

**Expression of Interest**

*for*

**Training in Aspirational Districts of Jharkhand**

*Under the Project*

**“Skill Development of youths in Aspirational Districts in area of IECT leading to enhancement in Employability”**

*Sponsored by*

**Ministry of Electronics & Information Technology (MeitY)**

**(Last Date of submission: 23-Mar-2021 up to 05:30 PM)**

***Implementing Agency-***



**Address:**

2<sup>nd</sup> Floor, RIADA Bhawan,  
Opp. GEL Church,  
Main Road, Ranchi – 834 001.

**Phone:** 0651-2332554

**Email:** [ranchi@nielit.gov.in](mailto:ranchi@nielit.gov.in)

**Website:** <http://nielit.gov.in/ranchi/>

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## 1. About NIELIT

National Institute of Electronics & Information Technology (NIELIT),(erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Department of Electronics & Information Technology (DeitY), Ministry of Electronics and Information Technology(MeitY), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavoured to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

NIELIT has forty three (43) centers located at Agartala, Aizawl, Ajmer, Alawalpur, Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, Dibrugarh, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Jammu, Jorhat, Kohima, Kolkata, Kokrajhar, Kurukshetra, Lakhanpur, Leh, Lucknow, Lunglei, Majuli, Mandi, Pasighat, Patna, Pali, Ranchi, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tura and Tezu with its Headquarters at New Delhi. It is also well networked throughout India with the presence of about 700 + institutes.

Over the last two decades, NIELIT has acquired very good expertise in IT training, through its wide repertoire of courses, ranging from 'O' Level (Foundation), 'A' Level (Advance Diploma), 'B' Level (MCA equivalent), 'C' Level (M-Tech level), IT literacy courses such as CCC (Course on Computer Concept), BCC (Basic Computer Course) and other such long term and short term course in the non formal sector like courses on Information Security, ITeS-BPO(Customer Care/Banking), Computer Hardware Maintenance (CHM-O/A level), Bio-Informatics(BI-O/A/B level), ESDM etc, besides, high end courses offered by NIELIT Centres at Post-Graduate level (M.Tech) in Electronics Design & Technology, Embedded Systems etc. which are not normally offered by Universities/Institutions in the formal sector, in association with the respective state Universities. (*For further information our website [www.nielit.gov.in](http://www.nielit.gov.in) may be visited*)

NIELIT, Ranchi centre was inaugurated by the Prime Minister in August 2014. It started functioning from 2nd floor, RIADA Bhawan, Main Road, Ranchi. As a well equipped and dedicated institute, NIELIT Ranchi offers various training programs aimed at skill-upgradation and capacity building in the emerging area of Electronics and Information Technology. Since inception, NIELIT Ranchi has been playing an important role in offering many courses in the area of digital literacy like CCC (Course on Computer Concept), BCC (Basic Computer Course) and ACC (Awareness in Computer Concepts). Furthermore, NIELIT, Ranchi also offer numerous courses in the area of non formal sector like NIELIT 'O' level and CHM 'O' level.

The training program in the area of Electronic System Design and Manufacturing (ESDM) has been started by NIELIT Ranchi in the state of Jharkhand. Currently we have total no of

12 training partners, which are accredited to conduct various courses in this area and providing opportunity to the youths of Jharkhand for making their career in ESDM sector.

The Directorate General of Employment (DGE), Ministry of Labour, Govt. of India sponsored NIELIT's O-Level and CHM-O Level courses for SC/ST jobseekers is also running successfully in Ranchi district.

## 2. Invitation for EOI.

- 2.1 NIELIT Ranchi Centre invites Expression of Interest (Eoi) from democratic, secular and independent service organization/ Society registered under the Societies Registration Act and imparting education and development works for reserved category of candidates in Jharkhand to provide training infrastructure and mobilize candidates to conduct different NSQF courses to be monitored by NIELIT Ranchi. This project is sponsored by Ministry of Electronics & Information Technology (MeitY), Govt. of India for SC/ ST and EWS (Women) Candidates in the Aspirational Districts of Jharkhand. The detailed infrastructure requirement for conducting the training of NSQF courses is given in Annexure – I.
- 2.2 Interested applicants are advised to study the Eoi document carefully. Submission of Eoi shall be deemed to have been done after careful study and examination of the Eoi document with full understanding of its implications.
- 2.3 Interested applicants may download the format and other documents related to Eoi from the website [www.nielit.gov.in/ranchi/](http://www.nielit.gov.in/ranchi/)
- 2.4 The Expression of Interest must be delivered to the below address on or before 29-Dec-2020 by 17:30 Hrs.

**The Director-in-Charge  
NIELIT Ranchi, 2<sup>nd</sup> Floor,  
RIADA Bhawan, Main Road,  
Ranchi - 834 001.**

## 3. Scope of Work

- 3.1 The applicant would be required to study the objective of the proposed training program and its deliverables. The broad areas of scope of work includes, mobilization of trainees, registration, providing infrastructure and qualified faculty for imparting training. The areas of training, curriculum, duration and related information are given in **Annexure-I**
- 3.2 The training is proposed to be conducted in ten aspirational districts of Jharkhand. NIELIT Ranchi will directly manage all training activities in Ranchi district. The Eoi is applicable for the remaining nine districts (excluding Ranchi) only. The list of aspirational districts in Jharkhand is as under-

|                |              |               |                  |               |
|----------------|--------------|---------------|------------------|---------------|
| <b>Ramgarh</b> | <b>Gumla</b> | <b>Khunti</b> | <b>Lohardaga</b> | <b>Dumka</b>  |
| <b>Giridih</b> | <b>Godda</b> | <b>Pakur</b>  | <b>Sahibganj</b> | <b>Ranchi</b> |

- 3.4 The beneficiary candidates under the scheme are youths of Jharkhand belonging to any of the following category-
- ✓ SC (Scheduled Caste).
  - ✓ ST (Scheduled Tribe).
  - ✓ EWS (Economically Weaker Section) Women Candidates.

The candidates will have to produce a valid certificate for each of the above category in order to be eligible for admission to the training courses under the scheme.

- 3.5 The list of NSQF courses under the scheme for imparting training to the candidates in the aspirational districts is mentioned at Annexure-I. Other NSQF courses may also be added at a later stage depending on the demand of the industry and upon approval of NIELIT HQs/MeitY. The batch size will be 30 for each course. The distribution of candidates for a batch of 30 is SC-12, ST-12, EWS(Women)-6.
- 3.6 Depending upon the geographical area of coverage and for the transport convenience of the trainees identified, more than one training institute may be identified and training target shall be split and awarded as per NIELIT decision.
- 3.7 The applicant institution will be paid remuneration for the conduct of training as per details at Annexure-IV. The remuneration will include everything including the cost of Infrastructure, manpower, study material to candidates etc.
- 3.8 The institute will raise the tax invoice to NIELIT Ranchi after successful certification of the candidates. The training fee amount in the tax invoice will be based on the actual number of certified candidates in the batch (as per details at Annexure-IV). The candidates who fail to qualify the NSQF examination in the first attempt will appear in the examination for certification at their own cost in all subsequent attempts.
- 3.9 Selected training partner under LTP/O&LTP mode may apply for the course accreditation under NSQF Training Partner scheme of NIELIT.

#### **4. Selection criteria of candidates.**

- 4.1 A three-member committee comprising of Nodal officer from NIELIT center, head/authorized signatory of training partner and one member from Dept. of Social Welfare / Dept. of SC/ST development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange may select the candidates fulfilling minimum eligibility criteria for admission as per qualification file of the course and on merit basis. Candidates with higher qualifications may be preferred.
- 4.2 Applications of candidates will be submitted by TP through online portal developed by NIELIT Ranchi with a transparent process of publicity in regional or local dailies/ web-site/ direct counselling at educational institutions. The TP may get the names/list or data of candidates provided/uploaded by Dept. of Social Welfare / Dept. of SC/ST Development/ Dept. of Women and Child Development of the concerned State Government / Local employment exchange etc.
- 4.3 The candidates may also download the application form from NIELIT Ranchi website and send the scanned copy of the application form to NIELIT Ranchi at [ranchi@nielit.gov.in](mailto:ranchi@nielit.gov.in). The training partner conducting the course will have to submit the application forms of all such candidates on the online portal of NIELIT Ranchi.
- 4.4 Advertisement for online registration of candidates under the aspirational districts training programme has already been given by NIELIT Ranchi and the registered candidates will be routed to the selected TP for imparting the training under the scheme.
- 4.4 A candidate can take benefit under this project only once, i.e. one candidate can enroll for only one course only during the entire project. This will be the responsibility of TP to ensure that no student is enrolled multiple times in one course or in multiple courses under the project. TP will thoroughly check and upload caste certificate, education qualification certificate, ID Proof and other documents on online portal of every student in a batch while

admitting a candidate. In case it is found at a later stage after admission of a candidate that the candidate document uploaded on the portal is fake, then TP will not get any reimbursement for training and certification of such beneficiary will not be done by NIELIT Ranchi.

## 5. Method of Program Implementation.

5.1 Training will be delivered in 10 Aspirational districts through NIELIT centre, NIELIT Accredited institutes, NSQF or ESDM training partners and State Govt. departments like Employment Exchanges which is affiliated to implement the project by NIELIT Center as per the prescribed syllabus and format mentioned in Qualification files of the 4 courses available at <https://nqr.gov.in/>.

The Training Partner will be finalized by NIELIT Ranchi based on the following criteria-

| S.No         | Criteria   | Max. Marks |
|--------------|--|------------|
| 1.           | No. of students admitted in any NIELIT NSQF course in last 2 years.              | 40         |
| 2.           | Distance from Muncipal body (Nagar Palika/Parishad etc.)                         | 10         |
| 3.           | Date of Operations in Education field (particularly in IT & Electronics courses) | 10         |
| 4.           | Tie-up with industry and previous placement records.                             | 20         |
| 5.           | Training facility infrastructure and manpower availability.                      | 20         |
| <b>Total</b> |  | <b>100</b> |

5.2 In view of the unforeseen circumstances due to Covid-19 pandemic, other training institutes in the aspirational districts of Jharkhand may also apply for the following category of Training Partners for conducting the courses in blended mode.

✓ Lab Training Partner (LTP)

✓ Lab and Online Training Partner (L&OTP)

The details of the eligibility and other conditions for above types of Training Partners is mentioned in Annexure-I. The LTP and L&OTP will be finalized by NIELIT Ranchi after inspection of the institute premises and fulfilling of other eligibility norms of NIELIT by the institute.

5.3 The training program will be initially implemented in the districts of Ranchi and Ramgarh. The applicant institution may however apply for the other aspirational districts mentioned above where training will start later as per instructions of NIELIT HQs. Separate Eol application form will have to be filled by the applicant institution for each of the districts where the proposed training is to be conducted.

5.4 The selected / empanelled organisation shall be considered for providing infrastructure for conducting the training for the duration of the project period or completion of the training.

## 6. Criteria for Empanelment.

6.1 Interested institutes should submit a letter of expression of interest along with their infrastructure details in the specified format as given in **Annexure II and III** for providing training of NSQF courses under the aspirational districts training programme.

6.2 The information provided should be sufficient such that the infrastructure and other requirements are fulfilled as per the requirement of the selected NSQF course to carry out the training.

- 6.3 The selection/ empanelment of Training Partner will be in accordance with the criteria set by NIELIT and based on the evaluation by the committee constituted for the purpose.
- 6.4 The short-listed/ empanelled institution will be communicated and on agreeing the terms shall be invited to enter into an agreement with NIELIT Ranchi Centre as given in **Annexure V**.
- 6.5 Provisionally selected LTP and O&LTP will be assigned work order only after successful inspection of their premises. The inspection fees will be Rs 10000/- per venue.
- 6.6 NIELIT Ranchi Centre will have the right to reject any or all Eols, received in response to this invitation without assigning any reason thereof, and its decision in this regard shall be final and binding.
- 6.7 Previous experience of carrying out similar work involving Government/Non-Government programme would be given due weightage.
- 6.8 Preference would be given to institutions which have well connected & easy access to public transport, flexible working hours, and adequate infrastructure including competent faculties in their rolls or associated with experience in similar activities.
- 6.9 The selected institutes are required to enter into an agreement with NIELIT Ranchi Centre. The selected training institute shall claim the agreed training/ infrastructure fee on successful completion of training and submission of attendance sheet/ Report on monthly basis. However payment shall be made on instalment basis out of total remuneration eligible for the institute.
- 6.10 If more than one training institutes are identified as a L1, target may be based on candidate availability/preference to that location.

## 7. Guidelines for Sending Eol

- 7.1 Download the detailed information along with application format available in our site [nielit.gov.in/ranchi/](http://nielit.gov.in/ranchi/).
- 7.2 Agency must enclose a covering letter with information of contact person as per the format provided in **Annexure-II** on Agency's Letter Head while sending the application. The Eols must be sent in sealed cover within the stipulated time. The Eols will be evaluated strictly as per laid down criteria. Therefore, before sending the Eols, the participating agency must satisfy that they fulfil all the eligibility criteria. The related proof of experience, details of office set-up etc., as asked for, must be enclosed/ detailed out for evaluating the Eols.
- 7.3 The details must be furnished as per formats enclosed in this document and strictly as per serial order. The agency should provide infrastructure details and other relevant information as per the format in **Annexure- III**. Information submitted in other formats and incomplete applications will be summarily rejected.
- 7.4 If the desired documents/proof is not enclosed/not in proper order, the Eol shall be rejected and no clarification/enquiry will be sought/ made.
- 7.5 The last date of receiving the Eols shall be adhered strictly. Eols received after the last date will not be considered and no further action will be taken on such Eols. However, if the last date is declared as holiday, the next working day on which office is opened will be treated as the last date of receiving the Eols. The Eols should be physically received in this office at NIELIT Ranchi Centre for its consideration.

- 7.6 The details must be furnished as per formats enclosed in this document and strictly as per serial order. Attach necessary documentary proof in support of your claim in Annexure – I, II and III.
- 7.7 The envelopes should be super scribed is “***Eol for Selection of TP under Aspirational Districts Training in Jharkhand***”.
- 7.8 The applicant submitting their Eol would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their Eol, NIELIT shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

## **8. DISCLAIMER**

- 8.1 The information submitted in response to this Eol may be subject to public release (as per RTI norms).
- 8.2 NIELIT reserves the right to accept or reject any or all Eol without incurring any obligation to inform the affected applicant(s) of the reasons. Also reserves the right to cancel the EOI without assigning any reason thereof.
- 8.3 NIELIT empanelment as Training Institute does not create any obligation on the part of NIELIT in terms of providing business or in any other area in future.
- 8.4 At any time prior to deadline for submission of Eols, NIELIT may, for any reason, modify the Eol document. The amendment document shall be notified through NIELIT Ranchi website and such amendments shall be binding on them.



## Annexure-I Details of Training Programs and Infrastructure Requirement

### A. Objective & Training Programs Details

The objective of this program is to impart training of NSQF courses to SC/ST and EWS (Women) candidates in the Aspirational Districts of Jharkhand.

The lists of courses tabulated below are the NSQF aligned courses of NIELIT in the area of IECT. Duration of these courses varies from more than 100 hrs to 350 hrs. Moreover, there will be flexibility to add / de-list the courses meeting the demand of industry and subject to approval of competent authority. The Practical & Theory component of the courses is mentioned in the Qualification Files for the courses from Annexure-VI to IX).

| Sr No | Qualification Name  | Job Role  | Eligibility   | NSQ F Level | Duration (in Hrs) | Batch Size |
|-------|---|---|---|-------------|-------------------|------------|
| 1     | Certification Course in Data Entry and Office Automation          | Data Entry Operator,<br>Computer Operator   | 10+2 in any stream with min 50% marks or ITI Certificate (One Year) after class 10th with min.50%marks in ITI | 4           | 135               | 30         |
| 2     | Diploma in Installation & Repair of Consumer Electronics Products | Support Technician  | ITI/ 12th Pass  | 4           | 350               | 30         |
| 3     | Advance Diploma in Computer Application Accounting and Publishing | Office Assistant  | 10+2 with knowledge of Basic computer and Internet Concepts   | 4           | 200               | 30         |
| 4     | Solar-LED Lighting Product (Design and Manufacturing)             | Designer: of low cost LED products for common use like Lanterns, table lamps, etc. Technician/ Service Engineer for Installation, Assemble and Maintenance of Solar Panel | 10th Pass/ ITI  | 4           | 350               | 30         |

## B. Faculty Requirement:

Faculty should have minimum qualification as per NIELIT accreditation given below

| NSQF COURSE   | COMPETENT FACULTY  |  | SUPPORTING FACULTY   |  |
|---|--|--|--|--|
|   | QUALIFICATION  | EXPERIENCE   | QUALIFICATION  | EXPERIENCE   |
| Certification Course in Data Entry and Office Automation          | B.E/B.TECH (Computer Science)/ MCA/ M.Sc(CS)/ NIELIT 'B' level/ A-Level or equivalent. | Minimum one year teaching experience in the relevant course. | Graduate with NSQF course qualification certificate or NIELIT O-Level. | Minimum one year teaching experience in the relevant course. |
| Diploma in Installation & Repair of Consumer Electronics Products | B.E/B.TECH (Electrical/ Electronics)/ M.Sc(Electronics) or equivalent.                 | Minimum one year teaching experience in the relevant course. | Graduate with NSQF course qualification certificate.                   | Minimum one year teaching experience in the relevant course. |
| Advance Diploma in Computer Application Accounting and Publishing | B.E/B.TECH (Computer Science)/ MCA/ M.Sc(CS)/ NIELIT 'B' level/ A-Level or equivalent. | Minimum one year teaching experience in the relevant course. | Graduate with NSQF course qualification certificate or NIELIT O-Level. | Minimum one year teaching experience in the relevant course. |
| Solar-LED Lighting Product (Design and Manufacturing)             | B.E/B.TECH (Electrical/ Electronics)/ M.Sc(Electronics/ Physics) or equivalent.        | Minimum one year teaching experience in the relevant course. | Graduate with NSQF course qualification certificate.                   | Minimum one year teaching experience in the relevant course. |

### Note:

1. Applying institute must have at least three permanent incumbents and must have been with the institution for not less than six months.
2. Support faculty to assist in Electronics/ Computer/ Laboratory work, use of application packages and demonstrations.
3. Faculty with the higher than the minimum qualification specified for each level with one year experience shall also be considered as an eligible competent faculty.

Internal assessment tests shall be conducted periodically on a monthly basis. The final examination shall be conducted by NIELIT. The details of the courses are also available at <http://nielit.gov.in/content/nsqf>

## **C. Lab Training Partner (LTP) and Lab & Online Training Partner (L&OTP)**

***In view of the unforeseen circumstances due to Covid-19 pandemic, institutes in the aspirational districts of Jharkhand may also register for the following category of Training Partners for conducting the courses in blended mode-***

### **i) Lab Training Partner (LTP).**

The course will be conducted in blended mode and the Training Partner will provide only lab facility to the candidates of the district where the training is conducted. The theory class will be conducted online by NIELIT Regional Centre.

### **ii) Lab & Online Training Partner (L&OTP)**

The course will be conducted in blended mode and the Training Partner will provide both classroom and lab facility to the candidates of the district where the training is conducted. In the classroom facility, there will be provision for TV/ Desktops/ Laptops having good Internet connection through which students will attend online training conducted by NIELIT RC. The theory class will be conducted online by NIELIT Regional Centre.

### **Eligibility Criteria of LTP and L&OTP :**

#### **i) For LTP :**

- Institute having requisite lab facility as per qualification file for respective course for which the institute is interested to collaborate with NIELIT.
- Must have qualified lab faculty for conducting lab sessions. Also, it must have IP based camera facility in labs through which NIELIT RC will be able to monitor the practical classes conducted by the training partner. Lab should be sufficiently spacious so that social distancing norms may be ensured.

#### **ii) For L&OTP :**

- In addition to requirement for LTP, the Training partner must have classroom with proper technical facility through which the students can attend online classes conducted by RC remotely. These must have IP based camera facility through which NIELIT RC will be able to monitor the attendance conducted by the training partner. Classroom should be sufficiently spacious so that social distancing norms may be ensured.

LTP and L&OTP will be selected by NIELIT RC after ensuring that the training institutes have qualified lab faculty and requisite lab facility and other infrastructure for conducting the practical training of the course for which it is applying for tie-up with RC. NIELIT RC will do an agreement with institute interested to affiliate as LTP/ L&OTP under the project.

### **Roles of LTP:**

- i) LTP will nominate a Coordinator who will be contact person and in-charge for all activities that are to be performed by LTP under the project.
- ii) LTP will be responsible for selection and admission of student in its district as per candidate selection criteria and eligibility criteria mentioned earlier. LTP will provide full assistance to Nodal Officer of concerned RC. LTP will do the preliminary registration of interested students through online forms under the supervision of Nodal officer from NIELIT Center.
- iii) LTP will conduct practical for the courses in line with Qualification File of the corresponding course. LTP must have faculty & lab instructor who can conduct practical classes as per course requirement.
- iv) LTP will maintain requisite monitoring provisions in its labs like IP based camera etc. through which NIELIT Center/Nodal Officer can monitor the ongoing practical classes live and also students can ask queries if any from the NIELIT Faculty.
- v) LTP will maintain recording of all practical classes date-wise which can be asked by NIELIT/MeitY any time for verification.

### **Roles of L&OTP:**

In addition to roles performed by LTP, the L&OTP must have classroom with proper technical facility through which the students can attend online classes conducted by NIELIT Centers remotely. These must have IP based camera facility through which respective NIELIT Center will be able to monitor the attendance conducted by the training partner. Classroom should be sufficiently spacious so that social distancing norms may be ensured.

### **Activities to be performed by TP/ LTP/ L&OTP & Revenue Sharing Model:**

| Sr. No. | Activity                | Model         |   |   |
|---------|-------------------------|---------------|---|---|
|         |                         | NSQF TP Model | LTP Model   | L&OTP Model   |
| 1       | Accreditation process   | By RC         | By RC   | By RC   |
| 2       | Candidate Enrolment     | By TP         | By LTP  | By L&OTP  |
| 3       | Theory Lecture Delivery | By TP         | By NIELIT Ranchi Centre in online mode, student will attend from his/her home through mobile/laptop/computer etc. | By NIELIT Ranchi Centre but L&OTP will provide classroom facility along with TV/Computer from where student will attend the online class. Institute will also have to make provision for monitoring of class through IP |

|   |                        |              |              |                   |
|---|------------------------|--------------|--------------|-------------------|
|   |                        |              |              | based camera etc. |
| 4 | Lab Session Delivery   | By TP        | By LTP       | By L&OTP          |
| 5 | Assessment of students | By NIELIT HQ | By NIELIT HQ | By NIELIT HQ      |

#### **D. Course material / mode of training**

The concerned Training Partner will provide training course material to the candidates.

#### **E. Infrastructure required to conduct to conduct NSQF Courses in Aspirational Districts of Jharkhand for a batch of 30 Candidates.**

Minimum of 90 Sq. meters carpet areas with library, reading halls and toilets (separate for males and females), drinking water and all basics amenities. The institute should provide a class room with minimum of 30 seating capacity for Theory and Lab. The hardware and software resources required will be as per the requirements of the course mentioned in the Qualification Pack of the courses (Annexure VI – IX).

#### **Minimum Computer Hardware Requirement:**

| <b>Sr. No.</b> | <b>Particulars</b>   |                    |
|----------------|----------------------|--------------------|
| <b>1.</b>      | Processor            | 1 GHz or higher    |
| <b>2.</b>      | RAM                  | 2GB or higher      |
| <b>3.</b>      | HDD                  | 500 GB or higher   |
| <b>4.</b>      | Monitor              | SVGA               |
| <b>5.</b>      | Mouse                | Windows compatible |
| <b>6.</b>      | Keyboard             | Standard           |
| <b>7.</b>      | NIC                  | Standard           |
| <b>8.</b>      | Optical Drive        | Standard           |
| <b>9.</b>      | Speaker, Mic, Webcam | Standard           |

|     |   |   |
|-----|---|---|
| 10. | CD/DVD Writer   | Standard  |
| 11. | Laser printer / Inkjet Printer                          | Standard  |
| 12. | Dot matrix printer                                      | Standard  |
| 13. | OHP /LCD Projector                                      | Standard  |
| 14. | Internet Connection                                     | Broadband or any other connection with static IP Address. |
| 15. | SCANNER   | Standard  |
| 16. | RJ-45 Connector   | Standard  |
| 17. | Crimping Tools  | Standard  |
| 18. | UTP/STP/Coaxial Fiber Optic Cables and their connectors | Standard  |
| 19. | 8/16 port Hub/Switch                                    | Standard  |
| 20. | Wi-Fi Router  | Standard  |
| 21. | LAN   | Standard Wired LAN  |

**Software Requirement:**

| Sr. No. | Particulars       |   |
|---------|-------------------|---|
| 1.      | Operating system  | Linux / Windows / 2000/XP/7/8/10  |
| 2.      | NOS               | Linux / Unix / Windows  |
| 3.      | SW Packages       | Application software(s) related to the NSQF course, Star Office / MS Office, Internet Explorer, Internet Explorer / Web Publishing Tool, Standard Multimedia. |
| 4.      | Compilers         | C & C++ Compiler  |
| 5.      | Antivirus package | Standard  |

## Annexure -II

Format for covering letter (To be submitted on the Letter head of the applicant institution)  
Ref: NIELIT/20-21/EOI/01

To  
The Director-in-Charge  
NIELIT Ranchi,  
2<sup>nd</sup> Floor, RIADA Bhawan,  
Main Road, Ranchi – 834001.

**Subject: Eol for Empanelment of Training Institutes for conducting NSQF courses of NIELIT.**

Dear Sir,

1. Having examined the Eol document, we, the undersigned, herewith submit our response to your Eol for Empanelment of Training Institutes for conducting training of NSQF aligned courses of NIELIT being implemented by NIELIT Ranchi Centre in full conformity with the said Eol document.
2. We have read the provisions of the Eol document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our Eol shall not be given effect to.
3. We would like to declare that we are not involved in any litigation with any Government in India organization and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. We hereby declare that all the information and statements made in this Eol are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understood that NIELIT Centre is not bound to short-list / accept any proposal received in response to this Eol.
6. We understood that Empanelment with NIELIT Centre Ranchi does not guarantee that every /any of the applicants shall be invited under Eol, or be awarded a project /assignment.

Our correspondence details / authorised person to deal with regard to this Eol is:

|    | Information   | Details |
|----|---|---------|
| 1. | Name of the Contact Person  |         |
| 2. | Designation and contact address of the person to whom all references shall be made regarding this Eol |         |
| 3. | Telephone   |         |
| 4. | Mobile number of the Contact Person.  |         |
| 5. | Email   |         |
| 6. | Corporate website URL   |         |

We hereby declare that our proposal submitted in response to this Eol is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Signature:

[Authorised person)

Name & Title with seal

Encl: Duly filled Application form.

## Annexure -III

### NIELIT Ranchi Centre

2<sup>nd</sup> Floor, RIADA Bhawan, Main Road, Ranchi-834001.

| <b>APPLICATION PROFORMA FOR CONDUCTION OF NSQF ALIGNED COURSES OF NIELIT</b> |  |   |
|--|--|---|
| <i>Sr.No</i>   | <i>Details Required</i>  | <i>Details</i>  |
| 1.   | NAME OF THE INSTITUTE [where the training will be imparted]  |   |
| 2.   | TYPE OF TRAINING PARTNER APPLYING FOR [Please Tick the appropriate choice]                                       | 1. NIELIT NSQF Training Partner (TP)<br>2. LAB Training Partner (LTP)<br>3. Online & Lab Training Partner (O&LTP) |
| 3.   | COURSES APPLIED FOR PROVIDING TRAINING   |   |
| 4.   | FULL ADDRESS WITH LANDLINE/ MOBILE/ EMAIL<br><br>[ Training location address ]                                   |   |
| 5.   | NIELIT ACCREDITATION NUMBER AND VALIDITY DETAILS IF APPLICABLE [copy of accreditation letter should be enclosed] |   |
| 6.   | TOTAL NUMBER OF CANDIDATES TRAINED FROM THE INCEPTION OF YOUR INSTITUTE  |   |
| 7.   | OVERALL PASS PERCENTAGE OF THE CANDIDATES IN DIFFERENT COURSES   |   |
| 8.   | NATURE OF ACTIVITY   |   |
| 9.   | COURSES OFFERED AT PRESENT   |   |



|     |   |  |
|-----|---|--|
| 10. | INFRASTRUCTURE DETAILS<br>(Separate sheet may be enclosed)  |  |
| 11. | PROXIMITY / NEAR BY TOWNS ,<br>TALUK HQ, DISTRICT HQ  |  |
| 12. | NO OF COMPUTER<br>LABORATORIES, COMPUTERS &<br>DETAILS OF INTERNET<br>CONNECTIVITY                                    |  |
| 13. | DETAILS OF SIMILAR PROGRAMS<br>CONDUCTED & GOVT. SCHEMES IF<br>ANY  |  |
| 13  | AVAILABILITY OF BIO-METRIC<br>ATTENDANCE SYSTEM   |  |
| 13  | FACULTY DETAILS (RESUME)  |  |
| 15  | CONTACT PERSON WITH<br>DESIGNATION  |  |
| 16  | DATE FROM WHICH THE PROGRAM<br>CAN BE LAUNCHED.   |  |
| 17. | IS IT POSSIBLE TO CONDUCT THE<br>TRAINING ON HOLIDAYS &<br>EVENINGS?  |  |
| 18. | CURRENTLY SCHEDULED<br>TRAININGS , PROPOSED TRAINING<br>AND MAPPING OF YOUR<br>RESOURCES LIKE COMPUTER AND<br>FACULTY |  |

**Attach additional sheet, if the space is not sufficient and mark as Annexure --- (with Sr. No) Seal and sign this document.**

*Attach documentary proof wherever necessary.*

19. Specimen signature of the authorized signatory with Name:

|  |
|--|
|  |
|  |

|  |
|--|
|  |
|  |

20. DECLARATION:

- (i) I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ have read and understood the RULES / GUIDELINES for Conduction of NIELIT NSQF aligned courses Training for SC/ST/EWS (Women) candidates in the aspirational districts of Jharkhand and agree to abide by the same.
- (ii) I certify that I am the competent authority, by virtue of the administrative and financial powers vested in me by \_\_\_\_\_ to furnish the above information and to undertake the above stated commitment on behalf of my /our institution.
- (iii) I am aware that in case any information given by me is false or misleading, the Institute would be debarred from the conduction of training programs and / or debarred besides being subjected to any other action that may be deemed fit by NIELIT Ranchi.
- (iv) I agree to abide by the decisions of the NIELIT Ranchi or its designated agencies in respect of my application for permission to conduct NIELIT NSQF aligned training for SC/ST/EWS (Women) candidates under the above scheme.

Signature :

Name :

Designation :

Seal of the organisation, if any

LIST OF ENCLOSURE:

| SR NO | ANNEXURE NO | CONTENT |
|-------|-------------|---------|
|       |             |         |

## Annexure-IV

### (Revenue Sharing Model with Accredited Centres/ Training Partners)

#### The per hour NSQF charges will be as per NSQF Norms.

Total course fee per candidate will depend on the duration (in Hrs) of the NSQF course. The Theory/ Practical component in Hours will be as mentioned in the Qualification Pack of the course. The following ratio of Theory/Practical hours will be taken if not specifically mentioned in the Qualification File of the course.

**Theory: 40%**  
**Practical: 60%**

The revenue sharing under the three models NSQF TP, LTP, L&OTP as an example will be as follows:

| Activity                      | Model   |  |   |
|-------------------------------|---|--|---|
|                               | NSQF TP Model   | LTP Model  | L&OTP Model   |
| Revenue sharing/Payment Model | Reimbursement will be made to TP @75% payment for total Course fee & RC will keep remaining 25%. In above case, TP will be given 75% of total course fee of Rs. 4000/-, i.e. Rs. 3000/- and RC will keep remaining 25% i.e. Rs. 1000/-. | Reimbursement will be made to LTP, @75 % of per hour rate for the duration of practical component of the course. RC will keep the remaining 25 % for duration of practical component for Faculty Development Program of faculty and Lab instructor at LTP. Since, theory component of training will be conducted by RC, entire remuneration for theory component will be kept by RC. In above case, TP will get 75% of Practical Component of Rs. 2400/- i.e. Rs. 1800/- and remaining 25% i.e. Rs. 600/- will be kept by RC. RC will keep 100% of theory component i.e. Rs. 1600/-. | Reimbursement will be made to L&OTP, @75 % of per hour rate for the duration of practical component of the course. RC will keep the remaining 25 % for duration of practical component for Faculty Development Program of faculty and Lab instructor at LTP. Since, theory component of training will be conducted by RC and L&OTP will provide classroom and other facility, 75% remuneration for theory component will be kept by RC and remaining 25% share will be given to L&OTP. In above case, TP will get 75% of Practical Component of Rs. 2400/- i.e. Rs. 1800/- and remaining 25% i.e. Rs. 600/- will be kept by RC. Further, TP will also get 25% of theory component of Rs. 1600/- i.e. Rs. 400/-. |

## Annexure-V

### Format of Agreement

(on Rs. 100/- stamp paper)

This agreement entered into on this.....day of ..... between **NIELIT RANCHI centre** (a unit of **NIELIT Society**, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), 2<sup>nd</sup> Floor, RIADA Bhawan, Main Road, Ranchi-834001 (hereinafter referred to as **First Party** which term and expression shall mean and include its successors and assignees) represented by its Head/Director on the **ONE PART:**

AND

The <.....Training Partner.....> (hereinafter referred to as **SECOND PARTY** which expression shall include its successors and assignees) and represented by authorized signatory Mr XXXXXX, Head /Director on the **OTHER PART:**

WHEREAS First Party invited applications for providing training for <Project title> with assistance of MeitY, Govt. of India and whereas the SECOND PARTY tendered to provide the same.

AND WHEREAS **FIRST PARTY** awarded the contract for the said training to SECOND PARTY, after due process of shortlisting the training partner.

AND WHEREAS **SECOND PARTY** has a security deposit in favor of **FIRST PARTY** for the due fulfillment of his obligation under this deed – Deposit amount of `XXXX/- being 5 percent of the training fee for batch of 30 candidates for the course <Course Name> (in the form of DD or Bank Guarantee No. dated)

WHEREAS **FIRST PARTY** and **SECOND PARTY** desire to mutually associate with each other to commence the **training program in <Project title>** through its training centres in the said district of said state.

Now it is hereby agreed by and between the two parties hereto as follows:

1. SCOPE: SECOND PARTY will conduct training program in <Project title> through its centre in <District & State name> for the course <Course Name>.
  - 1.1. **Training program: <Project title>** as per details strictly as per NIELIT NSQF norms, Qualification file of the course and project guidelines.

**1.2. SECOND PARTY** through its respective district coordinators will ensure the availability of necessary infrastructure and qualified and trained faculty suitable for conducting the respective training programs at the respective training centre.

**1.3.** The maximum number of candidates to be trained in the district of <District State name> for the course <Course Name> is 30 per batch.

**1. OBLIGATION OF SECOND PARTY:**

**2.1. <Project title> for the <District name> for the course <Course name>,**

**2.1.1. SECOND PARTY** proposing to conduct the training program shall furnish an undertaking that it fulfils all the necessary requirements in terms of infrastructure, hardware, software, faculty and library if applicable, etc for conducting the training programs and shall allow the **FIRST PARTY** personnel or its representatives for inspections of the training centre if they so desire.

**2.1.2.** If the training is not carried out to the satisfaction of **FIRST PARTY**/end user and if the behavior or character or conduct of the personnel engaged by the **SECOND PARTY** are found to be unsatisfactory at any time during the period of operation of the contract, **FIRST PARTY** reserves the right to terminate the contract with one month's notice and if the contract is so terminated the **SECOND PARTY** shall not have any claim whatsoever for compensation for the remaining period of contract. The security deposit of the **SECOND PARTY** shall be forfeited in such cases.

**2.1.3. SECOND PARTY** or its district office shall monitor and coordinate the training programs conducted through its training centre and ensure that the training programs are conducted as per the criteria mentioned in Qualification File (QF) of the courses available at National Qualification Register <https://nqr.gov.in/>, NIELIT NSQF norms, and project implementation SoP/norms.

**2.1.4. SECOND PARTY** shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC/lab practical training instruments ratio of 1:1 to ensure quality of the program

**2.1.5. SECOND PARTYs** Training charges for the Courses (includes GST and other applicable overhead charges) as per NSQF training fee rates per candidate which covers cost of publicity & study material also.

**2.1.6. SECOND PARTY** shall maintain a Student Registration Register, a Student Record Register and Student Attendance Register as given below.

- (a) ***Student Registration Register:*** Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number; Date of Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Sex, date of birth, caste, community details
- (b) ***Student Record Register:*** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/Test paper/Model Exam Nos. & marks/Grades awarded.
- (c) ***Attendance Register:*** with signatures of the candidates for each of the day's attendance

**SECOND PARTY** will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste certificate etc.

**2.1.7. SECOND PARTY** shall print and distribute the necessary Course material/handouts for the program as per the syllabus/course material mentioned in QF.

**2.1.8. SECOND PARTY** will ensure the quality of the training programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Evaluation by NIELIT as per Examination for NIELIT NSQF aligned courses.

**2.1.9. SECOND PARTY** shall tie-up with the local industries for providing placement assistance for the candidates.

**2.1.10. SECOND PARTY** shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.

**2.1.11. SECOND PARTY** shall nominate a **Co-ordinator/authorized contact person** for this project.

2.1.12. **SECOND PARTY** shall not sub-contract the whole or part of the contract or assign the contract or any part thereof to any other third Party

**3. OBLIGATION OF FIRSTPARTY:**

**3.1. FIRST PARTY** shall coordinate the selection of the candidates based on the applications received and the candidates will be allocated to the nearest training centre of the **SECOND PARTY**.

**3.2. Payment terms:** Payment shall be made on completion of the courses and further certification of candidates based on the actual number of candidates certified on receipt of invoice along with relevant documents online through portal to **SECOND PARTY**.

**4. Tenure /Renewal of the Agreement**

This agreement shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of **One Year** from the date of such signing. On the expiry of One year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed, **SECOND PARTY** shall be entitled to stop conducting the training program for the candidates in this project. Before such action, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued. This agreement shall not be terminated until successful completion of any pending Course.

**5. Breach of Terms of thisAgreement**

If either party commits breach of any of the terms of this agreement, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case he fails to do so and the breach continues for a period of 1 Month, the aggrieved party may treat this agreement as repudiated by the other party and forthwith serve a notice of termination and the aggrieved party will have the right to claim from the other party the damages in respect of losses already sustained by him for the unexpired period of the agreement on account of such termination of the agreement. The agreement will automatically be terminated within 1 month after the receipt of such notice, subject to the liability and arbitration clause. In the event of breach of any of the terms and conditions of the agreement signed by the **SECOND PARTY**, the security deposit will also be forfeited.

In case of any such termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement

should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

## **6. Termination of contract**

The contract is liable to be terminated by either side on one month's notice. Abrupt termination or breach of the contract by the **SECOND PARTY** for reasons attributable to the **SECOND PARTY** will entail forfeiture of the Security Deposit of the **SECOND PARTY**.

If the **SECOND PARTY** (a) abandons the contract or has failed to proceed with the work or does not adhere to the committed schedules or technological requirements due to negligence or the progress on any particular item or items is slow (b) has failed to execute the work in accordance with the terms and conditions of the contract, (c) is persistently or frequently neglecting to carry out their obligation under the contract, then **FIRST PARTY** shall be competent to terminate the contract unilaterally at its discretion at any time without notice and without paying any compensation or any other amounts and to proceed with the balance of the work through any other agencies and the **SECOND PARTY** is liable to compensate **FIRST PARTY** for losses incurred by it in such cases. In such termination of the contract, the Security Deposit made by the **SECOND PARTY** shall also be forfeited

## **7. Jurisdiction**

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in <District of Office of **SECOND PARTY** >

## **8. Arbitration or Mediation**

Any dispute arising between the parties if not resolved between them shall be referred after mutual consent of both the parties to an arbitrator or mediator. The selection of the arbitrator shall be decided by the above parties mutually.

In case of termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees



is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

**9. Modifications**

The modifications in the Agreement can be done with the mutual consent of both the parties but strictly in line with the project guidelines.

**10.** The application, submitted documents by **FIRST PARTY to SECOND PARTY** and the record of the negotiation meeting held between **FIRST PARTY** and **SECOND PARTY** also form part and parcel of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in duplicate on the day and the year first above written

AGREED:

For **(FIRST PARTY)**

For **(SECOND PARTY)**

(Institute Head signature & stamp)

(Institute Head signature & stamp)

(Name in Block Letters)

(Name in Block Letters)

|                            |                             |
|----------------------------|-----------------------------|
| Name of <b>FIRST PARTY</b> | Name of <b>SECOND PARTY</b> |
| Address                    | Address                     |
| Contact Details            | Contact Details             |
| E-mail ID                  | E-mail ID                   |
| Web                        | Web                         |

Witness 1:

Witness 2:

Signature.....

Signature.....

Name ...(in Block Capital Letters)...

Name...(in Block Capital letters) ...

Address .....

Address .....

.....

.....

.....

.....

Contact No. ....

Contact No. ....

**Annexure –VI**  
(NSQF Course Qualification File Details)

The Qualification File Details for the courses are also available at –  
[https://www.nqr.gov.in/qualification-title?field\\_qualification\\_title\\_value=Accounting%20and%20publishing&field\\_anticipated\\_volume\\_of\\_tra\\_i\\_value=all&sector=all&level=all&job\\_des=all&nid=2856](https://www.nqr.gov.in/qualification-title?field_qualification_title_value=Accounting%20and%20publishing&field_anticipated_volume_of_tra_i_value=all&sector=all&level=all&job_des=all&nid=2856)

**Course Name: Advance Diploma in Computer Application Accounting and Publishing**

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

**Name and address of submitting body:**

NIELIT Gorakhpur Extension Centre Lucknow,  
A 1/9, Sumit Complex, Vibhuti Khand, Gomtinagar, Lucknow 226010.

**Name and contact details of individual dealing with the submission**

|  |                          |
|--|--------------------------|
| <b>Name:</b>                           | Mr.Pawan Verma           |
| <b>Position in the organisation</b>    | Technical Officer        |
| <b>Address if different from above</b> | NA                       |
| <b>Tel number(s)</b>                   | 0522-2720590             |
| <b>E-mail address</b>                  | pawanverma@nielit.gov.in |

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

1. Detailed Curriculum
2. Industry Validation (Annexure-1)

### QUALIFICATION FILE SUMMARY

|  |  |  |              |
|--|--|--|--------------|
| <b>Qualification Title</b>   | Advance Diploma in Computer Application Accounting and Publishing  |  |              |
| <b>Qualification Code</b>  | NIELIT/OA/4/40   |  |              |
| <b>Body/bodies which will assess candidates</b>                                | Examination Cell,<br>National Institute of Electronics and Information Technology,<br>6-CGO Complex, Electronics Niketan,<br>Lodhi Road, New Delhi. 110003.                            |  |              |
| <b>Body/bodies which will award the certificate for the qualification.</b>     | Certification Division,<br>National Institute of Electronics and Information Technology,<br>6-CGO Complex, Electronics Niketan, Lodhi Road, New Delhi. 110003.                         |  |              |
| <b>Body which will accredit providers to offer the qualification.</b>          | Accreditation Division,<br>National Institute of Electronics and Information Technology,<br>6-CGO Complex, Electronics Niketan, Lodhi Road, New Delhi. 110003.                         |  |              |
| <b>Occupation(s) to which the qualification gives access</b>                   | Office Assistant, Desktop Publisher, Account Assistant, Technical Assistant  |  |              |
| <b>Proposed level of the qualification in the NSQF.</b>                        | 4  |  |              |
| <b>Notional Learning Hours</b>   | 200 hours.   |  |              |
| <b>Entry requirements / recommendations.</b>                                   | Intermediate with knowledge of Basic computer and Internet Concepts.   |  |              |
| <b>Progression from the qualification.</b>                                     | Office Assistant → Technical Assistant → Account Assistant<br>→ Desktop Publisher  |  |              |
| <b>Planned arrangements for RPL.</b>   | Yes. The RPL will be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates |  |              |
| <b>Formal structure of the qualification</b>                                   |  |  |              |
| This Course contains total four modules.                                       |  |  |              |
| <b>Title of unit or other component (include any identification code used)</b> | <b>Mandatory/ Optional</b>   | <b>Estimated size (learning hours)</b> | <b>Level</b> |
| Understanding Computer fundamental and office automation software              | Mandatory  | 50                                     | 4            |
| Introduction To Financial Accounting   | Mandatory  | 50                                     |              |

|  |           |    |  |
|--|-----------|----|--|
| Preparation of Account Books Using Accounting Packages | Mandatory | 50 |  |
| Working with Desktop Publishing Softwares              | Mandatory | 50 |  |

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

### **SECTION 1** **ASSESSMENT**

**Name of assessment body:**  
**Examination Section**  
National Institute of Electronics and Information Technology  
6-CGO Complex, Electronics Niketan,  
Lodhi Road, New Delhi. 110003.

**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.  
Yes. The RPL will be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates.

**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 & knowledge based on the performance criteria. Each OUTCOME is assessed & marked separately. Student is required to pass in all OUTCOMES individually and marks are allotted. Following assessment methodologies are used.

- Written Assessment (Multiple Choice Questions)
- Practical Assessment
- Viva Voce Assessment

**Supporting evidences for Assessment**  
The assessment results are backed by following evidences.

- The assessor collects 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.
- The assessor verifies 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 is mentioned in the attendance sheet.
- The assessor assigns roll number.
- The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

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

### **ASSESSMENT EVIDENCE**

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

**Job Role**                                      Office Assistant

**Title of Unit/Component:**

| Assessable Outcomes   | Assessment criteria for the outcome                               | Total Mark | Written    | Practical  | Vivo-voce  |
|---|---|------------|------------|------------|------------|
| 1. Getting Knowledge of Computer fundamental and office automation software   | Learn basic concepts of Computer Fundamental                      | 125        | 15         | 15         | 5          |
|   | Identify different concepts of Operating System and its functions |            | 15         | 15         | 10         |
|   | Take necessary action how to use Office Automation Software       |            | 20         | 20         | 10         |
|   | <b>Total</b>  | <b>50</b>  | <b>50</b>  | <b>25</b>  |            |
| 2. Explain Concepts of Financial Accounting                                   | Prepare and Practice Financial Accounting                         | 125        | 25         | 25         | 10         |
|   | Prepare and Practice Advance Financial Accounting                 |            | 25         | 25         | 15         |
|   | <b>Total</b>  | <b>50</b>  | <b>50</b>  | <b>25</b>  |            |
| 3. To familiarize with Preparation of Account Books Using Accounting Packages | Prepare Account Books Through Accounting Package                  | 125        | 25         | 25         | 10         |
|   | Prepare Account Books Through Advance Accounting Package          |            | 25         | 25         | 15         |
|   | <b>Total</b>  | <b>50</b>  | <b>50</b>  | <b>25</b>  |            |
| 4. Develop Concept of Desktop Publishing Softwares                            | Execute Advance Skills on Page Maker                              | 125        | 25         | 25         | 10         |
|   | Execute Advance Skills on Photo Shop and Coral Draw               |            | 25         | 25         | 15         |
|   | <b>Total</b>  | <b>50</b>  | <b>50</b>  | <b>25</b>  |            |
| <b>Grand Total</b>  |   | <b>500</b> | <b>200</b> | <b>200</b> | <b>100</b> |

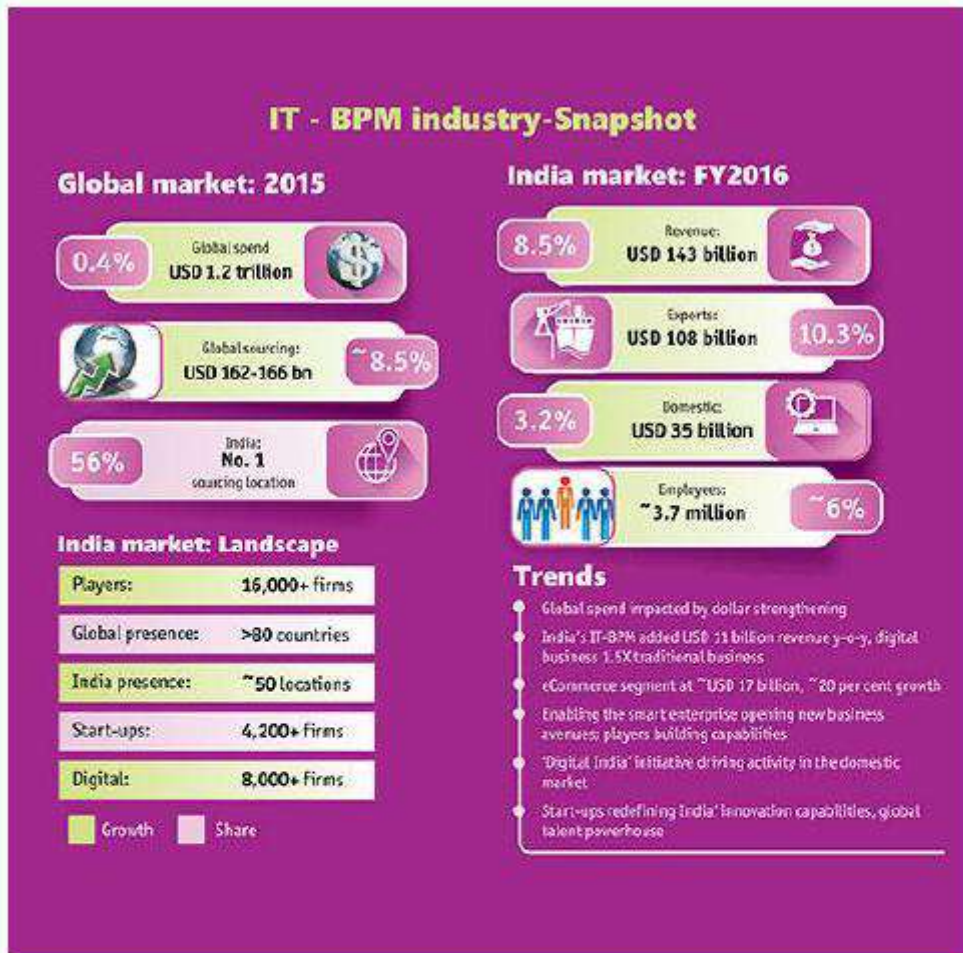
**Means of assessment 1**

Proctored online assessments (LAN and Web based), carried out using a variety of question formats applicable for linear / adaptive methodologies; performance criteria being assessed via situation judgement tests, simulations, code writing, psychometrics and multiple choice questions etc.



**SECTION 2**  
**EVIDENCE OF NEED**

What evidence is there that the qualification is needed?



<http://www.nasscom.in/indian-itbpo-industry>

The Indian IT-BPM sector continues to be one of the largest employers in the country directly employing nearly 3.5 million professionals, adding over 2,30,000 employees. Mr. R Chandrasekaran, Chairman, NASSCOM, said, "We are delighted with the robust growth demonstrated by the industry during the current fiscal year. The industry today has a very diverse landscape which is constantly evolving and fuelling growth for the industry. Digital also became main stream during the year, with industry increasingly investing in digitized solutions to drive future growth opportunities. Interestingly digital solutions in the year accounted for 12-14% of the industry revenues. NASSCOM will continue to work with its members to build capabilities within the country and position India as an ideal global digital hub, leveraging technology for transformation and driving innovation across domains."

The domestic IT-BPM market is rapidly approaching the USD 50 billion mark. In FY2015, the market is expected to be a little over USD 48 billion, an annual growth of

14 per cent. This is faster than the average industry growth, and is largely being driven by the booming eCommerce segment. Stable government with a technology focused growth agenda is further boosting technology adoption in the domestic market

“India is jumping the technology maturity curve and is emerging as a digital economy. The recent announcements by the Government on Digital India, Make in India, Skilling India are creating a renewed thrust on the domestic market. NASSCOM will continue to partners with diverse industry sectors and related government departments to enable technology adoption for key challenges faced by the country.” said Mr. R. Chandrashekhar, President, NASSCOM.

In FY2016, NASSCOM expects the industry to add revenues of USD 20 billion to the existing industry revenues of USD 146 billion. Export revenues for FY2016 is projected to grow by 12 to 14% and reach USD 110-112 bn. Domestic revenues (including ecommerce) for the same period will grow at a rate of 15-17% percent and is expected to reach USD 55-57 billion during the year.

Mr. BVR Mohan Reddy, Vice Chairman, NASSCOM said “The future looks very promising as the IT-BPM industry is gearing itself well to next phase of challenges. Digitization, disruptive technologies and innovation will fuel growth with new opportunities in the years ahead. NASSCOM will work with its members to showcase India as a destination of high value globalized solutions which are transformative and innovative. The fast growing technology start-up sector will further drive innovation in the country”

Source: <http://www.nasscom.in/robust-growth-indian-itbpm-industry>

In FY2016, NASSCOM expects the industry to add revenues of USD 20 billion to the existing industry revenues of USD 146 billion. Export revenues for FY2016 is projected to grow by 12 to 14% and reach USD 110-112 bn. Domestic revenues (including ecommerce) for the same period will grow at a rate of 15-17% percent and is expected to reach USD 55-57 billion during the year.

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

20 students / Batch – 2 Batches /Year

**What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?**

Online access of Qualification Register is not yet available.

**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?**

The Qualification is to be monitored and reviewed every two years.

The following data will be used

1. Results of assessments
2. Employer feedback will be sought post-placement
3. Student feedbacks

Please attach any documents giving further information about any of the topics above.



NIL

**SECTION 3**  
**SUMMARY EVIDENCE OF LEVEL**

Level of qualification: 4

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.

| Process required   | Professional knowledge   | Professional skill   | Core skill   | Responsibility  | Level |
|--|--|--|--|---|-------|
| <p>Individual after acquiring the knowledge of Computer fundamental and office automation software is able to manage all office work through computer</p> <p>Individual After acquiring skill of Financial Accounting and Accounting Packages is able to prepare account books</p> | <p>The candidate should have the knowledge of all the topics given in the curriculum in terms of the concept as well as its practical implementation.</p> <p>Acquainted with common software tools and process. Understand the context of work and trade at basic level. Familiar with local specific profession and basic numeracy with literacy skills</p> | <p>Handling of appropriate software tools. Take adequate steps Posses soft skills required to deal with profession efficiently</p> | <p>Individual should have strong technical, analytical and problem solving, skills.</p> <p>For updating job knowledge by researchin g latest enhancements in the technology and software products.</p> <p>Can demonstrate routine, basic operating tasks independently</p> | <p>Office Assistants and Technical Assistants are able to deliver services to any corporate offices as per their requirements</p> <p>Desktop Publisher are able to work with any advertising firm OR start their own business</p> <p>Account Assistants are able to work in account and finance department of any requirements.</p> <p>After acquiring skill of Desktop Publishing Softwares individual is able to prepare and design pamphlet brochures.</p> | 4     |
| 4  | 4  | 4  | 4  | 4   |       |

#### **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?**

This qualification has comprises both technical and analytic skills and can be linked to any qualification higher than this one, existing or to come.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

NA

#### **SECTION 5**

##### **EVIDENCE OF INTERNATIONAL COMPARABILITY**

**List any comparisons which have been established.**

**NIL**

**Annexure –VII**  
(NSQF Course Qualification File Details)

**Course Name: Certification Course in Data Entry and Office Automation**

Also available at:-

[https://nqr.gov.in/qualification-title?field\\_qualification\\_title\\_value=data%20entry&field\\_anticipated\\_volume\\_of\\_trainee\\_value=all&sector=all&level=all&job\\_des=all&nid=3418](https://nqr.gov.in/qualification-title?field_qualification_title_value=data%20entry&field_anticipated_volume_of_trainee_value=all&sector=all&level=all&job_des=all&nid=3418)

**QUALIFICATION FILE TEMPLATE**

NSDA REFERENCE  
*To be added by NSDA*

**Contact Details of the Awarding Body for the Qualification**

**Name and address of submitting body:**

NIELIT Delhi Centre

2<sup>nd</sup> Floor, Parsvnath Metro Mall, Near Inderlok Metro Station, Inderlok, Delhi-110052.

**Name and contact details of individual dealing with the submission**

|                                     |                            |
|-------------------------------------|----------------------------|
| <b>Name</b>                         | Ms. Kanchan Rani           |
| <b>Position in the organisation</b> | Deputy Director(System)    |
| <b>Tel number(s)</b>                | 011-23644849, 23644149     |
| <b>E-mail address</b>               | kanchan.rani@nielit.gov.in |

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

1. Industry Validation (Annexure I)
2. Placement Records (Annexure II)
3. Detailed Curriculum (Annexure III)

## QUALIFICATIONFILETEMPLATE

### SUMMARY

|  |  |
|--|--|
| <b>Qualification Title:</b>  | Certification Course in Data Entry and Office Automation.  |
| <b>Qualification Code:</b>   | NIELIT/IT/L4/026   |
| <b>Nature and purpose of the qualification:</b>  | <b>Nature:</b> <ul style="list-style-type: none"><li>❖ Certificate Course which will help in employment.</li></ul> <b>Purpose:</b> <ul style="list-style-type: none"><li>❖ To get unemployed youth in work.</li><li>❖ To upgrade the skills of people.</li><li>❖ Digital literacy.</li></ul> |
| <b>Body /bodies which will award the qualification:</b>                                  | <b>Examination Cell,</b><br>National Institute of Electronics and Information Technology   |
| <b>Body which will accredit providers to offer courses leading to the qualification:</b> | National Institute of Electronics and Information Technology   |
| <b>Body /bodies which will Be responsible for assessment:</b>                            | National Institute of Electronics and Information Technology   |
| <b>Occupation(s) to which the qualification gives access:</b>                            | Data Entry Operator, Computer Operator   |
| <b>Licensing Requirements</b>  | N/A  |
| <b>Proposed level of the qualification in the NSQF</b>                                   | Level-4  |
| <b>Anticipated volume of training/learning required to complete the qualification</b>    | 135 Hours  |
| <b>Entry requirements/ Recommendations</b>   | 10+2 in any stream with min 50% marks<br>OR<br>ITI Certificate(One Year) after class 10th with min.50% marks in ITI  |

**QUALIFICATIONFILETEMPLATE**

|   |  |
|---|--|
| <p><b>Progression from the Qualification:</b></p>         | <p>After acquiring this certification an individual can work as Data Entry Operator. Both government and private sectors offer excellent employment opportunities in data entry service. Every organisation, from a big corporate office to little grocery shop are in need of data entry operators who along with entering, maintaining and retrieving data may have to handle daily official work like sending communication, drafting letters etc. Data entry operators may work in many fields, including banking, insurance, marketing, accounting, human resources, healthcare sector etc.</p> <p>Following are some of the prominent and utilized categories of data entry services available in India. In each field, data entry operators are required to do data entry work related to that particular field :</p> <ul style="list-style-type: none"> <li>• Data entry of medical and insurance claims</li> <li>• Data entry of Surveys and market research results</li> <li>• Data entry of company reports</li> <li>• Data entry of medical records of patients</li> <li>• Data entry of personal details of customers for bank transactions</li> <li>• Data Capture -capturing data from unstructured documents such as letters, invoices, email, fax, forms etc</li> <li>• Image Processing Services / Image Data Entry etc</li> </ul> |
| <p><b>Planned arrangements for RPL.</b></p>               | <ul style="list-style-type: none"> <li>❖ Presently only candidates who undergo training shall be assessed.</li> <li>❖ Later on, candidate can appear for certification examination directly if they fulfil entry requirements.</li> </ul>  |
| <p><b>International Compatibility where Known.</b></p>    | <p>NA</p>  |
| <p><b>Date of Planned review of the Qualification</b></p> | <p>After Every 2 Years</p>   |



## QUALIFICATIONFILETEMPLATE

### Formal structure of qualification:

The entries will show how the qualification is designed for delivery and assessment. It will list the components of the qualification, where the learning outcomes to be accessed are grouped

| Title of NOS/units or other components         | Mandatory/<br>Optional | Estimated<br>Size<br>(Learning hours) | Level |
|--|------------------------|---------------------------------------|-------|
| Introduction to computer                       | M                      | 5                                     | 3     |
| Introduction to GUI Based Operating System     | M                      | 5                                     | 3     |
| Elements of Word Processing                    | M                      | 15                                    | 3     |
| Spreadsheets                                   | M                      | 15                                    | 3     |
| Introduction to Internet, WWW and web browsers | M                      | 15                                    | 4     |
| Communication and Collaboration                | M                      | 5                                     | 3     |
| Application of presentations                   | M                      | 15                                    | 3     |
| Application of Digital Financial Services      | M                      | 5                                     | 3     |
| Soft Skills                                    | M                      | 10                                    | 4     |
| Data Entry / Typing Test.                      | M                      | 45                                    | 4     |
| Theory/ Lecture Duration(In Hours)             |                        | <b>50</b>                             |       |
| Practical +Typing (In Hours)                   |                        | <b>40+45</b>                          |       |
| Total Duration Duration(Hours)                 |                        | <b>135</b>                            |       |

Detail Curriculum attached at **Annexure III**.

## **QUALIFICATIONFILETEMPLATE**

### **SECTION -1**

#### **ASSESSMENT**

Qualifications in the NSQF should be trusted by the learners and employers. A lot of this will relate to assessment. On the one hand, employer will want to be sure that holders of a qualification have been tested to show that they have achieved the outcomes described in the qualification to the standard set. On the other hand, learners will want to be sure that the assessment they are given is fair and that the same pass/fail judgements are made for all candidates.

This section of the qualification File asks you to show how these ends will be achieved.

**Name of Assessment body:**

**Examination Cell,**

National Institute of Electronics and Information Technology

6-CGO Complex, Electronics Niketan

Lodhi Road, New Delhi. 110003.

**Name of body checking or verifying Assessments:**

**Examination Cell,**

National Institute of Electronics and Information Technology

6-CGO Complex, Electronics Niketan

Lodhi Road, New Delhi. 110003.

**Name of Qualification Awarding body:**

National Institute of Electronics and Information Technology.

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

As per minimum eligibility criteria RPL is not mandatory. However, RPL may be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates.

**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 NSQF:**

The emphasis is on practical demonstration of skills & knowledge based on the performance criteria. Student is required to pass in all OUTCOMES individually and marks are allotted.

Following assessment methodologies are used.

The Following assessment methodologies are used.

- A. Written Assessment(MCQ, Fill in the blanks, T/F, Shortcuts, Full forms and Subjective Questions)
- B. Practical Assessment & viva
- C. Typing Test

The assessment results are backed by following evidences.

1. The assessor collects a copy of the attendance for the training done under the scheme. The

## QUALIFICATIONFILETEMPLATE

- attendance sheets are signed and stamped by the In-charge / Head of the Training Centre.
2. The assessor verifies 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 is mentioned in the attendance sheet.
  3. The assessor assigns roll number.
  4. The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

### **About Question Paper Pattern:**

Examination will be consists of three sections

- Theory
- Practical
- Typing test

Theory portion Assessment will be done Physically by Faculties. Theory section will include MCQ, Fill in the blanks, T/F, Shortcuts, Full forms and Subjective Questions.

Theory paper will be of 50 Marks containing six sections:-

- 15 MCQ based Questions with one mark each.
- 5 Fill in the blanks based Questions with one mark each.
- 5 True/False based Questions with one mark each.
- 5 Shortcut based Questions with one mark each.
- 5 Full form based Questions with one mark each.
- Subjective questions of 15 Marks.

Practical will be of 50 Marks.

Typing with criteria of a minimum typing speed 35 wpm on computer or 10500 key depressions per hour.



## QUALIFICATION FILE TEMPLATE

### ASSESSMENT EVIDENCE

Assessment Guideline:

- Criteria for assessment will be created by NIELIT. Each Unit/Components will be assigned marks for its importance in the NOS.
- Candidate will be assessed for conceptual knowledge about the technology as well as its practical implementation
- The assessment for the theory part will be based on knowledge bank of questions created by NIELIT
- The assessment for practical will be conducted by practical assignment/activities and viva-voce.
- For Typing candidate should meet the minimum typing speed requirement

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

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

#### Means of Assessment

Assessment carried out by using a variety of question formats applicable.

Assessment will be made as per below mentioned criteria for different units/Components.

| Outcomes to be assessed          | Assessment Criteria for the outcome  | Means of Assessment |                                       |                                |
|----------------------------------|--|---------------------|---------------------------------------|--------------------------------|
|                                  |  | Total Marks         | Marks for Knowledge Evidence (Theory) | Marks for Practical Assessment |
| Understanding basics of computer | 1. Candidates should have understanding of computer architecture.<br>2. Candidate should have clear understanding of hardware, software and their applications.<br>3. Candidate should know about the peripheral devices used with | 08                  | 08                                    | 0                              |

**QUALIFICATIONFILETEMPLATE**

|   |   |    |    |    |
|---|---|----|----|----|
|   | computer.<br>4. Candidates should know the applications of ICET<br>5. Knowledge of Data types.  |    |    |    |
| Understanding of GUI Based Operating System | 1. Candidate should understand all popular operating systems.<br>2. Understanding of basic features of various windows editions.<br>3. Candidate should be able to understand various settings of operating system.<br>4. Clear understanding of MS DOS<br>5. Performing file and directory management. | 06 | 04 | 02 |
| Understanding of Word Processing            | 1. Candidate should understand how to open and close a document in MS word.<br>2. Candidate should be able to create and manipulate text.<br>3. Candidate should be able to do formatting of text.<br>4. Clear understanding of table manipulation.<br>point presentation                               | 20 | 08 | 12 |
| Basics of Spreadsheets                      | 1. Candidate should know all the elements of electronic spreadsheet<br>2. Candidate should be able to do manipulation of cells<br>3. candidate should know how to work with functions and charts  | 20 | 08 | 12 |
| How to use Internet, WWW and web browsers   | 1. Basics of Networking<br>2. Study of various networking methodology   | 15 | 05 | 10 |

**QUALIFICATIONFILETEMPLATE**

|  |   |   |           |           |
|--|---|---|-----------|-----------|
|  | 3. Introduction to web browser and WWW<br>4. How to use various search engines  |   |           |           |
| Understanding of Communication and Collaboration           | 1. Creating email address and Sending email<br>2. Introduction to mailbox<br>3. Candidate should have knowledge of instant messaging.<br>4. Candidate should know the advance features of email | 10  | 06        | 04        |
| Understanding of Application presentations                 | 1. Learn to know the basics of PowerPoint<br>2. Learn to create PowerPoint, apply styles , aesthetics effects on it<br>3. Learn to prepare Slide show   | 15  | 05        | 10        |
| Understanding of Application of Digital Financial Services | Candidate should be aware about digital financial services.   | 06  | 06        | 0         |
| <b>Total</b>   |   | <b>100</b>  | <b>50</b> | <b>50</b> |
| Soft Skills  | 1.Basics of soft skills<br>2. Group Discussion<br>3. Interview preparation  | Grades(Based on the marks out of 10)<br>A:9-10 Marks<br>B:7-8 Marks<br>C:5-6 Marks<br>D:Below 6 Marks |           |           |
| Data Entry / Typing Test.                                  | Typing speed of the candidate should be as per the requirement  | Typing with criteria of a minimum typing speed 35 wpm on computer or 10500 key depressions per hour.  |           |           |
| <b>Grand Total</b>   |   | <b>100</b>  | <b>50</b> | <b>50</b> |

**Pass/Fail**

Following Grading Scheme (on the basis of total marks) will be followed:

| Grade                     | S         | A        | B        | C        | D        | Fail     |
|---------------------------|-----------|----------|----------|----------|----------|----------|
| <b>Marks Range (in %)</b> | 85 to 100 | 75 to 84 | 65 to 74 | 55 to 64 | 50 to 54 | Below 50 |

## QUALIFICATION FILE TEMPLATE

### SECTION 2

#### EVIDENCE OF LEVEL

Level of qualification: 4

| Assessed outcome |   | Individual Level | Process Required   | Professional Knowledge  | Professional Skill  | Core Skill   | Responsibility   | Overall Level |
|------------------|---|------------------|--|---|---|--|--|---------------|
| 1                | Basics of computer                                      | 03               | Person may carry out as data entry operator or Lab assistant or Junior assistant | Learning Office automation and typing it will help the students to get employment opportunity in computer related fields. | Candidate can develop their computer skills based on practical knowledge. | Candidate will be learning effective communications which will make them smart in communicating with various companies and people. | Candidate can perform well under supervision of team lead. | 04            |
| 2                | Windows   | 03               |  |   |   |  |  |               |
| 3                | MS Office,  | 03               |  |   |   |  |  |               |
| 4                | Spread Sheet  | 03               |  |   |   |  |  |               |
| 5                | How to use Internet, WWW and web browsers               | 04               |  |   |   |  |  |               |
| 6                | Understanding of Communication and Collaboration        | 03               |  |   |   |  |  |               |
| 7                | Understanding Application of presentations              | 03               |  |   |   |  |  |               |
| 8                | Understanding Application of Digital Financial Services | 03               |  |   |   |  |  |               |
| 9                | Soft Skills   | 04               |  |   |   |  |  |               |
| 10               | Data Entry / Typing computer.                           | 04               |  |   |   |  |  |               |

## QUALIFICATIONFILETEMPLATE

### SECTION 3

#### EVIDENCE OF NEED

##### **What evidence is there that the qualification is needed?**

After doing Data Enter Operator course candidate can be placed in various government and private organisations. Following are the list of departments where data entry operators can be placed.

- Central Govt. Depts.
- State Govt. Depts.
- Municipal Corporation of Delhi Depts.

##### **Central Govt. Depts. Include**

- CPAO (Central Pension Accounting Office)
- Department of Environment
- DIT-NIC
- Drugs Control Department
- EPFO-Head Office, North, South and NDC-Dwarka
- Excise & Luxury Tax Department
- Irrigation & Flood Control
- Labour Department
- Principal Accounts Office
- CGDA, PWD, PNGRB etc....

##### **State Govt. Depts. Include**

- Delhi Jal Board
- Delhi Health Services
- CATS
- Deputy Commissioner –West, South-West and North
- Delhi High Court
- State Election Office
- Delhi Development Authority (DDA)
- Delhi Fire Service
- G.B. Pant Govt. Hospital and Engg. College
- Lt. Governor Office
- New Delhi Municipal Corporation (NDMC) etc.....

## QUALIFICATIONFILETEMPLATE

**What is estimated uptake of this qualification and what is the basis of this estimate?**

On an average estimated uptake of this qualification will vary as per demand in Industry. Perhaps, estimated uptake on the basis of current scenario is 500 to 600 per year. Basis of this estimate is current average count of enrolments in Data Entry Operator Course in all NIELIT Centres.

**What steps were taken to ensure the qualification (s) does/do not duplicate already existing or planned qualification in the NSQF?**

The Qualification does not exist as per information available in public domain.

**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 update?**

The Qualification is to be monitored and reviewed every two years. The following data will be used

- ❖ Results of assessments
- ❖ Employer feedback regarding student skill after conducting a placement drive
- ❖ Employer feedback will be sought post-placement
- ❖ Student feedbacks
- ❖ Workshops and seminar for reviewing the qualifications

**Please attach any documents giving further information about any of the topics above.: NIL**

## QUALIFICATIONFILETEMPLATE

### SECTION 4

#### EVIDENCE OF RECOGNITION AND 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 the sector?**

This qualification comprises both technical and analytical skills and can be linked to any qualification higher than this one, existing or to come.

**Opportunity for Data entry operator to venture into more advanced courses or to start their own business.**

After doing data entry operator course candidate can pursue for O level.

Please attach any documents giving further information about any of the topics above: NA



## QUALIFICATIONFILETEMPLATE

### SECTION 5

#### EVIDENCE OF INTERNATIONAL COMPARABILITY

List any comparisons which have been established.

The new level of computer power will help the students to deliver the output in fast and efficient ways. The course also act as an important part in helping the students to further pursue various other graduate courses to get broader ideas on the computer system. These course also provide to develop new tools that will help in managerial work related to computer systems.

#### **Office administration in legal and executive**

The course generates executive program with specialised skills in Microsoft word, excel, access, PowerPoint. The students will acquire the advanced software skills, accounting fundamentals, accounting software and time management.

Source:- (<http://geebeeworld.com/latest-news/canada/mohawk-college/mohawk-college-courses-international-students/>)

#### **Office Administration**

It develops the skills and expertise required to work in law offices and large organisations as a legal assistant.

Source: - [www.algonquincollege.com](http://www.algonquincollege.com)



**Annexure –VIII**  
(NSQF Course Qualification File Details)

**Course Name: Diploma in Installation & Repair of Consumer Electronics Products**

Also available at:-

[https://nqr.gov.in/qualification-title?field\\_qualification\\_title\\_value=consumer%20electronics&field\\_anticipated\\_volume\\_of\\_traf\\_value=all&sector=25&level=all&job\\_des=all&nid=3099](https://nqr.gov.in/qualification-title?field_qualification_title_value=consumer%20electronics&field_anticipated_volume_of_traf_value=all&sector=25&level=all&job_des=all&nid=3099)

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

**Name and address of submitting body:**

- NIELIT Gorakhpur,  
M.M.M.U.T. Campus, Deoria Road Gorakhpur – 273010 (UP)  
Phone No.: 0551-2273371  
**Branch Office**
- NIELIT Lucknow  
A-1/9, Sumit Complex, VibhutiKhand, Gomti Nagar, Lucknow- 226010(UP)  
Phone No.: 0522 272 0590

**Name and contact details of individual dealing with the submission**

|  |                                 |
|--|---------------------------------|
| <b>Name:</b>                           | <b>Pawanverma</b>               |
| <b>Position in the organisation</b>    | <b>Technical officer</b>        |
| <b>Address if different from above</b> | <b>NA</b>                       |
| <b>Tel number(s)</b>                   | <b>0522-2720590</b>             |
| <b>E-mail address</b>                  | <b>pawanverma@nielit.gov.in</b> |

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

1. Annexure I: Detailed Curriculum
2. Annexure II : Industry Validation
3. Annexure III : Placement Record
4. Annexure IV : Administrative Approval (Attached at Annexure 3)

### QUALIFICATION FILE SUMMARY

|  |   |                            |  |              |
|--|---|----------------------------|--|--------------|
| <b>Qualification Title</b>   | Diploma in Installation & Repair of Consumer Electronics Products   |                            |  |              |
| <b>Qualification Code</b>  | NL/S/L4/C007<br>NIELIT/ES/L4/007  |                            |  |              |
| <b>Body/bodies which will assess candidates</b>                            | <b>Examination Cell,</b><br>National Institute of Electronics and Information Technology,<br>6-CGO Complex, Electronics Niketan,<br>Lodhi Road, New Delhi. 110003.  |                            |  |              |
| <b>Body/bodies which will award the certificate for the qualification.</b> | <b>Certification Division,</b><br>National Institute of Electronics and Information Technology,<br>6-CGO Complex, Electronics Niketan, Lodhi Road, New Delhi. 110003.   |                            |  |              |
| <b>Body which will accredit providers to offer the qualification.</b>      | <b>Accreditation Division,</b><br>National Institute of Electronics and Information Technology,<br>6-CGO Complex, Electronics Niketan, Lodhi Road, New Delhi. 110003.   |                            |  |              |
| <b>Occupation(s) to which the qualification gives access</b>               | Support Technician for Multi-National and National Desktop PCs Manufacturers<br><br>Can Work In Call Centre for After Sale Support - can be also absorbed in Local Markets<br><br>Can start their own Small Scale business and can be self employed |                            |  |              |
| <b>Proposed level of the qualification in the NSQF.</b>                    | 4   |                            |  |              |
| <b>Notional Learning Hours</b>   | 350 hours.  |                            |  |              |
| <b>Entry requirements / recommendations.</b>                               | ITI or 12th pass  |                            |  |              |
| <b>Progression from the qualification.</b>                                 | Technician → Service Engineer → Service manager<br>Technician → Self Entrepreneur   |                            |  |              |
| <b>Planned arrangements for RPL.</b>                                       | Yes. The RPL will be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates  |                            |  |              |
|  | <b>Formal structure of the qualification</b>  |                            |  |              |
| <b>Module Code</b>   | <b>Title of unit or other component</b><br>(include any identification code used)   | <b>Mandatory/ Optional</b> | <b>Estimated size (learning hours)</b> | <b>Level</b> |
| DCEP-01  | LCD-LED TV and Monitor  | Mandatory                  | 100                                    | 4            |

|         |  |           |    |  |
|---------|--|-----------|----|--|
| DCEP-02 | Cable TV and DTH Services              | Mandatory | 90 |  |
| DCEP-03 | VCD-DVD Player and Home Theatre System | Mandatory | 70 |  |
| DCEP-04 | FM Radio- Cordless Phone-Hair Dryer    | Mandatory | 35 |  |
| DCEP-05 | Induction Stove and Microwave Oven     | Mandatory | 40 |  |
| DCEP-06 | Enhancing Communication Skill          | Mandatory | 15 |  |

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

### **SECTION 1 ASSESSMENT**

#### **Name of assessment body:**

#### **Examination Cell**

National Institute of Electronics and Information Technology  
6-CGO Complex, Electronics Niketan,  
Lodhi Road, New Delhi. 110003.

#### **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.

Yes. The RPL will be carried out through screening, identifying the skill gaps, provide bridge training to cover the competency gap & then conduct final assessments of the candidates.

#### **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 & knowledge based on the performance criteria. Each OUTCOME is assessed & marked separately. Student is required to pass in all OUTCOMES individually and marks are allotted. Following assessment methodologies are used.

- A. Written Assessment (Multiple Choice Questions)
- B. Practical Assessment
- C. Viva Voce Assessment

#### **Supporting evidences for Assessment**

The assessment results are backed by following evidences.

- 1 The assessor collects 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 verifies 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 is mentioned in the attendance sheet.
- 3 The assessor assigns roll number.
- 4 The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

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

### ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

|                 |   |
|-----------------|---|
| <b>Job Role</b> | Support Technician for Multi-National and National Desktop PCs manufacturers<br>Can Work In Call Centre for After Sale Support - can be also absorbed in Local Markets<br>Can start their own Small Scale business and can be self employed |
|-----------------|---|

#### Title of Unit/Component:

| Assessable Outcomes   | Assessment criteria for the outcome  | Total Mark | Written  | Practical | Vivo-voce |
|---|--|------------|----------|-----------|-----------|
| <b>1: Use of Tools and testing equipments to repair/service LCD-LED TV and Monitor.</b>   | Installation and demonstration of LCD-LED TV.<br>Use and functionality of all features/<br>Operation of LCD-LED TV and Monitor.<br>Use of repairing tools and testing equipments like multimeter, function Generator etc.  | 30         | 10       | 8         | 2         |
|   | Identifying correct software version/modules in the product and ascertain correct and complete porting/update of software in the Product<br>Operate Product testing equipment.<br>Fault Diagnosis & Connect Product's PCB to PC/test equipment for diagnostics.<br>Repair/replace part if needed using right tool. |            | 10       |           |           |
|   | <b>Total</b>   | <b>20</b>  | <b>8</b> | <b>2</b>  |           |
| <b>2: Implementation/maintenance of Cable TV and DTH Services.</b>                        | Connection & Implementation of Cable TV and DTH Services   | 30         | 10       | 8         | 2         |
|   | Diagnosis Faults and rectify the same  |            | 10       |           |           |
| <b>Total</b>  |  | <b>20</b>  | <b>8</b> | <b>2</b>  |           |
| <b>3: Use and functionality of all features of VCD-DVD Player and Home Theatre System</b> | Demonstration & Installation of VCD-DVD Player and Home Theatre System.<br>Use & functionality of all features/<br>operation of VCD-DVD Player and Home Theatre System.  | 30         | 10       | 8         | 2         |



|   |   |              |            |           |           |
|---|---|--------------|------------|-----------|-----------|
|   | Safely dismantle/assemble Product using the right tools.<br><br>Servicing of Product.<br><br>Assess & analyse fault and take appropriate action like replacement of any part or card. |              | 10         |           |           |
|   |   | <b>Total</b> | <b>20</b>  | <b>8</b>  | <b>2</b>  |
| <b>4: Servicing and repair FM Radio Cordless Phone-Hair Dryer</b>                 | Demonstration and access all features of FM Radio, Cordless Phone & Hair Dryer  | 30           | 10         | 8         | 2         |
|   | Servicing of FM Radio, Cordless Phone & Hair Dryer,<br><br>Diagnose faults using step by step procedure and take appropriate action like replacement of part etc using right tool.    |              | 10         |           |           |
|   |   | <b>Total</b> | <b>20</b>  | <b>8</b>  | <b>2</b>  |
| <b>5: Installation, Servicing &amp; repair Induction Stove and Microwave Oven</b> | Demonstration, installation and Operation of Induction Stove and Microwave Oven.<br>Use and access of all features/Operation of Induction Stove and Microwave Oven.                   | 30           | 10         | 8         | 2         |
|   | Servicing of these equipments.<br>Identify faults following standard procedure and rectify it.  |              | 10         |           |           |
|   |   | <b>Total</b> | <b>20</b>  | <b>8</b>  | <b>2</b>  |
| <b>6: Enhancing Communication Skills</b>  | Interpret operating manual of the equipment.<br>Interpret safety manual.  | <b>50</b>    |            |           | <b>10</b> |
|   | Record customer query and provide appropriate solution.   |              |            |           | <b>20</b> |
|   | Communicate with customer and supervisor clearly.<br>Fill up record/work book clearly, concisely and accurately .   |              |            |           | <b>20</b> |
|   |   | <b>Total</b> |            |           | <b>50</b> |
|   | <b>Grand Total</b>  | <b>200</b>   | <b>100</b> | <b>40</b> | <b>60</b> |

#### Means of assessment 1

Proctored online assessments (LAN and Web based), carried out using a variety of question formats applicable for linear / adaptive methodologies; performance criteria being assessed via

situation judgement tests, simulations, code writing, psychometrics and multiple choice questions etc.

## **SECTION 2**

### **EVIDENCE OF NEED**

#### **What evidence is there that the qualification is needed?**

India is expected to become the fifth largest consumer durables market in the world by 2025. The consumer electronics market is expected to increase to US\$ 400 billion by 2020. The production is expected to reach US\$ 104 billion by 2016.

The sector is expected to double at 14.7 per cent compound annual growth rate (CAGR) to US\$ 12.5 billion in FY15 from US\$ 6.3 billion in FY10. Urban markets account for the major share (65 per cent) of total revenues in the consumer durables sector in the country. Demand in urban markets is expected to increase for non-essential products such as LED TVs, laptops, split ACs and, beauty and wellness products. In rural markets, durables like refrigerators as well as consumer electronic goods are likely to witness growing demand in the coming years as the government plans to invest significantly in rural electrification.

The Government of India has increased liberalisation which has favoured foreign direct investments (FDI). Also, policies such as National Electronics Mission and digitisation of television and setting up of Electronic Hardware Technology Parks (EHTPs) is expected to boost the growth of this sector.

The consumer durables market is anticipated to expand at a CAGR of 14.8 per cent to US\$ 12.5 billion in FY15. Also, the demand from rural and semi-urban areas is projected to expand at a CAGR of 25 per cent to US\$ 6.4 billion in FY15, with rural and semi-urban markets likely contributing majorly to consumer durables sales.

#### **Consumer durables revenues have been growing at a healthy pace**

- The consumer durables sector revenues reached US\$ 9.7 billion in FY15 and is expected to reach US\$ 12.5 billion in FY16
- Consumer durable market expected to grow at CAGR of 13 per cent from FY05 to FY20
- Around two third of the total revenue is generated from urban population and rest is generated from rural population
- Samsung has emerged as the market leader in the consumer durable segment followed by the Indian giant Videocon

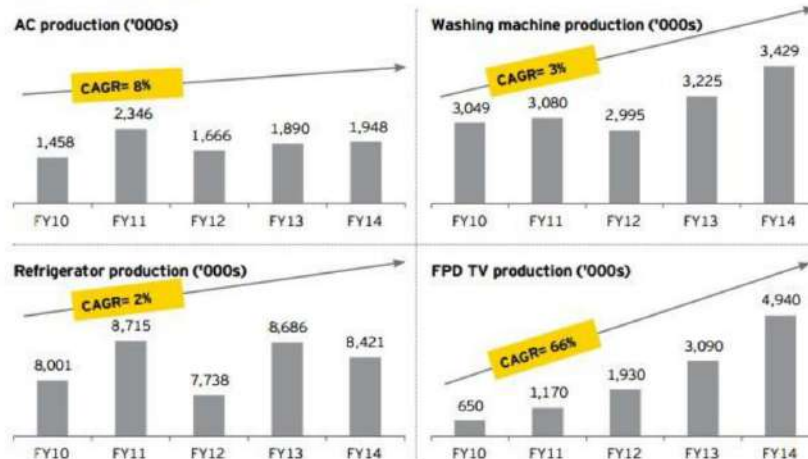
**Size of the consumer durables market (US\$ billion)**



Source: Electronic Industries Association of India,  
CAGR – Compound Annual Growth Rate, E: Estimated F: Forecasted

Link: <http://www.ibef.org/industry/indian-consumer-market.aspx>

With growing demand, domestic production has also been on a rise...



The qualification is approved under scheme for financial assistance for skill development in electronics System Design and Manufacturing(ESDM) sector of latter dated 01/11/2013 of Ministry of communication and Information Technology Department of electronics and Information Technology

**Letter of Approval is Attached Annexure-3**

The Department of Electronics and IT has formulated the National Policy on Electronics 2012 which aims at transforming India into a premier ESDM hub. The objective of the policy include creation of an eco-system for a globally competitive Electronic System Design and Manufacturing sector in the country to achieve a turnover of USD 400 billion by 2020 and employ 27.8 million(approx.) persons at various levels by 2020. To create a policy framework for creating a conducive ecosystem for promoting investment in ESDM sector in the country several initiatives are being taken up. The instant scheme is one such initiative which aims at facilitating creation of an eco-system of Skill Development in ESDM sector in the country to meet the emerging requirements of skilled human resource in this sector. There is no overlap of this scheme with any other project/scheme.

The National Skill Development Policy which targets skilling of 500 million persons by 2022 has set a target for the Department to skill 10 million persons by 2022 in the domain of Electronics & ICT.

The Department has also formulated a National Policy on Electronics (NPE 2012) with a vision to create a globally competitive electronics design and manufacturing industry to meet the country's needs and serve the international market. The objectives of the Policy include significantly enhancing the availability of skilled Manpower in the ESDM sector.

The employment in the Electronics industry is estimated to grow phenomenally. As per estimates projected by a study conducted by National Skill Development Corporation (NSDC) in the year 2009, this sector's employment figures of about 0.9 million in the year 2008 is estimated to increase by 3.2 million by 2022. Now, the NPE 2012

|  |
|--|
| <p>envisages employment for about 28 million at various levels. The Electronics Manufacturing sector has a lot of potential for large-scale employment of ITI graduates, Diploma holders, etc. Further, semi-skilled persons with appropriate training can also be employed/made readily employable.</p> <p>However, the present education/skill development system at both formal as well as non-formal level is not vibrant enough to meet the emerging requirement of the ESDM sector. Hence, it is essential for the Government to intervene and create an Enabling environment for increasing the numbers of skill providers (both in public and private domain) to address the emerging human resource requirements for ESDM sector. Keeping the above in view, it is proposed to launch a scheme for facilitating skill development in ESDM sector focussing on students/school drop-outs at 9-10<sup>th</sup> Standard onwards, ITI, Diploma, Non-engineering graduates, unemployed youth, etc. (in-line with NVEQF) to increase their employability to work in manufacturing and Service support functions.</p> <p><b>A copy of the Scheme is attached Annexure-4</b></p> |
| <p><b>What is the estimated uptake of this qualification and what is the basis of this estimate?</b></p> <p>30 students / Batch – 3 Batches /Year</p>  |
| <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> <p>Online access of Qualification Register is not yet available.</p>   |
| <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> <p>The Qualification is to be monitored and reviewed every two years.<br/>The following data will be used</p> <ol style="list-style-type: none"> <li>1. Results of assessments</li> <li>2. Employer feedback will be sought post-placement</li> <li>3. Student feedbacks</li> </ol>   |

Please attach any documents giving further information about any of the topics above.  
NIL



**SECTION 3**  
**SUMMARY EVIDENCE OF LEVEL**

Level of qualification: 4

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.

| Process required  | Professional knowledge   | Professional skill   | Core skill  | Responsibility   | Level |
|---|--|--|---|--|-------|
| The individual needs to know and understand Consumer Electronics Product Equipment operating Skills, Consumer Electronics Product repairing skills, Consumer Electronics Product Component Handling skills, Consumer Electronics Product Software Skills, Consumer Electronics Product Troubleshooting Skills | The individual on the job needs to know and understand Knowledge of spare management and repair & return process for faulty components Protection equipment (anti-static wrist bands, shoes, dress, packaging, and other appropriate insulations ) that are required to be used First aid requirements in case of electrical shocks, cuts and other common injuries Functionality and features/working of Consumer Electronics Products Consumer | The individual on the job needs to know and understand Consumer Electronics Product Equipment operating Skills Use and access all features and applications Consumer Electronics Product Operate Consumer Electronics Product testing equipment's Connect Consumer Electronics Product's PCB to PC/test equipment for diagnostics Consumer Electronics Product repairing skills Undertake fault diagnostic Interpret test results to identify and localize faults Utilize appropriate mechanisms and tools to rectify the faults | The individual on the job needs to know and understand how to Read and understand technical manuals, work orders and reports Read and understand Consumer Electronics Product safety instructions Fill up record sheets clearly, concisely and accurately as per company procedures Clearly communicate relevant information to supervisors Respond appropriately to queries Prioritize and execute tasks in a high-pressure environment Use and maintain resources | After successful competition of this course, participant will be acquainted with the necessary Hardware and Software skills for Installation, Repair, Maintenance and Trouble shooting of Consumer Electronics Product. Participants will be a "Ready to Observe" product for Consumer Electronics Product manufacturing sector. | 4     |

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|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  | Electronics Products specific Console Control and user interface Functionality of hardware components of Consumer Electronics Products Procedure to dismantle and assemble Consumer Electronics Products Range of tools and testing equipment (multi meters, frequency generators etc) available and their functionality ESD hazards and their effect on electronic components Standard fault-finding (troubleshooting) techniques Basic computer knowledge to be able to run diagnostic tools Functionality of hardware components, software applications, screen, touchpad etc. Consumer Electronics Products software related problems and their possible solutions | Utilize appropriate communication channels to escalate unresolved problems Test Consumer Electronics Product to confirm and resolve of the reported fault Undertake corrective repairs by software porting/updates Undertake checks to confirm that the problem is resolved Consumer Electronics Product Component Handling skills Safely dismantle/assemble Consumer Electronics Product using the right tools Safe remove/replace components using right tools Compliance to ESD protection measures Consumer Electronics Product Software Skills Identifying correct software version/modules Ascertain correct and complete porting/update of software in the Consumer Electronics Product Consumer Electronics Product Troubleshooting Skills How to approach a defect Make | efficiently and effectively Analytical Skills Analyse (and understand) Manufacturing Process based on Company need Interpret reports, readings and numerical data Keep up to date with new technology and performance issues Other Skills Create and maintain effective working relationships and team environment through collaboration Take initiatives and progressively assume increased responsibilities Share knowledge with other team members and colleagues |  |  |
|--|--|--|--|--|--|

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|   |                            |   |   |   |  |
|---|----------------------------|---|---|---|--|
|   | Standard repairing process | use of standard OEM specified troubleshooting steps Interpret intermediate results and progress fault rectification accordingly |   |   |  |
| 4 | 4                          | 4   | 4 | 4 |  |

#### **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?**

This qualification has comprises both technical and analytic skills and can be linked to any qualification higher than this one, existing or to come.

The qualification is approved under scheme for financial assistance for skill development in electronics System Design and Manufacturing(ESDM) sector of latter dated 01/11/2013 of Ministry of communication and Information Technology Department of electronics and Information Technology

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

NA

#### **SECTION 5**

##### **EVIDENCE OF INTERNATIONAL COMPARABILITY**

**List any comparisons which have been established.**

NIL

**Annexure –IX**  
(NSQF Course Qualification File Details)

**Course Name: Solar-LED Lighting Product (Design and Manufacturing)**

Also available at:-

[https://www.nqr.gov.in/qualification-title?field\\_qualification\\_title\\_value=solar&field\\_anticipated\\_volume\\_of\\_trai\\_value=all&sector=all&level=all&job\\_des=all&nid=2959](https://www.nqr.gov.in/qualification-title?field_qualification_title_value=solar&field_anticipated_volume_of_trai_value=all&sector=all&level=all&job_des=all&nid=2959)

NSDA Reference  
To be added by NSDA

Revised Application Documentation: Version 4 /22 DEC, 2016

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

**Name and address of submitting body:**

NIELIT Chandigarh,

Plot No. C-134, Phase VIII, Industrial Area, Sector 72, Mohali. 160071.

**Name and contact details of individual dealing with the submission**

Name: Sarwan Singh

Position in the organisation Deputy Director (Systems)

Address if different from above NA

Tel number(s) 7087235355

E-mail address sarwan@nielit.gov.in

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

1. Detailed Curriculum(Attached at Annexure I)
2. Industry Validation (Attached at Annexure II)

**QUALIFICATION FILE SUMMARY**

|  |   |
|--|---|
| <b>Qualification Title</b>   | Solar-LED Lighting Product ( Design and Manufacturing)  |
| <b>Qualification Code</b>  | NL/M/L4/Co22<br>NIELIT/RE/2/89  |
| <b>Body/bodies which will assess candidates</b>                            | Examination Cell,<br>National Institute of Electronics and Information Technology,<br>6-CGO Complex, Electronics Niketan,<br>Lodhi Road, New Delhi. 110005. |
| <b>Body/bodies which will award the certificate for the qualification.</b> | National Institute of Electronics and Information Technology,<br>6-CGO Complex, Electronics Niketan,<br>Lodhi Road, New Delhi. 110005.                      |
| <b>Body which will accredit providers to offer the qualification.</b>      | National Institute of Electronics and Information Technology,<br>6-CGO Complex, Electronics Niketan,<br>Lodhi Road, New Delhi. 110005.                      |
| <b>Occupation(s) to which the qualification gives access</b>               | Solar-LED Lighting Product ( Design and Manufacturing)  |
| <b>Proposed level of the qualification in the NSQF.</b>                    | 4   |

|   |  |  |              |
|---|--|--|--------------|
| <b>Notional Learning Hours</b>  | 350 hours.   |  |              |
| <b>Entry requirements / recommendations.</b>                                      | 10 <sup>th</sup> /ITI/12 <sup>th</sup>   |  |              |
| <b>Progression from the qualification.</b>  | <u>Professional:</u><br>Technician (in design, supply, installation, Civil work, testing, commissioning of Solar LED Street Lighting System etc.) → Senior Technician → Service Engineer<br><br>→ Designer → Entrepreneur (of low cost LED products for common use like Lanterns, table lamps, etc.) |  |              |
| <b>Planned arrangements for RPL.</b>  | <ul style="list-style-type: none"> <li>• Presently only candidates who undergo training shall be assessed.</li> <li>• It will be incorporated once RPL strategy is finalized</li> </ul>  |  |              |
| <b>Formal structure of the qualification</b>                                      |  |  |              |
| <b>Title of unit or other component</b><br>(include any identification code used) | <b>Mandatory/ Optional</b>   | <b>Estimated size (learning hours)</b> | <b>Level</b> |
| Introduction of light sources and their characteristics                           | Mandatory  | 70                                     | 4            |
| Study of led and light sources  | Mandatory  | 70                                     |              |
| Design of led based products  | Mandatory  | 70                                     |              |
| Introduction of solar photo voltaic cells   | Mandatory  | 70                                     |              |
| Installation and maintenance of solar panel                                       | Mandatory  | 70                                     |              |

Please attach any document giving further detail about the structure of the qualification – e.g. a Curriculum or Qualification Pack .Detailed Curriculum attached at Annexure III.

### **SECTION 1 ASSESSMENT**

**Name of assessment body:**

**Examination Cell,**  
 National Institute of Electronics and Information Technology  
 6-CGO Complex, Electronics Niketan,  
 Lodhi Road, New Delhi. 110003.

**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. Presently, only candidates undergoing training shall be assessed. Later on, candidates having experience and knowledge shall be assessed. The information will be provided on finalization of such procedure.



**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 & knowledge based on the performance criteria. Each OUTCOME is assessed and marked separately. Student is required to pass in all OUTCOMES individually and marks are allotted. Following assessment methodologies are used.

Written Assessment (Multiple Choice Questions)

- A. Practical Assessment
- B. Viva Voce Assessment

The assessment results are backed by following evidences.

- 1 The assessor collects 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 verifies 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 is mentioned in the attendance sheet.
- 3 The assessor assigns roll number.
- 4 The assessor takes photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.

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

**ASSESSMENT EVIDENCE**

**Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.**

Job Role

Solar-LED Lighting Product Technician.  
Technician (Solar LED)

Title of Unit/Component:

(Detailed Curriculum attached As Annexure-III)

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| Assessable Outcomes                                    | Assessment criteria for the outcome   | Total Mark   | Written   | Practical | Vivo-voce |
|--|---|--------------|-----------|-----------|-----------|
| 1. Will be able to connect multiple LEDS.              | Outline fundamentals of LED & describe types of lighting sources.<br>Measurement of various light units.<br>Types, Behaviour of LEDS.   | 100          |           |           |           |
|  | Connection of Multiple LEDS, wiring of multiple LEDS in series and parallel, white light production from LED  | <b>Total</b> | <b>50</b> | <b>30</b> | <b>20</b> |
| 2 Designing of LEDS considering reliability parameters | Types of LED and Light sources  | 100          |           |           |           |
|  | Design of LED by following various Reliability parameters like Heating problem, poor electronics, fitting types, environmental factors dimming of LED, space flexibility, enhanced safety, increased, productivity, efficacy, | <b>Total</b> | <b>50</b> | <b>30</b> | <b>20</b> |

|   |  |              |            |            |            |
|---|--|--------------|------------|------------|------------|
|   | illumination, light quality, response timing, dimming, glare, light colour and colour rendering  |              |            |            |            |
| 3 will be able to design LED based products     | Design of Single transistor constant current driver, with voltage regulation, an alternative to zener diode, LED switching using LDR.  | 100          |            |            |            |
|   | Use of various tools like temperature meter, resistance thermometer, magnifying glass etc.<br>Benefits of LED assembly, application of LED assembly,<br>LED bulb light, LED spotlight assembly, LED tube light.  | <b>Total</b> | <b>50</b>  | <b>30</b>  | <b>20</b>  |
| 4 Use & connection of solar photo voltaic cells | Adv of Solar energy as renewable source.<br>Historical Perspective of using solar energy.<br>Concepts of solar photo voltaic cells   | 100          |            |            |            |
|   | Working of SPV's, ratings and specifications of SPV peak voltage and voltage/current on load, ratings of PV module, specification of PV module.  | <b>Total</b> | <b>50</b>  | <b>30</b>  | <b>20</b>  |
| 5. Installation and maintenance of solar panel  | Use of tools involved in installation of systems.<br>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.<br>Avoid waste and dispose waste as per procedure.<br>Take opportunities to use energy and materials in an environmentally friendly manner<br>Design and Installation of solar PV system considering sizing, site surveying methods and evaluation parameters, sunlight's and direction assessment. | 100          |            |            |            |
|   | Installation of solar plates on holding clamp, wiring multiple PV module, wiring of solar panel to inverter,   | <b>Total</b> | <b>50</b>  | <b>30</b>  | <b>20</b>  |
|   | Maintenance Criteria of solar panels   | <b>500</b>   | <b>250</b> | <b>150</b> | <b>100</b> |

## SECTION 2

### **EVIDENCE OF NEED**

**What evidence is there that the qualification is needed?**

The scope of work includes design, supply, installation, Civil work, testing,

commissioning of Solar LED Street Lighting System including 05 years comprehensive warranty maintenance in two peripheral villages – Hirtand and Girdhartand of Bokaro Steel Plant.

LEDs are becoming popular with every passing day. High energy saving, low costs, modular designs & ease of use have make LEDs lighting 1<sup>st</sup> choice in industrial, commercial and domestic applications. So is Indian lighting market is ready to opt for LED based lighting as a 100% lighting medium, are CFL & traditional bulbs are completely out of industry, are we going to manufacture LED domestically or will be all imported. ED being a scattered industry broken into segments like, LED importers or manufacturers, drivers manufacturers or providers, lighting systems providers and solution providers, the concerns from various perspectives are different on 100% adaption of LEDs. Following are the feedbacks from some of the giants from LED manufacturers & Lighting products & solution providers on our future lighten up by LEDs.

Source: <http://electronicsmaker.com/is-india-ready-for-energy-efficient-led-lighting>

**What is the estimated uptake of this qualification and what is the basis of this estimate?**

Student uptake from Industry

**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?**

The Qualification is to be monitored and reviewed every two years.

The following data will be used

1. Results of assessments
2. Employer feedback will be sought post-placement
3. Student feedbacks
4. Workshops and seminar for reviewing the qualifications
5. Industry Requirements
6. Consultation/ Tie-up with Industries or Expert for review of the Curriculum.



**SECTION 3**  
**SUMMARY EVIDENCE OF LEVEL**

Level of qualification: 4

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.

| Solar-LED Lighting Product technician.  |  |  |  |  |       |
|---|--|--|--|--|-------|
| Process required  | Professional knowledge   | Professional skill   | Core skill   | Responsibility   | Level |
| After this course candidate will be able for developing a detailed design by analysing and understanding the requirements in terms of product specification. They are responsible for a detailed design of light emitting diode (LED) boards and systems, as per the specifications and architecture given. They work on the optimum design solution and make sure it meets specifications within boundary conditions of cost and timeline. They are also responsible for preparing test samples, test plans, design documents and to maintain test set-up in the development. On a regular basis, they interact with quality teams for validating platform, module or product designs. | After acquiring professional knowledge Solar-LED Lighting Product Design and manufacturing candidate will be able to installation and maintenance cost of the solar panels is on the higher side, these are an absolutely green way to generate electricity — free of smoke, gas and chemicals. Higher demand, cheaper materials, lower installation and maintenance costs, better policies and improved standards will surely make solar energy affordable in the near future. Also, initiatives like the Jawaharlal Nehru National Solar Mission (JNNSM) by the government of India, will lead to strengthening of the manufacturing capabilities and technology advancement, creating many more jobs. | Check the non-functional LED Light in as per standard procedure to find out the fault; dismantle the LED Light; repair the fault and reassemble the light to make it functional and How to Design Solar PV System. | Designer is expected to understand technical specifications of LEDs and PCBs. Basic understanding of the EMS process, its critical process parameters and ability to deal with external suppliers, particularly PCB/EMS, are some other skills that, if developed, can keep you ahead in the competition and possibly reward you with a great job. Good communication skills are also important for meetings and presentations. A design technician is expected to have strong fundamentals in electronics as well as good communication skills. | The technician is responsible for identifying and repairing faults at preliminary level. | 4     |

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#### **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?**

This qualification comprises both theoretical and practical skills and can be linked to any qualification higher than this one, existing or to come. The candidates who complete this course successfully can enrol for diploma courses in solar LED product Design (EPD) as a lateral entry in some of the universities/colleges. The course is also valid in many industries as the verification from companies of countries like USA, CANADA etc.

#### **SECTION 5**

##### **EVIDENCE OF INTERNATIONAL COMPARABILITY**

**List any comparisons which have been established.**

The training is meant for dealers, technicians and even others that require a basic insight in how to design Solar-LED Lighting Product, such as employees of NGOs or saving banks who wish to engage in small affordable solar electrification. The primary aim is to train a network of technicians that can actually do proper installations in the field, linked to start-up or existing retailers. This way, retailers can guarantee that they do not only sell good solar systems, yet also that these are properly installed and maintained. Sometimes the technicians are employed by the retailers, sometimes they have a more free-lance relation, yet sometimes the technicians are also sales agents for the retailer

[http://macsen-pv.iter.es/pub/documentos/documentos\\_Basic\\_Tech\\_Solar\\_Training\\_manual\\_FEF\\_08\\_ENG\\_84e8a4fd.pdf](http://macsen-pv.iter.es/pub/documentos/documentos_Basic_Tech_Solar_Training_manual_FEF_08_ENG_84e8a4fd.pdf)