

**NSDA Code**

**2020/OAFM/DGT/03729**

**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)

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**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:

- a) Indicative list of tools/equipment to conduct the training: Enclosed with curriculum
- b) Trainers qualification: Indicated in the curriculum

- c) 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 concerned instructor prepares the Lesson Plan and demonstration plan with support of IMPs developed by NIMI, DGT.
  - d) Distribution of training duration into theory/practical/OJT component: Indicated in the curriculum.
2. Curriculum for Core Skills (Employability Skills).

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## e) SUMMARY

1	<b>Qualification Title</b>	<b>'Stenographer Secretarial Assistant (English)'</b>
2	<b>Qualification Code, if any</b>	<b>DGT/1021</b>
3	<b>NCO code and occupation</b>	4120.0100 - Private Secretary 4120.0200 - Personal Secretary 4120.9900 - Secretaries, Other
4	<b>Nature and purpose of the qualification (Please specify whether qualification is short term or long term)</b>	Prepare skilled technician to undertake the job roles of Stenographer Secretarial Assistant (English) and will enable the trainee to take dictation in shorthand and reproduce it on paper using computer and perform various other clerical duties to assist superiors.  It is a long term qualification.
5	<b>Body/bodies which will award the qualification</b>	Directorate General of Training (DGT).
6	<b>Body which will accredit providers to offer courses leading to the qualification</b>	Directorate General of Training (DGT) accredits the Training providers (ITIs/ NSTIs/ MSTIs/ BTCs/ BTPs / Industries / Establishments).
7	<b>Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)</b>	Yes. The accreditation/ affiliation norms and any amendments made from time to time are available on DGT web portal.
8	<b>Occupation(s) to which the qualification gives access</b>	<ul style="list-style-type: none"> <li>• 4120.0100 - Private Secretary</li> <li>• 4120.0200 - Personal Secretary</li> <li>• 4120.9900 - Secretaries, Other</li> </ul>
9	<b>Job description of the occupation</b>	The individual takes dictation in shorthand and reproduce it on paper using computer and perform various other clerical duties to assist superiors; corresponds through emails, phone and faxes; maintains and updates filing systems; coordinates with department heads to ensure smooth working of the organization; handles day-to-day administrative duties of the organization.

## NSQF QUALIFICATION FILE

Approved in 24<sup>th</sup> NSQC, dated: 27<sup>th</sup> Feb, 2020

### Stenographer Secretarial Assistant (English)

		Makes arrangement for meetings, conference and seminars etc.		
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
		5	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 10 <sup>th</sup> Class Examination. Minimum age 14years 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"> <li>• Stenographer</li> <li>• Senior Stenographer</li> <li>• Supervisor</li> <li>• Manager</li> <li>• Entrepreneur</li> </ul>	Technical / Academic <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> ATS      Diploma/ CITS      Advance Diploma (Vocational)	
17	Arrangements for the Recognition of Prior learning (RPL)	<ul style="list-style-type: none"> <li>• Yes (For more details refer "Guidelines for Private candidate" in DGT website MIS portal).</li> </ul>		
18	International comparability where known (research	-		

	<b>evidence to be provided)</b>			
<b>19</b>	<b>Date of planned review of the qualification.</b>	5 Yrs. from the Date of Approval		
<b>20</b>	<b>Formal structure of the qualification</b>			
	<b>Mandatory components</b>			
	<b>Title of component and identification code/NOSs/ Learning Outcomes</b>	<b>Estimated size (learning hours)</b>		<b>Level</b>
		<b>Skills</b>	<b>Knowledge</b>	
<b>TRADE SPECIFIC</b>				
(i)	Acquire knowledge about the computer hardware & stenography introduction.	30	06	3
(ii)	Identify the various joining Consonants, vowels and its application.	60	12	3
(iii)	Construct the various words to maintain the position of long, short, dot, dash, preceding, following & intervening vowels.	30	06	4
(iv)	Recognize the various types of computer keys & Prepare a complete sentence with use of logograms grammalogues, contractions, tick 'The' & punctuation.	15	03	4
(v)	Prepare Window operating system on computer.	15	03	4
(vi)	Identify the strokes R &H, Abbreviated W and explain the sitting posture on computer.	60	12	4
(vii)	Identify small circle for S & Z, Large circle for SW/ large loop & small loop /understand MS-Word by using all tools.	60	12	4
(viii)	Recognize the direction of SHR, SHL and alternative forms.	30	06	4
(ix)	Use curved hook and compound consonant.	30	06	4

**NSQF QUALIFICATION FILE**Approved in 24<sup>th</sup> NSQC, dated: 27<sup>th</sup> Feb, 2020**Stenographer Secretarial Assistant (English)**

(x)	Recognize different types of hook.	30	06	4
(xi)	Develop new sentences applying halving principles & Doubling Principles.	120	24	4
(xii)	Apply the prefixes.	30	06	4
(xiii)	Apply the suffixes.	60	12	4
(xiv)	Identify the monetary units & use it.	30	06	4
(xv)	Form words with advance phrases, intersections and write simple letter	60	12	4
(xvi)	Translate all types of sentences.	60	12	4
(xvii)	Practice on MS-Excel.	60	12	4
(xviii)	Label the office layout.	60	12	4
(xix)	Name the dispatch and diary register & detect computer virus.	30	06	4
(xx)	Identify all types of file requirement & implement the same on MS-Power point.	90	18	4
(xxi)	Prepare MS-PowerPoint Presentation.	30	06	4
(xxii)	Demonstrate features of MS Power Point.	30	06	4
(xxiii)	Create E-Mail ID.	30	06	4
(xxiv)	Identify all types of official tools & equipments.	30	06	4
(xxv)	Observe all types of postal services.	60	12	4
(xxvi)	Prepare all types of letter.	60	12	4
<b>CORE SKILL</b>				
<b>EMPLOYABILITY SKILLS</b>				
(i)	Apply safe working practices.	-	20	4
(ii)	Comply with environment regulation and housekeeping.	-	20	4

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Stenographer Secretarial Assistant (English)

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

**SECTION 1**  
**ASSESSMENT**

21	<p><b>Body/Bodies which will carry out assessment:</b> Controller of Examinations, DGT</p>
22	<p><b>How will RPL assessment be managed and who will carry it out?</b> 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</p>



	<p>Factories Act 1948 and Shops and Establishments Act applicable for the concerned State.</p> <p>Category III: SCVT Candidates (admitted till August 2018 session)  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'.  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)  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.  B. Applicant should be minimum 21 years of age on the date of submission of application. There is no upper age limit.  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.  (For detail and updated information please refer to DGT web portal.)</p>
<p><b>23</b></p>	<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><b>(1) Assessment process:</b>  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</p>

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 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:

Sl. No.	Type of assessment	Subject for the trade test	Marks
1	Summative Assessment	Practical	250
2		Trade Theory	100
5		Employability Skills	50
6	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 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,

	<p>assessor is directed to assess as per the defined assessment criteria against the learning outcomes. The evidence of the competence acquired by 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><b>Specific Arrangements for assessment:</b></p> <ul style="list-style-type: none"> <li>• Assessment is outcome-based.</li> <li>• There are formative and summative assessments in Theory and Practical.</li> <li>• Assessment is carried out in Trade theory, Trade Practical and Employability Skills.</li> <li>• 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 and entrepreneurship and team-work abilities of the trainee.</li> <li>• In addition to demonstration of theory and practical knowledge, trainees get a chance to present total personality.</li> </ul> <p><b>Quality assurance activities:</b></p> <p>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.</p> <p>Trade Practical is examined by External Examiner.</p>
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**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

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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
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.

**LEARNING OUTCOME WITH ASSESSMENT CRITERIA:**

<b>LEARNING OUTCOME (TRADE SPECIFIC)</b>	
<b>LEARNING OUTCOME</b>	<b>ASSESSMENT CRITERIA</b>
1. Acquire knowledge about the computer hardware & stenography introduction.	Identify the computer hardware
	Demonstration of the computer peripherals
	Uses the computer peripherals & their operating system.
	Connect the computer accessories.
2. Identify the various joining Consonants, vowels and its application.	Identify the Pair of straight consonant
	Classify the heavy and light consonants
	Identify the pair of curve strokes & horizontal strokes
	Label two or three consonant
3. Construct the various word to maintain the position of long, short, dot, dash, preceding, following & intervening vowels.	Identify the long and short vowels
	Identify the sign of the vowels
	Point out the position of the vowel
	Point out the preceding and following vowels
	Teach the Intervening Vowels
	Evaluate the dictation of the vowels
4. Recognize the various types of computer keys & Prepare a complete sentence with use of logograms grammalogues, contractions, tick the& punctuation.	Define logograms, grammalogues, contraction
	Distinguish between tick and dot 'the'
	Observe on the sentence as above.
	Analyse the Dipthong and Triphone
	Apply Dipthong and Triphone on the Word by Trainees

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Stenographer Secretarial Assistant (English)

5. Prepare Window operating system on computer.	Introduce about Window Operating System
	Show log on accounts & Passwords
	Show windows minimizing, resizing, moving & closing
	Explain & show menu bar, tool bar , task bar
	Demonstrate control buttons, open, cut, copy & paste
	Demonstrate all types of computer keys
	Judge all operation done by the trainees
6. Identify the strokes R & H, Abbreviated W and explain the sitting posture on computer	Demonstrate alternative forms of R&L
	Apply the above form on the word
	Explain the thick R & L
	Apply the above form on the word
	Explain abbreviated W, semicircle Y, and Diaphone U
	Reframe the word using the above
	Explain various types of H & upward SH
	Reframe the word using the above
	Show Sitting posture & Finger positioning on keyboard
	Construct the word with the help of all operational keys
7. Identify small circle for S & Z, Large circle for SW/large loop & small loop /understand MS-Word by using all tools.	Explain Small circle for S & Z
	Apply the above on the word
	Describe large circle for SW
	Explain large loop & small loop (ST/SD/STR)
	Apply the above on the word
	Prepare the complete sentence using all tools in MS-Word

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Stenographer Secretarial Assistant (English)

8. Recognize the direction of SHR & SHL and alternative forms.	Explain the Double Consonant
	Uses of double consonant
	Show the direction of the double consonant
	Uses the above create the new sentence and typed on computer
9. Use curved hook and compound consonant.	Describe curved hooked strokes
	Apply the above on the word
	Explain the alternative forms of curved strokes
	Use the above on the word
10. Recognize different types of hook.	Explain N & F/V small hook
	Show Use the hook on the word
	Explain the large final hook
	Use of shun after circle
	Use of shun after certain strokes
11. Develop new sentences applying halving principles & Doubling Principles.	Explain Halving Principles
	Use halving strokes for T& D
	Use halving of MP/MB/NG hooked
	Explain Doubling Principles
	Use Doubling of strokes for T or D
	Use Doubling of MP/MB/NG & L
	Apply the above create new sentences
12. Apply the prefixes.	Explain Prefixes

	Use before the word
	Apply the above on the word
13. Apply the suffixes.	Explain the suffixes
	Use after the word
	Apply the above on word
14. Identify the monetary units & use it.	Show Monetary Units and Round Figures
	Show the monetary figures.
	Apply the contraction.
	Apply the essential vowels.
	Apply the above on the sentences.
15. Form words with advance phrases, intersections and write simple letter	Show the parts of the letter
	Show simple letter writing in shorthand
	Translate the above on computer by typing in due time
16. Translate all types of sentences.	Test the trainee by giving dictation
	Translate the above on the computer in due time
	Enhance the typing speed to take speed test
17. Practice on MS-Excel.	Show the spread sheet
	Illustrate elements of electronic spreadsheet
	Explain address cells
	Show to enter data in to worksheet



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Stenographer Secretarial Assistant (English)

	Show the method of select cells ,copy, delete & move data
	Show the method to insert, delete, set width for rows and columns
	Show the method to work with formulas, functions and charts
	Prepare the steps to print and save excel worksheet
18. Label the office layout.	Explain the office layout and its importance
	Point out the various departments of the office
	Distinguish between advantage and disadvantages of open /private office
	Explain the office environment & its importance/advantages
19. Name the dispatch and diary register & detect computer virus.	Explain the various types of office mail
	Plan to handle inward and outward mail register
	Show various mailing equipment
	Explain computer viruses
	Discuss the with the trainee
20. Identify all types of file requirement & implement the same on MS-Power point	Explain the filing
	Point out the advantages of good filling system
	Classify the various filing
	Show the filling equipments and methods
	Demonstrate MS-Power point
21. Prepare MS-PowerPoint Presentation.	Teach MS-Power point
	Show adding of graphics

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Stenographer Secretarial Assistant (English)

	Design the slide in MS-Power point
	Judge the above operation done by the trainee
22. Demonstrate features of MS power Point.	Create a new slide
	Different ways to view slide
	Adding text to a slide
	Plan & prepare to set slide show effects
	Design the slide to different animation effect
23. Create E-Mail ID.	Choose the search engine
	Create the new ID account
	Show sending and receiving the mail
	Show after using email to sign out it
24. Identify all types of official tools & equipments.	Explain the utility of the office machines
	Point out the objects of the office machine
	Choose the various types of office machines
	Explain handling of the office machine
25. Observe all types of postal services.	Explain the various postal services
	Explain blind literature packet
	Compare speed post and courier services
	Explain different types of telegram
26. Prepare all types of	Explain the essential parts of formal letter

letter.	Explain the essential parts of formal letter
	Prepare Invitation Letters, Congratulation Letters, Thanks Giving Letters, Condolence Letters etc.

<b>LEARNING OUTCOME (CORE SKILL)</b>	
<b>LEARNING OUTCOME</b>	<b>ASSESSMENT CRITERIA</b>
<b>EMPLOYABILITY SKILLS</b>	
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 of 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	Identify environmental pollution & contribute to the avoidance

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environment regulation and housekeeping	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	Explain personnel finance and entrepreneurship.
	Explain role of various schemes and institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for

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manage/organize related task in day to day work for personal & societal growth.	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**

<b>Title/Name of qualification/component: Stenographer Secretarial Assistant (English)</b>			<b>Level: 4</b>
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relate to the NSQF level descriptors</b>	<b>NSQF Level</b>
Process	<p><b>Familiar, Predictable, Routine Situations of Clear Choice</b></p> <ul style="list-style-type: none"> <li>• Acquire knowledge about the computer hardware &amp; stenography introduction.</li> <li>• Identify the various joining Consonants, vowels and its application.</li> <li>• Construct the various word to maintain the position of long, short, dot, dash, preceding, following &amp; intervening vowels.</li> </ul>	<p>In learning outcomes for example 'Identify the various joining Consonants, vowels and its application', 'Construct the various word to maintain the position of long, short, dot, dash, preceding, following &amp; intervening vowels', the learner will be required to choose appropriate tools, equipments, procedures as per the requirement of the job. The learner requires demonstrating ability to work in familiar, predictable, routine, situation of clear choice.</p> <p>Hence the NSQF level as per this descriptor will be 4.</p>	4
Professional knowledge	<p><b>Factual Knowledge of field of Knowledge or study</b></p>	<p>The learner is expected to possess knowledge about attributes of a stenographer &amp; secretarial</p>	4

<b>Title/Name of qualification/component: Stenographer Secretarial Assistant (English)</b>			<b>Level: 4</b>
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relate to the NSQF level descriptors</b>	<b>NSQF Level</b>
	<ul style="list-style-type: none"> <li>▪ Introduction to Shorthand, Consonants: Definition, Classification, Arrangements and directions.</li> <li>▪ Short Forms: logograms, grammalogues, contractions.</li> <li>▪ Diphthongs &amp; Triphones.</li> <li>▪ Windows Operating System.</li> <li>▪ Computer Speed Typing.</li> </ul>	<p>assistant, organizational hierarchy, shorthand consonants: definition, classification, table of consonants, joining of strokes, long and short vowels, dot and dash vowels, intervening vowels and their positions, large circle, use of large circle; loops for STR, small loop for ST/SD etc. He/she is expected to take dictation, work on computer, handle office equipments etc.</p> <p>The above knowledge expected to be possessed by the learner are the factual knowledge of this field of work or study.</p> <p>Hence NSQF Level is 4 for this Descriptor.</p>	
Professional skill	<ul style="list-style-type: none"> <li>• Identify the strokes R &amp; H, Abbreviated W and explain the sitting posture on computer</li> <li>• Recognize the various types of computer keys &amp; Prepare a complete sentence with use of logograms grammalogues, contractions, tick 'The' &amp; punctuation.</li> </ul>	<p>In learning outcomes such as 'Identify the strokes R &amp; H, Abbreviated W and explain the sitting posture on computer' and 'Recognize the various types of computer keys &amp; Prepare a complete sentence with use of logograms grammalogues, contractions, tick 'The' &amp; punctuation', the learner is expected to recall and demonstrate practical skills and make use of</p>	4

<b>Title/Name of qualification/component: Stenographer Secretarial Assistant (English)</b>			<b>Level: 4</b>
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relate to the NSQF level descriptors</b>	<b>NSQF Level</b>
	<ul style="list-style-type: none"> <li>Prepare Window operating system on computer.</li> </ul>	<p>appropriate rules and tools in order to perform the assigned tasks. The nature of work performed by the learner is repetitive in narrow range of application and routine type.</p> <p>Hence NSQF Level is 4 for this Descriptor.</p>	
Core skill	<p><b>Language to communicate written or oral, with required clarity</b></p> <ul style="list-style-type: none"> <li>Interpret &amp; use formal and technical communication.</li> </ul> <p><b>Basic Arithmetic and algebraic principles</b></p> <ul style="list-style-type: none"> <li>Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal &amp; societal growth.</li> </ul> <p><b>Basic Understanding of social/political</b></p> <ul style="list-style-type: none"> <li>Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using</li> </ul>	<p>The learning outcomes for example 'Interpret &amp; use formal and technical communication' and 'Explain personnel finance, entrepreneurship and manage/organize related task in day to day work for personal &amp; societal growth.' are the learning outcomes where the learner requires to display competence in written language with required clarity, skill of basic arithmetic &amp; algebraic principles in order to understand the work enlisted in the job card/service card and use the measuring &amp; marking tools. The learner will also need to communicate with team supervisor to understand the job and explain ones work.</p> <p>The learner is also expected to possess basic</p>	4



<b>Title/Name of qualification/component: Stenographer Secretarial Assistant (English)</b>			<b>Level: 4</b>
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relate to the NSQF level descriptors</b>	<b>NSQF Level</b>
	available resources	understanding of social political and natural environment as mentioned in the learning outcome for example 'Explain energy conservation, global warming and pollution and contribute in day to day work by optimally using available resources'.  Hence NSQF Level is 4 for this descriptor.	
Responsibility	<ul style="list-style-type: none"> <li>Identify small circle for S &amp; Z, Large circle for SW/large loop &amp; small loop /understand MS-Word by using all tools.</li> <li>Recognize the direction of SHR &amp; SHL and alternative forms.</li> <li>Use curved hook and compound consonant.</li> <li>Develop new sentences applying halving principles &amp; Doubling Principles.</li> </ul>	<p>The role of the learner is to perform the work as per specifications and apply their own analysis of what needs to be done based on their understanding of Stroke Consonants and their joining, usage of shorthand consonants, vowels, use of logograms grammalogues, contractions, Computer Fundamentals, hardware, software, computer keyboard functions and its operations etc.</p> <p>Here the learner is responsible for his own quality work and learning to ensure the conformance of given job requirements.</p>	4

<b>Title/Name of qualification/component: Stenographer Secretarial Assistant (English)</b>			<b>Level: 4</b>
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relate to the NSQF level descriptors</b>	<b>NSQF Level</b>
		Hence NSQF Level is 4 for this descriptor.	

NSQC Approved

**SECTION 3**

**EVIDENCE OF NEED**

<p><b>26</b></p>	<p><b>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?</b></p> <table border="1" data-bbox="339 551 1390 1738"> <thead> <tr> <th data-bbox="339 551 627 692"> <p><b>Basis</b></p> </th> <th data-bbox="627 551 1390 692"> <p><b>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</b></p> </th> </tr> </thead> <tbody> <tr> <td data-bbox="339 692 627 1117"> <p>Need of the qualification</p> </td> <td data-bbox="627 692 1390 1117"> <p>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 labor 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.</p> </td> </tr> <tr> <td data-bbox="339 1117 627 1543"> <p>Industry Relevance</p> </td> <td data-bbox="627 1117 1390 1543"> <p>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.</p> </td> </tr> <tr> <td data-bbox="339 1543 627 1666"> <p>Usage of the qualification</p> </td> <td data-bbox="627 1543 1390 1666"> <p>The Proposed qualification will create skilled craftsman for various establishments in different Sectors.</p> </td> </tr> <tr> <td data-bbox="339 1666 627 1738"> <p>Estimated uptake</p> </td> <td data-bbox="627 1666 1390 1738"> <p>The present seating capacity is 16900.</p> </td> </tr> </tbody> </table>	<p><b>Basis</b></p>	<p><b>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</b></p>	<p>Need of the qualification</p>	<p>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 labor 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.</p>	<p>Industry Relevance</p>	<p>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.</p>	<p>Usage of the qualification</p>	<p>The Proposed qualification will create skilled craftsman for various establishments in different Sectors.</p>	<p>Estimated uptake</p>	<p>The present seating capacity is 16900.</p>
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<p><b>27</b></p>	<p><b>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences.</b></p> <p>The qualification originally designed for Craftsman Training Scheme is in existence for many years and approved by DGT (Regulatory Body) under</p>										

	Ministry of Skill Development and Entrepreneurship, Govt. of India.
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> <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><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>• The research wing of CSTARI &amp; DGT reviews and updates the qualification, in consultation with industries and other stakeholders, on a regular basis by conducting trade committee meetings.</li> <li>• DGT will monitor any duplicity by comparing existing qualifications with upcoming ones in the National Qualifications Register (NQR) and relevant sectors.</li> </ul>

**SECTION 4**

**EVIDENCE OF PROGRESSION**

**30** **What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? Show the career map here to reflect the clear progression**

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.

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    graph LR
      A[Stenographer] --> B[Senior Stenographer]
      B --> C[Supervisor]
      C --> D[Manager]
      B --> E[Entrepreneur]
  
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