

NSDA Code 2020/OAFM/DGT/03726
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CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Directorate General of Training (DGT)
Government of India, Ministry of Skill Development and Entrepreneurship,
1st and 2nd Floor, CIRTES Building
Next to Pusa ITI, Pusa Campus
New Delhi - 110012

Name and address of submitting body:

Directorate General of Training (DGT)
Government of India, Ministry of Skill Development and Entrepreneurship,
1st and 2nd Floor, CIRTES Building
Next to Pusa ITI, Pusa Campus
New Delhi - 110012

Name and contact details of individual dealing with the submission

Name: Shri Deepankar Mallick

Position in the organisation: Deputy Director General (C & P)

Address if different from above:

Tel number(s): 011-25847035

E-mail address: deepankar.mallick60@nic.in

List of documents submitted in support of the Qualifications File

1. Competency-based curriculum with following details:

Model Curriculum to be added which will include the following:

1. Indicative list of tools/equipment to conduct the training: Enclosed with curriculum
2. Trainers qualification: Indicated in the curriculum
3. Lesson Plan: All DGT curricula are designed indicating specific practical to be carried out during training along with details of trade theory. Based on this the

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concerned instructor prepares the Lesson Plan and demonstration plan with support of IMPs developed by NIMI,DGT.

4. Distribution of training duration into theory/practical/OJT component: Indicated in the curriculum.

2. Curriculum for Core Skills (Employability Skills).

• SUMMARY

1	Qualification Title	'HUMAN RESOURCE EXECUTIVE'
2	Qualification Code, if any	DGT/1087
3	NCO code and occupation	2424.0100 - Manpower Officer/Area Manager, Human Resource 2424.0300 - Human Resource Manager
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Prepare craftsman who plans, directs and co-ordinates human resource management activities of an organization to maximize the strategic use of human resources in organisation. (long term qualification)
5	Body/bodies which will award the qualification	Directorate General of Training (DGT).
6	Body which will accredit providers to offer courses leading to the qualification	Directorate General of Training (DGT) accredits the Training providers (ITIs/ NSTIs/MSTIs/BTCs/BTPs / Industries / Establishments).
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	Yes. The accreditation/ affiliation norms and any amendments made from time to time are available on DGT web portal.
8	Occupation(s) to which the qualification gives access	<ul style="list-style-type: none">• 2424.0100 - Manpower Officer/Area Manager, Human Resource• 2424.0300 - Human Resource Manager
9	Job description of the occupation	The trainee is responsible for functions such as recruitment & selection, Training and development, incorporation of Effective performance appraisal systems, formation & implementation of personnel and organizational regulatory policies, designs wage and salary compensation with

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		adherence to labour laws,. Manages personnel issues, handles negotiations & inculcates workers participation for proper corporate governance.		
10	Licensing requirements	Not Required		
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	Not Applicable		
12	Level of the qualification in the NSQF	Level 4		
13	Anticipated volume of training/learning required to complete the qualification	Sl. No.	Course Element	Notional Training Hours
		1.	Professional Skill (Trade Practical)	1200
		2.	Professional Knowledge (Trade Theory)	240
		3.	Employability Skills	160
			Total	1600
14	Indicative list of training tools required to deliver this qualification	As per Annexure I of curriculum		
15	Entry requirements and/or recommendations and minimum age	Passed 10th class examination. Minimum age 14 years as on first day of academic session		
16	Progression from the qualification (Please show Professional and academic progression)	An Individual can proceed for:		
		Professional <ul style="list-style-type: none"> • Craftsman • Senior Craftsman • Supervisor • Manager • Entrepreneur 	Technical / Academic <div style="text-align: center;"> </div>	
17	Arrangements for the Recognition of Prior learning (RPL)	Yes (For more details refer "Guidelines for Private candidate" in DGT website MIS portal).		
18	International comparability	-----		

	where known (research evidence to be provided)			
19	Date of planned review of the qualification.	5 Yrs from the Date of Approval		
20	Formal structure of the qualification			
	Mandatory components			
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)		Level
		SKILL	KNOWLEDGE	
TRADE SPECIFIC				
(i)	Develop communication skill on English language.	30	6	4
(ii)	Identify and select various official English languages for official works.	90	18	4
(iii)	Generate a personalized informal official letter of appropriate structure complying with MS office applications.	90	18	4
(iv)	Display competence in oral, written, and visual communication.	75	15	4
(v)	Apply safe working practices with OSH legislations in India.	30	6	4
(vi)	Select the appropriate search engines for creation of document and data record with proper internet skill.	30	6	4
(vii)	Apply the proper corporate guidelines for women at work place	30	6	4
(viii)	Identify the conceptual skills and quantitative skills in an economic context as per Indian scenario.	135	27	4
(ix)	Perform a range of recognised time management techniques.	60	12	4
(x)	Identify and select key terms, theories/concepts and practices within the field of HRM.	60	12	4
(xi)	Analyze the demand and need of the market for the trained / skilled personnel.	60	12	4
(xii)	Recognize different ways of	60	12	4

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	converting job evaluation point scores to wages.			
(xiii)	Compare and contrast the different techniques involved in the performance appraisal process.	90	18	4
(xiv)	Develop, analyze and apply training strategies and specifications for the delivery of training programs.	90	18	4
(xv)	Develop best practice of mediation and negotiation processes and bargaining.	90	18	4
(xvi)	Develop role of HR planning in functions such as training and development, health and safety at work.	90	18	4
(xvii)	Identify the Human Resource Management effective in workers participation in corporate governance.	90	18	4

CORE SKILLS

EMPLOYABILITY SKILLS

(i)	Apply safe working practices.	-	20	4
(ii)	Comply with environment regulation and housekeeping.	-	20	4
(iii)	Interpret & use formal and technical communication.	-	20	4
(iv)	Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	-	20	4
(v)	List and interpret various acts of labour welfare legislation.	-	20	4
(vi)	Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	-	20	4
(vii)	Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal	-	20	4

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	growth.			
(viii)	Utilize basic computer applications and internet to take benefit of IT developments in the industry.	-	20	4
(ix)	Total		1600	

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SECTION 1
ASSESSMENT

21	<p>Body/Bodies which will carry out assessment: Controller of Examinations, DGT</p>
22	<p>How will RPL assessment be managed and who will carry it out? DGT will carry out the RPL assessment following the below mentioned eligibility criteria for Trainee:</p> <p>Applicants aspiring to appear as Private Candidates in the AITT under CTS for award of NTC, have been categorized based on their educational background and experience. Subsequently 'Private Candidates' may be admitted under one of the following categories. Category wise 'eligibility criteria' for appearing as 'Private Candidate' in AITT under CTS has been listed below:</p> <p>Category I: Ex-trainees (successful pass-outs) of ITI</p> <p>A. Ex-trainees of ITI who already possess NTC in one of the trades under CTS, are eligible for applying as Private candidate for an allied trade, provided he/ she fulfils all the conditions regarding educational qualification etc. prescribed for that allied trade.</p> <p>B. In addition, the applicant should possess minimum of 1 year experience (as on date of submission of application) post the date of AITT result declaration in the desired allied trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State.</p> <p>Category II: 'Ex-trainees (successful pass-outs) and current trainees under CoE scheme</p> <p>A. The applicant should have the minimum prescribed entry qualification and should fulfil eligibility criteria for the desired trade under CTS, in which he/she intends to appear for AITT as Private Candidate. CoE candidates must register as 'Private Candidate' under CTS in the relevant/mapped CTS trade only.</p> <p>B. There should be a minimum gap of 1 year between successful completions of CoE training i.e. from the date of result declaration to the date of submission of application for 'Private Candidate' certification.</p> <p>C. During this gap of 1 year, the candidate must have undergone Industry training or gained experience in desired trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the</p>

	<p>concerned State.</p> <p>Category III: SCVT Candidates (admitted till August 2018 session)</p> <p>A. No special provisions have been made for SCVT Trainees to enrol as 'Private Candidate'. Going forward, SCVT trainees have been granted equivalence vide G.S.R 186(E) dated 2nd March 2017 for undergoing apprenticeship training under the Apprentices Act 1961 to obtain 'NAC'.</p> <p>B. Only for SCVT trainees admitted till August 2018 batch, provision has been made for obtaining NTC by appearing in AITT under 'Private Candidate'. Such trainees will continue to be governed by old guidelines for 'Private Candidate'.</p> <p>Category IV: Other Candidates (candidate not falling in any of the above 3 categories, including SCVT trainees enrolled from admission session 2019 onwards)</p> <p>A. The applicant should have the minimum prescribed entry qualification and should fulfil eligibility criteria for the relevant trade under CTS, in which he/she desires to appear for AITT as Private Candidate.</p> <p>B. Applicant should be minimum 21 years of age on the date of submission of application. There is no upper age limit.</p> <p>C. The applicant should possess minimum of 3 years' experience (on the date of submission of application) in the relevant trade in establishments implementing Apprenticeship Training Scheme (ATS)/ establishments registered under the Apprenticeship portal or registered MSMEs or Entities registered with any government/local authorities / shops covered under Factories Act 1948 and Shops and Establishments Act applicable for the concerned State.</p> <p>For detail and updated information please refer to DGT web portal.</p>
<p>23</p>	<p>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.</p> <p>(1) Assessment process:</p> <p>The assessment for the qualification is carried out by conducting formative assessments, and end of year examinations (Summative). The formative assessments in respect of each Learning Outcome for practical and related theory are conducted by the concerned instructors for evaluating the knowledge and skill acquired by trainees and the behavioural transformation of the trainees. This formative assessment is primarily carried out by collecting evidence of competence gained by the trainees by evaluating them at work based on assessment criteria, asking questions and initiating formative discussions to assess understanding and by evaluating records</p>

and reports. Summative assessment is carried out by All India Trade Test on Trade Theory, Trade practical and Employability Skills. The question papers for the theory Examinations contain objective type questions.

The marking pattern and distribution of marks for the qualification are as under:

Marking Pattern			
Sl. No.	Type of assessment	Subject for the trade test	Marks
1	Summative Assessment	Practical	250
2		Trade Theory	100
3		Employability Skills	50
4	Formative assessment based on Learning Outcomes		200
TOTAL:			600

(2) Minimum pass marks:

The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%. There will be no Grace marks.

Testing and certifications for the course:

Controller of examinations, DGT carries out the assessment and issues National Trade Certificate (NTC) following the norms and guidelines issued by the Directorate from time to time.

Overall assessment strategy:

Assessment of the qualification evaluates trainees to show that they can integrate knowledge, skills and values for carrying out relevant tasks as per the defined learning outcomes and assessment criteria. The trainees may choose the preferred language for assessment. The underlying principle of assessment is fairness and transparency. While assessing the trainee, assessor is directed to assess as per the defined assessment criteria against the learning outcomes. The evidence of the competence acquired by

<p>the trainees can be obtained by conducting theory and practical examinations, observing the trainees at work, asking questions and initiating discussions to assess, understand and evaluate records and reports. The ultimate objective of the assessment is to assess the candidates as per the defined assessment criteria for the learning outcomes.</p> <p>Specific Arrangements for assessment:</p> <ul style="list-style-type: none"> • Assessment is outcome-based. • There are formative and summative assessments in Theory and Practical. • Assessment is carried out in Trade theory, Trade Practical and Employability Skills. • While Trade Theory and Trade Practical are used for assessing Trade-related jobs and Employability skills is used to test the communication, professional language, leadership, entrepreneurship and team-work abilities of the trainee. • In addition to demonstration of theory and practical knowledge, trainees get a chance to present total personality. <p>Quality assurance activities: Question papers are set by external paper setters/ software generated. Evaluation of Theory Examinations in Trade and Employability Skill is done by third-party agency. Trade Practical is examined by External Examiner.</p>

24. Assessment evidences

Title of Component: Formative Assessment Breakup
 (on half yearly average of the learning assessment covered)

Means of assessment

Assessment will be evidence based comprising the following for each Learning Outcome:

Serial No.	Terminal Competency	Maximum Weightage (%)
1	Safety consciousness	15
2	Workplace hygiene	5
3	Attendance/ Punctuality	10
4	Ability to follow Manuals/ Written instructions	5
5	Application of Knowledge	10
6	Skills to handle tools / equipment/ Instruments/ Devices	10
7	Economical use of materials	5
8	Working Strategy	10

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	9	Quality in workmanship/ Performance	15
	10	VIVA	15
		Total Maximum Weightage (%)	100

Pass/Fail

The minimum pass percentage is 60% marks for formative assessment.

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ASSESSMENT CRITERIA

LEARNING OUTCOME (TRADE SPECIFIC)	
LEARNING OUTCOME	ASSESSMENT CRITERIA
1. Develop communication skill on English language.	Identify vowels and Consonants, word making with Pronunciation.
	Transform the Sentences, adjectives of Comparison, Voice Change and Narration.
	Change of tenses, Spellings and Vocabulary Building by using Synonym and Antonym and words often Confused.
	Identify Reading and its types like – Skimming, Scanning, Cognates.
	Develop text structures.
	Read current news and giving opinions.
	Engage into Group Discussions.
	Prepare of news Reports, elementary office reports, memos and notices.
2. Identify and select various official English language for official works.	Construct of Simple sentences.
	Prepare of news reports, paragraphs.
	Demonstration of form filling, addressing envelopes.
	Demonstration of layout of letters, writing requests, answering to queries.
	Draft of letters of application, letters of appointments.
	Draft of Office notification and job orders.
	Exercises of simple comprehension.
3. Generate a personalized informal official letter of appropriate structure complying with MS office applications.	Operate operating system and start with MS Word, how to type, edit a content, how to mail merge, how to print.
	Determining the compilation of reports and projects, password protection of documents and how to convert it into a pdf.
	MS Excel- getting started excel as a database manager, excel as a calculating application, some basic calculations and

	<p>formulating Techniques.</p> <p>Performing few commands like how to edit and format and compilation of reports-targets or number driven, and password protection of excel sheets.</p> <p>MS PowerPoint- getting started, PowerPoint as a presentation manager, how one can present business ideas using a slide system.</p> <p>Creating presentations, editing formatting a presentation and presentations on corporate business briefs.</p>
4. Display competence in oral, written, and visual communication.	<p>Speaking on self, career aspirations, on any given topics</p> <p>Speaking on the spot –extempore, just a minute, role-play, and dialogue deliveries.</p> <p>Demonstration of Group discussions and role-play</p> <p>How to use interjections while raising a query and answering a query.</p>
5. Apply safe working practices with OSH legislations in India.	<p>General guidelines of how to prevent an accident from happening – depending on job types.</p> <p>Humanity and helping colleagues, how to prevent oneself in emergency.</p> <p>Learning how and when to evacuate in case of an emergency – earthquake, fire, terror attack, etc.</p> <p>Workmen’s Compensation Act & ESI Act to be explained with examples & case studies.</p> <p>Practical aspects of Factories Act.</p>
6. Select the appropriate search engines for creation of document and data record with proper internet skill.	<p>How to open a mail account or use Outlook Express MS Outlook.</p> <p>Sending mails, answering mails.</p> <p>Security issues and passwords.</p> <p>Online marketing basics; ecommerce and m-commerce.</p> <p>Online marketing reports , software’s to convert data in different forms freeware ; concepts of spyware, malware and</p>

	internet security.
	Resume building, introductory notes, e-mail communication, request for meetings and written acknowledgements.
7. Apply the proper corporate guidelines for women at work place	Demonstration organizations role in enforcing OSH of employees.
	Demonstration Workplace Ergonomics and evacuations and first aid in case of emergency – earthquake, fire and terror attacks. And emergency numbers.
	Case studies related to the concept of Quarantine to deal and understand the diseases and Employment Politics.
	Describing the Govt. and corporate guidelines for women at workplace, and also the legal defence sought by women in her working environment.
8. Identify the conceptual skills and quantitative skills in an economic context as per Indian scenario	Why do we need economics – case studies from real life examples?
	Demonstrating the different market structures and common problem like unemployment , inflation etc.
	Meaning of planned economy and comparison of Indian and Chinese economy.
	how the knowledge of economic growth help you as an entrepreneur
	How can modern economic thought involving National Economic Planning ensure the survival of the weakest.
	Review of the concepts- happy capitalism, trickle up theory, wealth at the bottom of the pyramid, Hindu growth rate.
9. Perform a range of recognized time management techniques.	Determining value of time for a business.
	Demonstrate how the time management leads to punctuality and regularity leads to positive attitude towards work
	Scheduling your day , prioritizing your work and planning of

	the goals
	Demonstration of project planning processes and respecting others time.
10. Identify and select key terms, theories/concepts and practices within the field of HRM.	Determine the concepts of HRM.
	Determining the HR jobs in India at the entry level.
	Demonstrating the HR models and HR wheels.
	Demonstration the hierarchy and working of HR department.
	Demonstrate operation of sprinkler irrigation system.
	Case studies on different Organisational Hierarchies-steep-flat-transparent and non-transparent.
11. Analyse the demand and need of the market for the trained / skilled personnel.	Difference in the concepts of selection and Recruitment.
	Describing the process of job analysis along with the need, demand and supply of labour.
	How to manage the database of an organisation
	Segregation of CVs as per the functional areas, filing and coding.
	Describing that how the organisation work towards meeting their internal demands and how they manage the demand and supply imbalances.
12. Recognize different ways of converting job evaluation point scores to wages.	Designing the procedures – what to pay, who to pay, what is the market rate, why rates are sometime same and sometime differ.
	Describing the basic framework of calculating compensation and how to communicate the packages.
	Describing what is included in the package and what is the concept of cost to the company.
	Describing difference in salary, minimum wage and governments' role.

	Demonstration the formulas of components in compensation like benefits, allowances, bonus, incentives.
	Scope of method of redressal in case any dispute arise on account of Compensation administration.
13. Compare and contrast the different techniques involved in the performance appraisal process.	Designing of effective appraisal system using the different techniques.
	Demonstrating the role of Jr., Hr Executive in the appraisal functions.
	How to fill the appraisal forms, managing the database.
	Coordination of data of head office with branch offices and feedback mechanism with secrecy to be maintained.
14. Develop, analyze and apply training strategies and specifications for the delivery of training programs.	Training need analysis- why to train, who to train, when to train and how to train.
	Creation of training manuals.
	Accumulation of data in HRIS.
	Demonstrating the contribution of training in Career advancement.
15. Develop best practice of mediation and negotiation processes and bargaining.	SWOT analysis of a simulated situation of negotiations and bargaining
	How the corrective actions needs to be taken in case of disputes arising at workplace.
	case studies adherence to Govt. jurisdiction and how to handle violent situations
	Describing the role of Supervisor, Plant Manager and Personnel Manager.
16. Develop role of HR planning in functions such as training and	Demonstrating the welfare amenities and accident prevention techniques.
	Demonstrating the attire in work environment-helmet, gloves,

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development, health and safety at work.	boots, eye guards, earplugs.
	Working of employee grievance and redressal mechanism in an organization.
	Basic understanding of fringe benefits.
17. Identify the Human Resource Management effective in workers participation in corporate governance.	A brief orientation of European System.
	Case studies and Role plays concerning the social security.
	Orientation to legal role of employer in workers participation in management.

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LEARNING OUTCOME(CORE SKILL)	
LEARNING OUTCOME	ASSESSMENT CRITERIA
EMPLOYABILITY SKILLS	
1. Apply safe working practices	Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	Recognize and report all unsafe situations according to site policy.
	Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	Identify, handle and store / dispose off dangerous goods and substances according to site policy and procedures following safety regulations and requirements.
	Identify and observe site policies and procedures in regard to illness or accident.
	Identify safety alarms accurately.
	Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	Identify and observe site evacuation procedures according to site policy.
	Identify Personal Protective Equipment (PPE) and use the same as per related working environment.
	Identify basic first aid and use them under different circumstances.
	Identify different fire extinguisher and use the same as per requirement.
2. Comply with environment regulation and housekeeping	Identify environmental pollution & contribute to the avoidance of instances of environmental pollution.
	Deploy environmental protection legislation & regulations
	Take opportunities to use energy and materials in an environmentally friendly manner.
	Avoid waste and dispose waste as per procedure
	Recognize different components of 5S and apply the same in the working environment.
3. Interpret & use formal and technical communication.	Obtain sources of information and recognize information.
	Use and draw up technical drawings and documents.
	Use documents and technical regulations and occupationally related provisions.

	Conduct appropriate and target oriented discussions with higher authority and within the team.
	Present facts and circumstances, possible solutions & use English special terminology.
	Resolve disputes within the team.
	Conduct written communication.
4. Apply the concept in productivity & quality management in day to day work to improve productivity & quality.	Explain the concept of productivity and apply during execution of job.
	Explain the concept of quality tools and apply during execution of job.
5. List and interpret various acts of labour welfare legislation.	Explain basic concept of labour welfare legislation, adhere to responsibilities and remain sensitive towards such laws.
	Knows benefits guaranteed under various acts.
6. Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources.	Explain the concept of energy conservation, global warming, pollution and utilize the available resources optimally & remain sensitive to avoid environment pollution.
	Explain standard procedure for disposal of waste.
7. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth.	Explain personnel finance and entrepreneurship.
	Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the policies/ programmes, procedure & the available scheme.
	Prepare a report to become an entrepreneur for submission to financial institutions.
8. Utilize basic computer applications and internet to take benefit of IT developments in the industry.	Explain the basic hardware of personal computer.
	Use common application software viz., word, excel, power point etc., in day to day work.
	Awareness about useful internet websites, search relevant information pertaining to the assigned tasks.

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Human Resource Executive			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
Process	<p>Familiar, Predictable, Routine Situations of Clear Choice</p> <ul style="list-style-type: none"> • Develop communication skill on English language. • Identify and select various official English languages for official works. • Generate a personalized informal official letter of appropriate structure complying with MS office applications. • Display competence in oral, written, and visual communication. • Apply safe working practices with OSH legislations in India 	<p>The learner works in familiar, predictable and routine situation as per the learning outcome of HR executive 'Develop communication skill on English language'. The learner works in familiar environment for planning and recruiting the number of employees required to perform a task in the organization is predictable. Nature of job role is specified. The platform used by the HR executive for head hunting is situation of clear choice. It's a routine work for the HR executive to communicate in oral and written format as per the requirement of the organization.</p> <p>Hence the NSQF level as per this descriptor will be 4.</p>	4

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Title/Name of qualification/component: Human Resource Executive			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
Professional knowledge	<p>Factual Knowledge of field of Knowledge or study</p> <ul style="list-style-type: none"> • Importance of good spoken communication in any field of advancement, Business Communication – verbal/. • Concepts of National Economic Planning • Training and Development job enrichment and growth • Women and Occupational Safety; Managing work and family • Basics of Economics. • Hierarchy of an HR department in an organisation. 	<p>The learner demonstrates factual knowledge of HR field by ensuring Occupational Safety & Health in the working environment.</p> <p>The learner also demonstrates knowledge of Human Resource management. Maintains Social / Formal etiquettes by fulfilling corporate social responsibilities. Ensures minimum Wage policies, Salary and Compensation management; conducts Training and Development programmes for job enrichment and growth etc.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4
Professional skill	<ul style="list-style-type: none"> • Select the appropriate search engines for creation of document and data record with proper internet skill. • Apply the proper corporate guidelines for women at work place • Identify the conceptual skills and quantitative skills in an economic context as per Indian scenario. • Perform a range of recognised time management techniques. 	<p>The learner after the training will be able to work independently, recall and demonstrate practical skill in the learning outcomes such as maintenance and integration of HR Functions. The HR executive performs the basic functions of the HR department, handling areas such as personnel management, social welfare and the maintenance of HR records. Applies proper corporate guidelines for women at work place by use of various HRM concepts and principles.</p>	4

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Title/Name of qualification/component: Human Resource Executive			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> Identify and select key terms, theories/concepts and practices within the field of HRM. 	<p>All of which involves using appropriate rule and tools, using quality concepts of HRM, with narrow range of application.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	
Core skill	<p>Basic Mathematical and Algebraic principles</p> <ul style="list-style-type: none"> Apply the concept in productivity & quality management in day to day work to improve productivity & quality. <p>Basic understanding of social political and natural environment</p> <ul style="list-style-type: none"> Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources. Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal & societal growth. <p>Language to communicate written or oral, with required clarity</p> <ul style="list-style-type: none"> Interpret & use formal and technical 	<p>The learner applies basic mathematical and algebraic principles for doing his/her day to day work to improve productivity & quality.</p> <p>The learner is able to communicate orally & in written using simple English language and has strong listening skills. Works as a team player and able to explain technical terms with required clarity. The learner performs the job complying environment regulation and housekeeping by applying safe working practices. Maintains energy conservation, prevents global warming & pollution by optimally using available resources in day to day work.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4

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Title/Name of qualification/component: Human Resource Executive			Level: 4
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relate to the NSQF level descriptors	NSQF Level
	<p>communication.</p> <ul style="list-style-type: none"> List and interpret various acts of labour welfare legislation. 		
Responsibility	<ul style="list-style-type: none"> Analyse the demand and need of the market for the trained / skilled personnel. Compare and contrast the different techniques involved in the performance appraisal process. Develop, analyse and apply training strategies and specifications for the delivery of training programs. Develop role of HR planning in functions such as training and development, health and safety at work. Identify the Human Resource Management effective in workers participation in corporate governance. 	<p>Individuals at this job analyses the demand and need of the market for the trained / skilled personnel. Analyses how the corrective actions needs to be taken in case of disputes arising at workplace. Demonstrates the different techniques involved in the performance appraisal process etc.</p> <p>The role of Human Resource Executive is independently responsible to perform own work.</p> <p>Hence NSQF Level is 4 for this descriptor.</p>	4

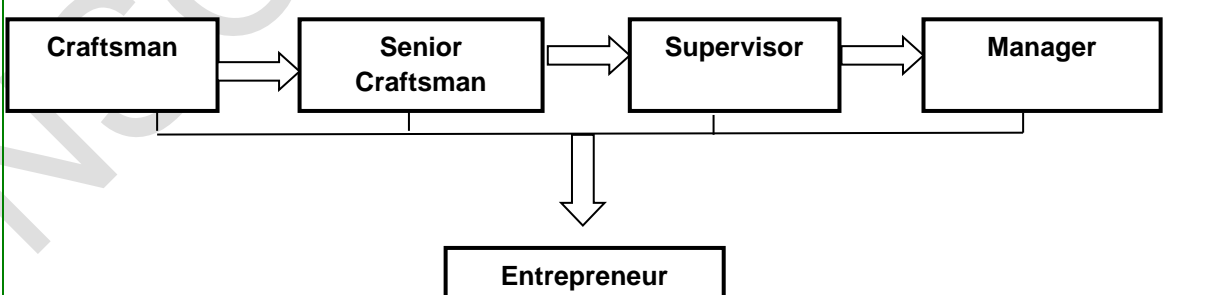
OPTION B

SECTION 3
EVIDENCE OF NEED

26	<p>What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <table border="1"> <thead> <tr> <th data-bbox="338 551 625 692">Basis</th> <th data-bbox="625 551 1481 692">In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</th> </tr> </thead> <tbody> <tr> <td data-bbox="338 692 625 1072">Need of the qualification</td> <td data-bbox="625 692 1481 1072">Office Administration and Facility Management Sector has a significant presence of organized as well as unorganized skilled manpower requirement. This sector is poised to grow exponentially in the years to come and is highly labour intensive and there are many emerging trends in this sector. Hence the qualification has been designed keeping in view to cater to the ever-increasing demand of skilled manpower in consultation with stakeholders.</td> </tr> <tr> <td data-bbox="338 1072 625 1453">Industry Relevance</td> <td data-bbox="625 1072 1481 1453">The job role defined for the qualification is as per the National Classification of Occupations 2015 which is developed by Employment Directorate under the ministry of Labour and Employment in collaboration with different industry partners and as per ILO guidelines. Moreover, the training is imparted in ITIs/NSTIs/MSTIs/ BTC/ BTPs/ Industries / Establishments etc. where such requirement is available. This justifies the qualification is very much relevant for industry.</td> </tr> <tr> <td data-bbox="338 1453 625 1563">Usage of the qualification</td> <td data-bbox="625 1453 1481 1563">The Proposed qualification will create Craftsman for various establishments in different Sectors.</td> </tr> <tr> <td data-bbox="338 1563 625 1646">Estimated uptake</td> <td data-bbox="625 1563 1481 1646">The present seating capacity is approximately 208.</td> </tr> </tbody> </table>	Basis	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)	Need of the qualification	Office Administration and Facility Management Sector has a significant presence of organized as well as unorganized skilled manpower requirement. This sector is poised to grow exponentially in the years to come and is highly labour intensive and there are many emerging trends in this sector. Hence the qualification has been designed keeping in view to cater to the ever-increasing demand of skilled manpower in consultation with stakeholders.	Industry Relevance	The job role defined for the qualification is as per the National Classification of Occupations 2015 which is developed by Employment Directorate under the ministry of Labour and Employment in collaboration with different industry partners and as per ILO guidelines. Moreover, the training is imparted in ITIs/NSTIs/MSTIs/ BTC/ BTPs/ Industries / Establishments etc. where such requirement is available. This justifies the qualification is very much relevant for industry.	Usage of the qualification	The Proposed qualification will create Craftsman for various establishments in different Sectors.	Estimated uptake	The present seating capacity is approximately 208.
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Usage of the qualification	The Proposed qualification will create Craftsman for various establishments in different Sectors.										
Estimated uptake	The present seating capacity is approximately 208.										
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences.</p> <p>The qualification, originally designed for Craftsman Training Scheme is in existence for many years and approved by DGT (Regulatory Body) under Ministry of Skill Development and Entrepreneurship, Govt. of India.</p>										
28	<p>What steps were taken to ensure that the qualification(s) does (do) not</p>										

	<p>duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>The qualification is originally designed and approved by DGT for the Craftsman Training Scheme and is in existence for many years. No such duplicate qualification of same duration and competencies exists.</p>
29	<p>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</p> <ul style="list-style-type: none"> • The research wing of CSTARI & DGT reviews and updates the qualification, in consultation with industries and other stakeholders, on a regular basis by conducting trade committee meetings. • DGT will monitor any duplicity by comparing existing qualifications with upcoming ones in the National Qualifications Register (NQR) and relevant sectors.

SECTION 4
EVIDENCE OF PROGRESSION

30	<p>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? Show the career map here to reflect the clear progression</p> <p>On completion of the training the trainee will have an opportunity to move in vertical/horizontal pathways to promote to higher designations. The learner can further undergo other specialised courses to excel in the relevant field.</p>  <pre> graph LR A[Craftsman] --> B[Senior Craftsman] B --> C[Supervisor] C --> D[Manager] B --> E[Entrepreneur] </pre>
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