NCVET Code

2022/ITES/NIELIT/06337

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
NIELIT Bhawan,
Plot No. 3, PSP Pocket, Sector-8,
Dwarka, New Delhi-110077

Name and contact details of individual dealing with the submission

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List of documents submitted in support of the Qualifications File

1.   Annexure I   : Model Curriculum
2.   Annexure II   : Evidence of need

SUMMARY

1	Qualification Title	Certified Data Entry and Office Assistant (Upskilling)
2	Qualification Code, if any	-
3	NCO code and occupation	4132.0401
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	**Nature**: ❖ Certificate Course which will help in employment. **Purpose:** ❖ To get unemployed youth in work. ❖ To upgrade the skills of people.
5	Body/bodies which will award the qualification	National Institute of Electronics and Information Technology, NIELIT Bhawan, Plot No 3, PSP Pocket, Sector-8, Dwarka, New Delhi 110077
6	Body which will accredit providers to offer courses leading to the qualification	NIELIT
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	Yes. Available at the link: https://www.nielit.gov.in
8	Occupation(s) to which the qualification gives access	Data Entry Operator, Technical Assistant, Computer Operator
9	Job description of the occupation	A person who completed Certified Data Entry and Office Assistant (Upskilling) can apply for Data Entry for Software Execution roles and also perform Noting & Drafting Assistance, EDP Assistance
10	Licensing requirements	NA
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	NA
12	Level of the qualification in the NSQF	Level 3

13	Anticipated volume of training/learning required to complete the qualification	Total: 210 Theory: 60 Practical: 90 OJT: 30 ES: 30		
14	Indicative list of training tools required to deliver this qualification	Typing Master, Libre Office, GUI based Operating System		
15	Entry requirements and/or recommendations and minimum age	10th Pass Or 8th Class Pass and pursuing continuous regular schooling Or 8th Class Pass + 2 Years ITI in relevant field Or 8th Class Pass + 1 Year of Experience in relevant field Or NSQF Level 2 with 1 Year of Experience in relevant field		
16	Progression from the qualification (Please show Professional and academic progression)	**Professional Progression:** Data Entry Operator-> Administrative Assistant->Office Assistant-> Executive Assistant **Academics Progression:** O-Level 'IT' -> A-Level 'IT'-> B- Level 'IT'		
17	Arrangements for the Recognition of Prior learning (RPL)	The Candidates who will undergo training shall only be assessed.		
18	International comparability where known	N/A		
19	Date Planned to review the qualification	25/08/2025		
20	Formal structure of the qualification **Mandatory Components**			

S no	Title of component and identification code/ NOSs/ Learning outcomes		Duration (Theory) in Hours	Duration (Practical) in Hours	Level
1.	Introduction to Computer	After completing this unit, Candidate should know	2	3	3

		basic architecture of computer and the difference between hardware and software and should know about the basics of data representation and basic idea about programming knowledge.			
2.	Introduction to GUI Based Operating System	After completing this unit Candidate should know basics of operating systems and the User interface of operating system. Candidate should also know how to change the settings of operating system and should be able to do File and directory management.	2	3	3
3.	Elements of Word Processing	After completing this unit Candidate should be able to create and format documents.	10	10	3
4.	Spreadsheets	Candidate should know the basics of spreadsheets and should be able to do cell manipulation and should also know basics of Function and Charts.	10	10	3
5.	Introduction to Internet, WWW and web browsers	Candidate should know the basics of computer networks and how to use web browsers. Candidates should also know the internet access techniques and should be aware about the various services of internet.	10	10	3
6.	Communication and Collaboration	Candidate should know basics Emails and should know how to create and send Email and should know about the advance Email features.	3	2	3
7.	Application of presentations	Candidate should know how to create presentation and apply various settings on it.	10	10	3

No.		Description			
8.	Application of Digital Financial Services	Candidate should be aware about various digital financial services	3	2	3
10.	Data Entry / Typing Test (in English)	Candidate should be able to meet the minimum typing speed Typing with criteria of a minimum typing speed 35 wpm on computer or 10500 key depressions per hour.	10	40	3
Sub Total (A)			60	90	
11.	Project / OJT (B)	Learner will carry out a Project using the knowledge learned in this course. Or, Learner will experience a working environment where records and files maintenance, system status checking etc. are done.	30		3
12.	Employability Skill(C)	Learner will be able to know the various qualities required for employability.	30		3
Total (A+B+C)			210		

Detailed curriculum attached at Annexure I

<u>**SECTION 1**</u>
ASSESSMENT

21	**Body/Bodies which will carry out assessment:** National Institute of Electronics and Information Technology NIELIT Bhawan, PSP Pocket, Plot No. 3, Sector 8, Dwarka, New Delhi - 110077
22	**How will RPL assessment be managed and who will carry it out?** The Candidates who will undergo training shall only be assessed.

23	**Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.**
	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. Theory Assessment (MCQ Type - Online Exam)
	B. Practical Assessment & Viva
	C. English Typing Test
	D. Internal Assessment
	E. Assignment
	The assessment results are backed by following evidences.
	1. The assessor collects a copy of the attendance for the training done. The attendance sheets are signed and stamped by the Examination Superintendent appointed by Regional 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.
	About Question Paper Pattern:
	Examination will consist of Five sections
	1. Theory (Online MCQ Test) -Theory exam will be a 100 Marks consisting of Multiple Choice Questions conducted as a centralised Online Exam through Remote Proctor by NIELIT HQ
	2. Practical - Practical exam will be of 60 Marks
	3. Typing test- Typing in English with criteria of a minimum typing speed 35 wpm on computer or 10500 key depressions per hour.
	4. Internal Assessment- Internal Assessment will be of 20 Marks conducted by Centre Only.
	5. Assignment-Assignment will be submitted by candidates containing 20 Marks.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in "Formal structure of the the qualification" in the Summary.

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

24. Assessment evidences Title of Component: Certified Data Entry and Office Assistant (Upskilling)

Outcomes to be assessed/NOSs to be assesed	Assessment criteria for the outcome
Introduction to Computer	Various parameters like familiarity with the computers, handling of computer. Interfacing basic parts of computer
Introduction to GUI Based Operating System	Basics of Operating System Basics of popular operating system (LINUX, WINDOWS) The User Interface , Task Bar , Icons, Start Menu, Running an Application To Add Or Remove A Windows Component
Elements of Word Processing	Word Processing Basics, Menu Bar Using The Icons Save and Save as and Page Setup, Print Preview Text Creation and manipulation and Formatting the Text Table Manipulation
Spreadsheets	Elements of Electronic Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Manipulation of Cells Creating Text, Number and Date Series Editing Worksheet Data Inserting and Deleting Rows, Column Using Function and Charts and Formulas
Introduction to Internet, WWW and web browsers	Anatomy of Internet, ARPANET and Internet history of the World Wide Web. Basic Internet terminology, Net etiquette.
Communication and Collaboration	Email drafting and forwarding
Application of presentations	Creating designing Presentations as per the requirement of Target Audience, Transition and Animation and various settings on it.
Application of Digital Financial Services	Why Savings are needed Drawbacks of keeping Cash at home Banking Products, Documents for Opening Accounts Banking Service Delivery Channels, Various Schemes , Bank on your mobile
Soft Skills	Importance of communication, Types of communication – Verbal/ Non-verbal, Barriers of Communication Interview dress code, controlling nerves, positive visualization, creating an impression, Selling yourself at the interview, Mock interview

	Importance of etiquette, Professional etiquette, Social etiquette Unit, Corporate Culture, Professional ethics, Mutual respect, Time management
	Report writing, CV writing, Business letters for general/professional purposes
Data Entry / Typing Test (in English)	The minimum typing speed Typing with criteria of a minimum typing speed 35 wpm on computer or 10500 key depressions per hour
Project / OJT	Preparation of a project report based the theoretical knowledge and practical skills acquired
Employability Skill	Introduction, Career Development & Goal setting, Becoming a Professional in the 21st century, Basic English skills, Communication Skills, Financial and Legal literacy, Entrepreneurship, Diversity & Inclusion, Constitutional value – Citizenship

Means of Assessment

A. Theory Assessment (MCQ Type - Online Exam)
B. Practical Assessment & Viva
C. English Typing Test
D. Internal Assessment
E. Assignment

SI No	Examination Pattern	Modules Covered	Duration in Minutes	Maximum Marks
1	Theory Paper: Data Entry and Office Automation	Module 1 to 9	90	100
2	Practical: Data Entry and Office Automation	Module 1 to 9	120	60
3	Internal Assessment	Module 1 to 12	-	20
4	Assignment	Module 1 to 12	-	20
5.	Typing	Module 10	10	Typing with criteria of a minimum typing speed 35 wpm on computer or 10500 key depressions per hour.

	Total			200

Note:

1. Pass percentage would be 50% marks in each component, with an aggregate pass percentage of 50% and above.
2. Following Grading Scheme (on the basis of Total marks) will be followed:

Grade	S	A	B	C	D
Marks Range (in %)	>=85%	>=75% and <85%	>=65% and <75%	>=55% and <65%	>=50% and <55%

1. Theory examination would be conducted online and the paper comprises MCQ and each question will carry 1 mark.
2. Practical examination/Internal Assessment/ Project/Presentation/Assignment would be evaluated internally.
3. The OJT and Employability Skills will be assessed by concerned NIELIT Centre itself.
4. For OJT, a NIELIT Official will be assigned as supervisor.
5. Candidates may apply for re-examination within the validity of registration.
6. The examinations would be conducted in English Language only.

*Assessment for the Qualification will be conducted as per the guidelines as applicable from time to time.

NSQF QUALIFICATION FILE

SECTION 2

EVIDENCE OF LEVEL

Title/ Name of Qualification: Certified Data Entry and Office Assistant (Upskilling)
Level: 03

NSQF Domain	Outcome of the Qualification / Component	How the outcomes relates to NSQF Level descriptors	NSQF Level
Process	After Completing this qualification, the candidate will be able to perform data entry for any software, noting, drafting and any documentation and processing the data, calculations and charts creations for any financial sheets, can make the presentations etc. He/she can also use internet services, send/receive emails and can do record keeping. He/She can do any DTP work as well.	Person may carry out as data entry operator or Lab assistant or Junior assistant	3
Professional Knowledge		Learning Office automation and typing it will help the students to get employment opportunity in computer related fields.	3
Professional Skill		Candidate can develop their computer skills based on practical knowledge.	3
Core Skill		Candidate will be learning effective communications which will make them smart in communicating with various companies and people.	3
Responsibility		Candidate can perform well under supervision of team lead.	3

SECTION 3
EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?	
	Need of the Qualification	This course has been designed to meet the growing demand for data entry operators in the market. A computer Data Entry operator are in high demand in all sectors of the market. They are used at shops to create a database for all the items with their serial numbers, price and quantity ratios. At schools, computer operators are required to sit behind the desk and manage the computer database for the school, list of all the students, their details, fee payment, enrolment details and all other activities of students are recorded in the computer. An efficient computer operator is needed to handle such large data. In offices, computer operator takes care of the back door operating and keeps employees' information in the computer.
	Estimated uptake	Estimated uptake is 30 students / Batch with 6 Batches / Year and on the basis of Facilities and Infrastructure in training centres

27	Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences NA
28	**What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification** The Qualification does not exist as per information available in the public domain. .
29	**What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here** The Qualification is to be monitored and reviewed every three years. The following criterions shall be used ❖ Results of assessments ❖ Employer feedback regarding student skill after conducting a placement drive ❖ Alumni survey

SECTION 4
EVIDENCE OF PROGRESSION

30	**What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?** *Show the career map here to reflect the clear progression* This qualification comprises both technical and analytical skills and can be linked to any qualification higher than this one such as NIELIT O Level, existing or to come.