QUALIFICATION FILE

Office Automation, Accounting and Publishing Assistant

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 03

Submitted By:

National Institute of Electronics and Information Technology (NIELIT)
NIELIT Bhawan,
Plot No. 3, PSP Pocket, Sector-8,
Dwarka, New Delhi-110077,
Phone: - 91-11-2530 8300
E-mail: - contact@nielit.gov.in

Table of Contents

Section 1: Basic Details 3

Section 2: Module Summary 6

Section 3: Training Related 9

Section 4: Assessment Related 9

Section 5: Evidence of the need for the Qualification 10

Section 6: Annexure & Supporting Documents Check List 10

Annexure I: Evidence of Level 11

Annexure II: Tools and Equipment (Lab Set-Up) 13

Annexure III: Industry Validations Summary 13

Annexure IV: Training & Employment Details 14

Annexure V: Blended Learning 14

Annexure VI: Detailed Assessment Criteria 15

Annexure VII: Assessment Strategy 17

Annexure VIII: Acronym and Glossary 18

Section 1: Basic Details

<table>
<tr><td>1.</td><td>Qualification Name</td><td colspan="2">Office Automation, Accounting and Publishing Assistant</td></tr>
<tr><td>2.</td><td>Sector/s</td><td colspan="2">IT-ITeS</td></tr>
<tr><td>3.</td><td>Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐OEM</td><td>NQR Code & version of existing/previous qualification:
Office Automation, Accounting and Publishing Assistant</td><td>Qualification Name of existing/previous version:
QG-03-IT-00359-2023-V1-NIELIT</td></tr>
<tr><td>4.</td><td>a. OEM Name
b. Qualification Name
(Wherever applicable)</td><td colspan="2">-</td></tr>
<tr><td>5.</td><td>National Qualification Register (NQR) Code &Version
(Will be issued after NSQC approval)</td><td>QG-03-IT-05331-2026-V1-NIEIT</td><td>6. NCrF/NSQF Level: 03</td></tr>
<tr><td>7.</td><td>Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)</td><td colspan="2">Certificate</td></tr>
<tr><td>8.</td><td>Brief Description of the Qualification</td><td colspan="2">The purpose of this qualification is to develop a skilled workforce in the field of computer applications with competencies in accounting, Tally, and database management. The program also equips candidates with knowledge of cybersecurity practices and desktop publishing tools. These skills enable candidates to work efficiently in digital office environments and enhance their employability in areas such as publishing houses, printing presses, and other related organizations.</td></tr>
<tr><td>9.</td><td>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</td><td colspan="2">a. Entry Qualification & Relevant Experience:
<table>
<tr><th>S. No.</th><th>Academic/Skill Qualification (with Specialization - if applicable)</th><th>Required Experience (with Specialization - if applicable)</th></tr>
<tr><td>1</td><td>10th or equivalent</td><td>NA</td></tr>
<tr><td>2</td><td>8th Pass with 2 Years NTC/NAC</td><td>No Experience required</td></tr>
<tr><td>3</td><td>8th Pass</td><td>3 Year of experience in relevant field</td></tr>
<tr><td>4</td><td>Previous relevant Qualification of NSQF Level 2.5</td><td>1.5 year experience in relevant field</td></tr>
<tr><td>5</td><td>Previous relevant Qualification of NSQF Level 2</td><td>3 year experience in relevant field</td></tr>
</table></td></tr>
<tr><td>10.</td><td>Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</td><td>23 Credits</td><td>11. Common Cost Norm Category (I/II/III)
(wherever applicable): Category-II</td></tr>
</table>

<table>
<tr><td>12.</td><td>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</td><td>NA</td></tr>
<tr><td>13.</td><td>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</td><td>☒Offline ☐Online ☐Blended
<table>
<tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>Project/OJT (Hours)</th><th>ES (Hours)</th><th>Total (Hours)</th></tr>
<tr><td>Classroom (offline)</td><td>260</td><td>340</td><td>30</td><td>60</td><td>690</td></tr>
</table>
The mode of delivery shall be based on the regional demand and can be offered in any of the above modes mentioned.</td></tr>
<tr><td>14.</td><td>Aligned to NCO/ISCO Code/s (if no code is available mention the same)</td><td>NCO-Code/2015-3341.1000, 3512.0200</td></tr>
<tr><td>15.</td><td>Progression path after attaining the qualification (Please show Professional and Academic progression)</td><td>Academic:
Vertical:
Level 4 courses in IT:
a. Computer Applications and Business Accounting Associate
b. IT O-Level Course
Professional:
IT and Accounts Assistant-> Sr. Account cum IT Assistant</td></tr>
<tr><td>16.</td><td>Other Indian languages in which the Qualification & Model Curriculum are being submitted</td><td>None</td></tr>
<tr><td>17.</td><td>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</td><td>☐ Yes ☒ No</td></tr>
<tr><td>18.</td><td>Is the Job Role Amenable to Persons with Disability</td><td>☒ Yes ☐ No
a. Locomotor Disability
● Leprosy Cured Person
● Dwarfism
● Muscular Dystrophy
● Acid Attack Victims

b. Visual Impairment
● Low Vision</td></tr>
<tr><td>19.</td><td>How Participation of Women will be Encouraged</td><td>Participation of Women Candidates will be ensured as per Government norms. Time to time exclusive batches for women would be run for the proposed course. Funding of women batches may be generated from IT for masses scheme /other schemes launched by Govt. of India from time to time.</td></tr>
</table>

20.	**Are Greening/ Environment Sustainability Aspects Covered** *(Specify the NOS/Module which covers it)*	**☐ Yes ☒ No**	
21.	**Is Qualification Suitable to be Offered in Schools/Colleges**	**Schools ☐ Yes ☒ No Colleges ☒ Yes ☐ No**	
22.	**Name and Contact Details of Submitting / Awarding Body SPOC** *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	**Name:** Khagendra Sharma **Email:** khagendra@nielit.gov.in **Contact No.: 8906615176** **Website:** https://www.nielit.gov.in/	
23.	**Final Approval Date by NSQC: 22.07.2026**	**24. Validity Duration: 03 Years**	**25. Next Review Date: 22.07.2029**

Section 2: Module Summary

NOS/s of Qualifications

- Computer Fundamentals with MS Office Tools
- Introduction to Networking and Internet Applications
- Computer Graphics & Desktop Publishing with AI Tools
- Fundamentals of Cybersecurity and Safe Online Practices
- Database Management Using Application Software
- Fundamental Skills of Financial Accounting
- Preparing Account Books Using Tally

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

***Th**.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project*

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	Project/OJT	ES/Internal Assessment	Total	Th.	Pr.	Proj./ OJT	ES/Internal Assessment	Total	Weightage (%) *(if applicable)*
1.	Computer Fundamentals with MS Office Tools		Core	3	3	40	50			90	30	18			48	10
2.	Introduction to Networking and Internet Applications		Core	3	3	60	30			90	30	18			48	10

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	Project/OJT	ES/Internal Assessment	Total	Th.	Pr.	Proj./ OJT	ES/Internal Assessment	Total	Weightage (%) *(if applicable)*
3.	Computer Graphics & Desktop Publishing with AI Tools		Core	3	4	30	90			120	35	18			53	10
4.	Fundamentals of Cybersecurity and Safe Online Practices		Core	3	1	20	10			30	20	0			20	4
5.	Database Management Using Application Software		Core	3	3	30	60			90	20	18			38	7
6.	Fundamental Skills of Financial Accounting		Core	3	3	50	40			90	35	0			35	7
7.	Preparing Account Books Using Tally		Core	3	3	30	60			90	30	18			48	10
8.	Employability Skills		Non-Core	3	2			-	60	60	-	-	-	50	50	10

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	Project/OJT	ES/Internal Assessment	Total	Th.	Pr.	Proj./ OJT	ES/Internal Assessment	Total	Weightage (%) *(if applicable)*
9.	OJT/Project		Non-Core	3	1			30	-	30	-	-	60		60	12
10.	Major Project/Dissertation										-	-	100		100	20
Duration (in Hours) / Total Marks											**200**	**90**	**160**	**50**	**500**	**100**

Assessment Components	NOS Included	Duration (in mins)	Marks
Theory paper-I	NOS 1, NOS 2, NOS 4 & NOS 5	90 mins	100
Theory Paper-II	NOS 3, NOS 6, & NOS 7	90 mins	100
Practical Paper	NOS 1 to NOS 7	180 mins	90
ES/Internal Assessment	NOS 8	-	50
Project/OJT		-	60
Major Project/Dissertation			100
			Total-500

Assessment - Minimum Qualifying Percentage

*Please specify **any one** of the following:*

Minimum Pass Percentage – Aggregate at qualification level: 50 % *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	B.Tech/MCA /B.Sc in Computer Science/ IT allied branches with 1 year of industry experience & 1 year of Experience in training.
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	B.Tech/MCA /B.Sc in Computer Science/ IT allied branches with 3 year of industry experience & 3 year of Experience in training
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure)*
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	NA

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	B.Tech/MCA /B.Sc in Computer Science/ IT allied branches with 2 year of industry experience & 2 year of Experience in training
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	The assessor carries out theory online assessments through the remote proctoring methodology. Theory examination would be conducted online and the paper comprise of MCQ. Conduct of assessment is through trained proctors. Once the test begins, remote proctors have full access to the candidate's video feeds and computer screens. Proctors authenticate the candidate based on registration details, pre-test image captured and I-card in possession of the candidate. Proctors can chat with candidates or give warnings to candidates. Proctors can also take screenshots, terminate a specific user's test session, or re-authenticate candidates based on video feeds.
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	An External Examiner/ Observer (Subject matter expert) are deployed including NIELIT scientific officers who are subject expert for evaluation of Practical examination/ internal assessment / Project/ Presentation/ assignment and Major Project (if applicable). B. Tech in CS / IT / EC / EE / allied areas, MCA, B-Level 'IT' with 3 years of experience.
4.	**Assessment Mode** *(Specify the assessment mode)*	Online for Theory Online/Offline/ Blended for Practical
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** Yes
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** Yes
3.	**Government /Industry initiatives/ requirement (Yes/No):** Yes
4.	**Number of Industry validation provided:**
5.	**Estimated nos. of persons to be trained and employed:** 500 Candidates will be trained in a year
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** NIELIT is recognized as AB and AA under Government Category. NIELIT is an HRD arm of MeitY, therefore, the Line Ministry Concurrence is not required.

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	Available at Annexure-I: Evidence of Level
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	Available at Annexure-II: Tools and Equipment
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	Available at Annexure-VI: Detail Assessment Criteria
4.	**Annexure:** Assessment Strategy *(Mandatory)*	Available at Annexure-VII: Detailed Assessment Strategy
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	Available at Annexure-V: Blended Learning
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	*NA*
7.	**Annexure:** Acronym and Glossary *(Optional)*	Available at Annexure VIII: Acronyms and Glossary
8.	**Any other document you wish to submit:**	NA

Annexure I: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	Possesses specialized knowledge of procedures employed in both routine and non routine contexts. Possesses specialized operational knowledge and understanding of the work. Has complete knowledge of concept of time required for delivery; and Quality for a range of issues. Has knowledge of collecting and interpreting the available information, drawing conclusions and communicating the same. Understands the financial and feasibility aspect of various work/ solutions options Specialized knowledge Specialized knowledge OR/AND Proficient with diverse procedural knowledge, operational understanding, time and quality management, data interpretation, and financial feasibility ana	Individuals can perform tasks more efficiently and effectively.2. Individuals can identify and address potential issues and problems before they arise.	04
Professional and Technical Skills/ Expertise/ Professional Knowledge	Possesses specialized professional and technical skills; displays clarity of professional knowledge and technical skills in broad range of activities/ tasks. Can apply the required knowledge for successfully implementing or applying techniques/ processes in a specific field/ job role, The ability to gain, and where relevant apply a range of knowledge, skills and understanding, Can clearly identify the relevant tools; and has advanced knowledge of materials in most routine/ non-routine contexts. Possesses the required operational skills for the work/ job. Skill to deliver job/ work with the required precision and in the estimated timelines. Capabilities of carrying out a choice of processes and procedures within the range of familiar / unfamiliar contexts. Specialized skills Professionally skilled with advanced knowledge, capable of successfully implementing techniques and delivering work with precision.	It results in increased productivity as they are able to continue working without interruptions.2.This helps to develop a sense of independence and self-re	04
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Have much broader Employability Skills including understanding of career planning, digital skills, financial and legal literacy. Good Communication skills, both oral and written. Initiative and Leadership Abilities, Advanced literacy and Numeracy skills, Has good skills for self employment and entrepreneurship skills/ entrepreneurial Mind set which may potentially create job for more persons (say 3 to 5), Skills for accurate workshop/ mathematical calculation and estimations, and understanding of arithmetic and algebraic principles. Can comfortably use most of the basic digital tools, has clear understanding of Financial and Digital literacy, Aadhaar and Mobile, uses digital payments etc. with proficiency, Good understanding of Constitutional values and Citizenship, inclusion and	Can explain Entrepreneurial Mindset and describe the importance of it in the context of opportunity curation for future jobs2.Can comfortably use most of the basic software with proficiency 3.Have the ability to relate to the 5 pillars of Social4.Emotional Skills and describe the	04

	Diversity. Very Good understanding of social political and work environment Team readiness, self entrepreneurship readiness Highly skilled and versatile professional with proficiency in employability skills including communication, leadership, entrepreneurship, and digital and financial literacy.	similarities between SES and Emotional In	
Broad Learning Outcomes/Core Skill	The candidate must be able to carry out a specialized job/ work/ tasks in a familiar/ unfamiliar, predictable/ unpredictable, routine/ nonroutine, situation of multiple options/ choices. Focus on range of application of standard and non standard procedures and somewhat complex operations in production/ services. Able to identify the problems and a wider possible range of solutions with pros and cons in production/ services, Complex tasks are performed by himself without much instructions and supervision. Apply related occupational safety and general hygiene norms and environmental aspects. For mini entrepreneurs end to end clear understanding of development, production, quality parameters, and delivery and marketing processes. Applies range of well developed technical skills with clarity of activities involving clear choices within familiar contexts, Has knowledge and is able to continuously improve processes which the individual uses for concerned job roles, Has information of associated Risks with related job roles, Uses discretion and judgement over a range of known responses to familiar problems. Specialized/ complex jobs/tasks Versatile candidate adept at executing specialized tasks with minimal supervision, applying technical skills and problem solving with clarity.	It results in improved accuracy and reliability of administrative tasks. 2. Helps to manage and organize data more effectively, reducing the risk of data loss or corruption	04
Responsibility	At Level 3.5/4 the candidate is a senior skilled technician, Takes complete responsibility for delivery and quality of own work and output as also the subordinates. Shares responsibility for the group tasks. At level 4 the candidate is a highly skilled master technician, Can perform all nonstandard procedures and non-routine tasks with confidence. Self and team responsibility Sr. Technician or Master Technician Individually accountable, collectively responsible; Capable and confident in nonstandard and nonroutine tasks	1. Helps in handling data more efficiently and making minimal mistakes. 2.It also establishes confidence and enhances the work flow.	04

Annexure II: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Classroom	1 (30 Sq. m)	30
2	Student Chair	30	30
3	Student Table	30	30
4	Desktop Computer with accessories	With following: (1)Ram: 8 GB (2)HDD: 500 GB (3)Windows OS (4)Linux OS or Dual booted system(s) (5)Tally ERP 9 (6)Microsoft Office/Libra Office (7) Adobe Photoshop (CS6) (8)Canva (9) Network Hardware: Switches, Hubs, Router	30

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. LCD Projector
2. Pin-up Board
3. White Board

Annexure III: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID
1	Programmers Point,					
2	Software World					

Annexure IV: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2026-27	1000	100	200	100	10	2
2027-28	1000	100	200	100	10	2
2028-29	1000	100	200	100	10	2

Data to be provided year-wise for next 3 years

Annexure V: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools: NA

Annexure VI: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project/ OJT/Marks	ES/Internal Assessment Marks
Computer Fundamentals with MS Office Tools	• Identify and describe key hardware components and their functions. • Differentiate between types of memory, storage, and software categories. • Perform basic operating system tasks in Windows and Linux environments. • Execute fundamental Linux command-line operations for file and directory management. • Create and manage documents, spreadsheets, and presentations using MS Office and Google productivity tools.	30	18		
Introduction to Networking and Internet Applications	• Explain different types of computer networks, topologies, and common networking protocols. • Identify networking devices and describe their functions in a network setup. • Use internet services such as email, cloud platforms, and web browsing effectively. • Perform secure digital financial transactions using UPI, mobile wallets, and online banking tools. • Access and utilize e governance and e commerce platforms for digital services and online trade.	30	18		
Computer Graphics and Desktop Publishing with AI Tools	• Use graphic design software and AI-powered tools to create and edit visual content. • Apply typography, color theory, and layout principles in design projects. • Perform image editing tasks such as resizing, cropping, layering, and applying effects. • Design professional desktop publishing outputs like posters, flyers, and social media graphics.	**35**	**18**		

	• Export and optimize designs for print, web, and mobile platforms while ensuring proper format and quality.				
Fundamentals of Cybersecurity and Safe Online Practices	• Identify and explain common cyber threats and types of cybercrime. • Use basic cybersecurity tools such as antivirus, firewalls, encryption, VPNs, and 2FA. • Apply safe online practices including strong password creation and secure browsing. • Implement basic data privacy measures to protect personal and sensitive information. • Follow ethical guidelines and legal considerations related to cybersecurity and online behavior.				
Database Management Using Application Software	• Create and manage relational databases with appropriate tables, primary keys, and relationships. • Apply normalization techniques to design efficient and structured databases. • Design and execute queries using query tools and basic SQL commands (SELECT, INSERT, UPDATE, DELETE). • Develop user friendly forms and generate structured reports for data management. • Implement database backup, recovery, security measures, and ensure responsible handling of sensitive data.	**20**	**18**		
Fundamental Skills of Financial Accounting	• Explain the purpose, principles, and stages of the accounting cycle in financial record keeping. • Record financial transactions accurately using journal entries and maintain appropriate ledger accounts. • Manage inventories by applying stock tracking methods and basic valuation techniques. • Prepare and interpret financial statements such as balance sheets, income statements, and cash flow statements • Apply internal controls and basic financial analysis techniques, including ratio analysis, to support financial decision making	**35**	**0**		
Preparing Account Books Using Tally	• Explain the features, interface, and navigation of Tally software for accounting operations. • Create and manage company data, including company profiles and security settings. • Define account groups and create ledgers for systematic organization of financial records. • Record financial transactions accurately using appropriate voucher types and verify entries through display features.	**30**	**18**		

	• Generate financial reports and implement backup, restore, and security measures to ensure data protection and effective financial management.				
Employability Skills	**Employability Skills**				50
Project/OJT	**Project/OJT**			**60**	
Major Project/Dissertation	**-**			**100**	
Grand Total		**200**	**90**	**160**	**50**

Annexure VII: Assessment Strategy

Assessment of the qualification evaluates candidates to ascertain that they can integrate knowledge, skills and values for carrying out relevant tasks as per the defined learning outcomes and assessment criteria.

The underlying principle of assessment is fairness and transparency. The evidence of the outcomes and assessment criteria. Competence acquired by the candidate can be obtained by conducting Theory (Online), Practical assessment, internal assessment, Project/Presentation/ Assignment, Major Project. The emphasis is on the practical demonstration of skills & knowledge gained by the candidate through the training. Each OUTCOME is assessed & marked separately. A candidate is required to pass all OUTCOMES individually based on the passing criteria.

About Examination Pattern:

1. The question papers for the theory and practical exams are set by the Examination wing (assessor) of NIELIT HQS.
2. The assessor assigns roll number.
3. The assessor carries out theory online assessments through remote proctoring methodology. Theory examination would be conducted online and the paper comprise of MCQ. Conduct of assessment are through trained proctors. Once the test begins, remote proctors have full access to candidate's video feeds and computer screens. Proctors authenticate the candidate based on registration details, pre-test image captured and I- card in possession of the candidate. Proctors can chat with candidates or give warnings to candidates. Proctors can also take screenshots, terminate a specific user's test session, or re-authenticate candidates based on video feeds.
4. An External Examiner/ Observer may be deployed including NIELIT officials for evaluation of Practical examination/ internal assessment / Project/ Presentation/. Major Project (if applicable) would be evaluated preferably by external/ subject expert including NIELIT officials.
5. Pass percentage would be 50% marks in each component.
6. Candidates may apply for re-examination within the validity of registration (only in the assessment component in which the candidate failed).
7. For re-examination prescribed examination fee is required to be paid by the candidate only for the assessment component in which the candidate wants to reappear.
8. There would be no exemption for any paper/module for candidates having similar qualifications or skills.
9. The examination will be conducted in English language only.

Quality assurance activities: A pool of questions is created by a subject matter expert and moderated by other SME. Test rules are set beforehand. Random set of questions which are according to syllabus appears which may differ from candidate to candidate. Confidentiality and impartiality are maintained during all the examination and evaluation processes.

Annexure VIII: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf