/period.		4	1	3
	PC20. Fill-in the total of Leave without pay (if any) component of all employees put together for the month/period.		4	1	3
	PC21. Fill-in the total of any advance /loan recovered from employees' component of all employees put together for the month/period.		4	1	3
	PC22. Fill-in the total of any miscellaneous deduction component of all employees put together for the month/period.		4	1	3
	PC23. Calculate and highlight the total amount of deductions to be made from gross salaries of employees for the month/period		5	1	4
	PC24. Have access to/obtain the gross salary statement payable to all employees.		2	1	1
	PC25. Have access to/obtain the approved and verified deduction		2	1	1



	details of the employees.				
	PC26. Calculate and highlight the net salaries payable to employees for the month/period.		5	1	4
	PC27. Prepare and present the above details for approval to Senior/Manager.		3	1	2
		TOTAL	100	29	71
6) N0910 Performing the accounting entry	PC1. To have thorough understanding of the voucher types.		3	1	2
	PC2. Select the "payment" voucher type for respective transaction.		4	2	2
	PC3. Obtain authorized and signed net salary payable voucher.		3	1	2
	PC4. Obtain the signed and approved net salary payable statement.		3	1	2
	PC5. Check for the supplementing evidential papers/transactional documents to be in place.		3	1	2
	PC6. Understand the accounting software used by the company.		4	2	2
	PC7. Seek and receive any log-in ID required to operate the software.		3	1	2
	PC8. To make use of already existing log-in ID (if required so).		3	1	2
	PC9. Understand the account types and codes (if used in the software).		4	2	2
	PC10. To arrive at the accounting entry page		3	1	2
	PC11. Check and verify whether the account type and code already exists for the supplier.		3	1	2
	PC12. Ability to create such account		3	1	2

	(in case of new supplier) if authorised.				
	PC13. To be able to draft request to the central software division and/or any other department for creation of such supplier account.		5	2	3
	PC14. Receive new supplier account and code from such division/department.		5	2	3
	PC15. To update/check for automatic updation regarding such new account.		5	2	3
	PC16. Have thorough understanding of the double entry system of accounting.		4	2	2
	PC17. Give effect to various components of salary account such as Basic salary account (a/c), HRA a/c, Allowances a/c etc.		7	2	5
	PC18. Give effect to various deduction components from salary account such as EPF a/c, ESI a/c, PT Payable a/c, Loan/advances recovered a/c etc.		7	2	5
	PC19. Give effect to Net Salary payable to employee's a/c.		7	2	5
	PC20. Give effect to Employer's contribution to PF Expense a/c and Payable a/c.		7	2	5
	PC21. Give effect to Employer's contribution to ESI Expense a/c and Payable a/c.		7	2	5
	PC22. Give effect to tax account code such as TDS payable a/c.		7	2	5
		TOTAL	100	35	65
6) N 1207 Filing and Record Keeping	PC1. Understand the relevance of the documents.		4	2	2
	PC2. Prioritize according to the importance of the documents and		6	2	4

	maintain the same order.				
	PC3. File and maintain the employees' details.		4	2	2
	PC4. File the transactional documents along with the salary details.		4	2	2
	PC5. To attach copy of any other related document.		6	2	4
	PC6. File the documents in chronological order to enable seamless retrieval of the same in case of any requirement in the future.		5	2	3
	PC7. Produce such document as is needed at the time for clarifications.		6	2	4
	PC8. Assist his superior/Manager with the documentation for furnishing proof documents in case of any dispute.		6	2	4
	PC9. Segregate the data as required in the current financial year.		6	2	4
	PC10. Prepare and present quarterly, half-yearly reports as per requirements. To arrive at the accounting entry page.		6	2	4
	PC11. Maintain employee details in the chronological order along with their respective codes.		6	2	4
	PC12. Record any change in the performance role of the employee.		6	2	4
	PC13. Record any change in the designation of the employee.		6	2	4
	PC14. Classify present employee details and past employee details.		4	2	2
	PC15. Prepare statements highlighting the salary payable and statutory payments for the current period.		6	2	4

	PC16. Prepare and present any report indicating the overtime payment to employees' in general.		6	2	4
	PC17. Prepare and present any bonus payment report.		7	3	4
	PC18. Prepare and present any other report as is required by the Senior/Manager.		6	2	4
		TOTAL	100	37	63

## SECTION 2

### EVIDENCE OF NEED

<p><b>What evidence is there that the qualification is needed?</b>  <b>Feedback from industry was collected with respect to roles for which qualification packs development was to be prioritized.</b></p>
<p><b>What is the estimated uptake of this qualification and what is the basis of this estimate?</b></p> <ul style="list-style-type: none"> <li>• Skills Gap analysis Reports for industry demand</li> <li>• Training duration and current and potential capacity envisaged for potential supply</li> <li>• An LMIS development initiative is being put in place to be more precise regarding the demand and supply</li> </ul>
<p><b>What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?</b></p> <ul style="list-style-type: none"> <li>• NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work</li> <li>• NSDC QRC team also confirmed the same</li> </ul>
<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?</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> </ul>

Please attach any documents giving further information about any of the topics above.  
Give details of the document(s) here:

## SECTION 3

### SUMMARY 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.

Generic NOS is/are linked to the overall authority attached to the job role.

Accounts Executive (Payroll)> BSC/Q 1201					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The task needs the person in this job role to understand the components of salary, maintain employee related details pertaining to advances paid and recovered, seek and receive Income Tax declarations from employees, understand details about deductions relating to statutory deductions such as Provident Fund, ESI, Professional Tax etc.</p>	<p>The products/services the company deals in.</p> <p>Different accounting system/procedure/processes that are followed by the company.</p> <p>Organizational guidelines for dealing with different types of receipts and payments.</p> <p>Company's policies regarding the employee compensation.</p> <p>Processes and methods of payments of compensation and recovery of</p>	<p>Differentiate between the critical documents and its relevance in accounting.</p> <p>Make clear, logical decisions regarding the upkeep of documents.</p> <p>Organize work &amp; time in order to maximize productivity</p> <p>Plan the work/tasks at hand</p> <p>Address problems arising either due to a technical issue, customer grievance or administration related issues</p> <p>Consistently obtain feedback and improve their performance.</p> <p>Check whether the work is</p>	<p><b>Writing Skills</b></p> <p>Prepare reports and summary of the receipts/payments for review.</p> <p>Prepare reports on status of other receipts accounts.</p> <p>Communicate and share knowledge with peers and supervisors.</p> <p><b>Reading Skills</b></p> <p>Read and understand organizational and regulatory guidelines.</p> <p>Read and verify legitimacy of documents submitted by concerned person.</p> <p>Read and explain terms to the other party.</p>	<p><b>Understanding the components of Salary</b></p> <p>Understand in detail the various components forming part of salary payable to employees</p> <p>Have detail knowledge of the components of fixed pay such as Basic, H.R.A, any special allowance etc.</p> <p>Understand the components of variable portion of salary such as Incentive, commission, overtime which varies month on month.</p> <p><b>Maintaining records of employees joined during the current year</b></p> <p>Maintain and update records of</p>	4

	<p>loan/advances to employees.</p>	<p>complete and free from errors.</p> <p>Get the work checked by others.</p> <p>Contribute to the quality of team working.</p> <p>Work effectively in a team environment.</p> <p>Store and retrieve information.</p> <p>Keep updated with changes, procedures and practices in the role</p>	<p><b>Integrity</b></p> <p>Maintain integrity with respect to sensitive documents</p> <p>Act objectively and in the best interests of customers</p> <p><b>Mathematical Skills</b></p> <p>Compute numbers quickly and accurately.</p> <p>Perform basic mathematical operations such as addition, subtraction, multiplication and division</p> <p>Calculate accurately any tax to be charged, discount allowed etc., w.r.t. the customer's account as per the company policy</p> <p><b>Oral Communication (Listening</b></p>	<p>date of joining of new employees.</p> <p>Seek from relevant authority the employee number issued to such person and maintain the records of the same.</p> <p>Update the designation changes of the employee into the database.</p> <p>Record the data as to which department/team and role, the new employee has been assigned.</p> <p>Record the verified and attested Date of Birth of the new employee into various/required documents.</p> <p>Record and update the salary components and other details of the employee</p> <p><b>Maintaining records of resignations during the current year</b></p> <p>Record and update the date of resignation of the</p>	
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			<p><b>and Speaking skills)</b></p> <p>Listen to the customers and be able to offer products that are pertinent to their requirements.</p> <p>Communicate clearly with the customer using language that he/she understands.</p> <p>Communicate and share knowledge with peers and supervisors.</p>	<p>employee.</p> <p>Mark the employee number of such person to mean “resigned”.</p> <p>Understand in detail the Salary calculation that forms part of full and final settlement.</p> <p>Maintain and update records of date of joining of new employees.</p> <p><b>Preparing and maintaining attendance records of employees</b></p> <p>Update leave details of employees into the database.</p> <p>Record the leave without pay details of employees.</p> <p>Record the overtime details of employees (when applicable).</p> <p><b>Seek and receive Income Tax declarations from employees</b></p> <p>Have authority to obtain rent declaration from the employees in</p>	
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				<p>time</p> <p>Have authorization to receive savings declaration from the employees.</p> <p>Obtain investment declaration from employees.</p> <p>Seek and receive declarations regarding housing loan/allied documents.</p> <p>Record leave travel documents/declarations from the employees into the database.</p> <p>Obtain previous employment details if required/applicable</p> <p><b>Understanding the details regarding PF deductions</b></p> <p>Thoroughly understand the concepts and terms regarding PF deduction procedures.</p> <p>Calculate the amount of PF to be deducted individually from employees'</p>	
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				<p>salaries.</p> <p>Calculate the amount of PF deducted totally that needs to be submitted to the government account.</p> <p>Have thorough understanding of government websites through which payment is to be made.</p> <p><b>Understanding the details regarding ESI deductions</b></p> <p>Thoroughly understand the concepts and terms regarding ESI deduction procedures.</p> <p>Understand the applicability of ESI provisions to employees with salary as limited by present rules.</p> <p>Calculate the amount of ESI to be deducted individually from employees' salaries.</p> <p>Calculate the amount of ESI deducted totally that needs to be</p>	
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				<p>submitted to the government account.</p> <p>Have thorough understanding of government websites through which payment is to be made.</p> <p>Have understanding of the organization's contribution to ESI accounts</p>	
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OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] (Optional)

Summary of other evidence (if used):

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

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?  
 These Qualification Packs corresponds to the entry level accounting jobs in any organization. A minimum of 24 job roles/positions are identified in the accounting domain with varying levels of experience and skills to reach the management level. By continuous Upskilling and undertaking learning and development activities, there can be a path pointed towards growth and achievement both in professional and personal space.

Please attach any documents giving further information about any of the topics above.  
 Give details of the document(s) here: