



QUALIFICATION FILE

Sr. Associate - Desktop Publishing (DTP)

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: 4

Submitted By:

IT-ITeS Sector Skills Council NASSCOM (SSC NASSCOM)

Plot No. - 7, 8, 9 & 10

Sector - 126, Noida, Uttar Pradesh - 201303

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Section 1: Basic Details

| 1. | Qualification Name | Sr. Associate - Desktop Publishing (DTP) | | | | | | | | | | |
|-------|--|--|--|-------|--|---|----|---|---|----|---|-----------------------------------|
| 2. | Sector/s | IT/ITeS | | | | | | | | | | |
| 3. | Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM | NQR Code & version of the existing/previous qualification: 2021/ITES/ITSSC/04841 & Version 3 | Qualification Name of the existing/previous version: Sr. Associate - Desktop Publishing (DTP) | | | | | | | | | |
| 4. | a. OEM Name b. Qualification Name <i>(Wherever applicable)</i> | NA | | | | | | | | | | |
| 5. | National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i> | QG-04-IT-03666-2025-V2-NASSCOM & Version 4 | 6. NCrF/NSQF Level: 4 | | | | | | | | | |
| 7. | Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i> | Certificate | | | | | | | | | | |
| 8. | Brief Description of the Qualification | The individual in this job role is responsible for providing and controlling access to publications, ensuring that only authorized personnel can view or edit the content. Additionally, they are responsible for publishing content in various formats, including print, digital, and multimedia, ensuring that it meets quality standards and is delivered on time. The individual must maintain accuracy, consistency, and proper version control throughout the publishing process. | | | | | | | | | | |
| 9. | Eligibility Criteria for Entry for Student/Trainee/Learner/Employee | <p>Entry Qualification & Relevant Experience: *Relevant Experience: Publishing Domain The relevant experience would include work, internship, and apprenticeship after completing relevant educational qualifications.</p> <table border="1"> <thead> <tr> <th>S. No</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>12th Grade Pass with basic computer knowledge</td> <td>-</td> </tr> <tr> <td>2.</td> <td>10th Grade Pass with basic computer knowledge</td> <td>1.5 years of relevant experience*</td> </tr> </tbody> </table> | | S. No | Academic/Skill Qualification (with Specialization - if applicable) | Required Experience (with Specialization - if applicable) | 1. | 12th Grade Pass with basic computer knowledge | - | 2. | 10th Grade Pass with basic computer knowledge | 1.5 years of relevant experience* |
| S. No | Academic/Skill Qualification (with Specialization - if applicable) | Required Experience (with Specialization - if applicable) | | | | | | | | | | |
| 1. | 12th Grade Pass with basic computer knowledge | - | | | | | | | | | | |
| 2. | 10th Grade Pass with basic computer knowledge | 1.5 years of relevant experience* | | | | | | | | | | |

| | | 3. | Previous Relevant qualification of NSQF level 3 | 3 years of relevant experience* | | | | | | | | | | | | | | | | | | | |
|-------------------------|--|---|--|--|---------------|-------------------------|----------------|-------------------|-----------------------|-------------------------|---------------|---------------------|--------|--------|-------|---|--------|--------|--------|--------|-------|---|--------|
| 10. | Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF)) | 14 | 11. Common Cost Norm Category (I/II/III) (wherever applicable): II | | | | | | | | | | | | | | | | | | | | |
| 12. | Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable) | Certifications in Desktop publishing software, tools, and platforms | | | | | | | | | | | | | | | | | | | | | |
| 13. | Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification) | <input type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input checked="" type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>123:00</td> <td>207:00</td> <td>90:00</td> <td>-</td> <td>420:00</td> </tr> <tr> <td>Online</td> <td>123:00</td> <td>207:00</td> <td>90:00</td> <td>-</td> <td>420:00</td> </tr> </tbody> </table> <p>(Refer Blended Learning Annexure for details)</p> | | | | Training Delivery Modes | Theory (Hours) | Practical (Hours) | OJT Mandatory (Hours) | OJT Recommended (Hours) | Total (Hours) | Classroom (offline) | 123:00 | 207:00 | 90:00 | - | 420:00 | Online | 123:00 | 207:00 | 90:00 | - | 420:00 |
| Training Delivery Modes | Theory (Hours) | Practical (Hours) | OJT Mandatory (Hours) | OJT Recommended (Hours) | Total (Hours) | | | | | | | | | | | | | | | | | | |
| Classroom (offline) | 123:00 | 207:00 | 90:00 | - | 420:00 | | | | | | | | | | | | | | | | | | |
| Online | 123:00 | 207:00 | 90:00 | - | 420:00 | | | | | | | | | | | | | | | | | | |
| 14. | Aligned to NCO/ISCO Code/s (if no code is available mention the same) | NCO-2015/ 3512.0202 | | | | | | | | | | | | | | | | | | | | | |
| 15. | Progression path after attaining the qualification (Please show Professional and Academic progression) | This entry should refer to one or more of the following: Professional progression: access to related qualification(s) at the next NSQF level: Desktop Publishing Specialist | | | | | | | | | | | | | | | | | | | | | |
| 16. | Other Indian languages in which the Qualification & Model Curriculum are being submitted | Hindi | | | | | | | | | | | | | | | | | | | | | |
| 17. | Is similar Qualification(s) available on NQR-if yes, justification for this qualification | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications: | | | | | | | | | | | | | | | | | | | | | |
| 18. | Is the Job Role Amenable to Persons with Disability | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability: Hearing or Speech impairment, Locomotor Disability | | | | | | | | | | | | | | | | | | | | | |
| 19. | How Participation of Women will be Encouraged | The Program is gender neutral although to increase women's participation, organizations are keeping aside a few seats to encourage female candidates. | | | | | | | | | | | | | | | | | | | | | |
| 20. | Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it) | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | |
| 21. | Is Qualification Suitable to be Offered in Schools/Colleges | Schools: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | |

| | | | | | | |
|------------|--|---|--|--|--|--|
| 22. | Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i> | Name: Namrata Kapur Email: standards@nasscom.in Contact No.: 0120-4990111 Website: https://nasscom.in | | | | |
| 23. | Final Approval Date by NSQC: 18th Feb 2025 | 24. Validity Duration: 3 years | 25. Next Review Date: 18th Feb 2028 | | | |

Section 2: Module Summary

NOS/s of Qualifications

(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 /NSQ F Level | Credits as per NCrF | Training Duration (Hours) | | | | | Assessment Marks | | | | | |
|--|--|---|---------------|-------------------|---------------------|---------------------------|---------------|--------------|--------------|---------------|------------------|------------|----------|-----------|------------|-------------------------------|
| | | | | | | Th. | Pr. | OJT-Man. | OJT-Rec. | Total | Th. | Pr. | Proj. | Viva | Total | Weightage (%) (if applicable) |
| 1. | Provide/control access to publications | SSC/N2702 & V3.0 | Core | 4 | 6 | 46:00 | 74:00 | 60:00 | 00:00 | 180:00 | 30 | 50 | - | 20 | 100 | 40% |
| 2. | Publish content | SSC/N2703 & V3.0 | Core | 4 | 7 | 65:00 | 115:00 | 30:00 | 00:00 | 210:00 | 30 | 50 | - | 20 | 100 | 40% |
| 3. | Employability Skills (30 Hrs) | DGT/VSQ/ N0101 | Non-Core | 2 | 1 | 12:00 | 18:00 | 00:00 | 00:00 | 30:00 | 20 | 30 | - | - | 50 | 20% |
| Duration (in Hours) / Total Marks | | | | | 14 | 123:00 | 207:00 | 90:00 | 00:00 | 420:00 | 80 | 130 | - | 40 | 250 | 100 |

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage – Aggregate at qualification level: 70% (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) | <p>Educational Qualification: Graduate in any discipline</p> <p>Industry & Training Experience: 2 years of industry experience in desktop publishing domain.</p> <p>Certification: “Trainer” mapped to the Qualification Pack “MEP/Q2601, V2.0” Minimum accepted score is 80% aggregate.</p> |
| 2. | Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines) | <p>Educational Qualification: Graduate in any discipline</p> <p>Industry & Training Experience: 4 years of industry experience in desktop publishing domain.</p> <p>Certification: “Trainer” mapped to the Qualification Pack “MEP/Q2602, V2.0” Minimum accepted score is 90% aggregate</p> |
| 3. | Tools and Equipment Required for Training | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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) | <p>Educational Qualification: Graduate in any discipline</p> <p>Industry & Training Experience: 2 years of industry experience in desktop publishing domain.</p> <p>Certification: “Assessor” mapped to the Qualification Pack “MEP/Q2701” Minimum accepted score is 80% aggregate.</p> |
|----|--|--|

| | | |
|----|--|---|
| 2. | Proctor’s Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i> | <p>Educational Qualification: Graduate in any discipline</p> <p>Industry & Training Experience: 2 years of industry experience in desktop publishing domain.</p> <p>Certification: “Proctor” mapped to the Qualification Pack “MEP/Q2701” Minimum accepted score is 80% aggregate.</p> |
| 3. | Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i> | <p>Educational Qualification: Graduate in any discipline</p> <p>Industry & Training Experience: 4 years of industry experience in desktop publishing domain.</p> <p>Certification: “Lead Assessor” mapped to the Qualification Pack “MEP/Q2702” Minimum accepted score is 90% aggregate.</p> |
| 4. | Assessment Mode <i>(Specify the assessment mode)</i> | <p>The assessment shall be conducted through an online proctored format, incorporating scenario-based multiple-choice questions designed to effectively evaluate practical understanding and real-world application of concepts. Additionally, it will include a viva-voce and hands-on practical evaluation to comprehensively assess the individual's proficiency in specific learning outcomes.</p> |
| 5. | Tools and Equipment Required for Assessment | <p><input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i></p> |

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): NA |
| 2. | Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): NA |
| 3. | Government /Industry initiatives/ requirement (Yes/No): NA |
| 4. | Number of Industry validation provided: 30 |
| 5. | Estimated nos. of persons to be trained and employed: 1000 |
| 6. | <p>Evidence of Concurrence/Consultation with Line Ministry/State Departments: NA</p> <p>If “No”, why:</p> |

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 <i>(Mandatory)</i> | <i>Present</i> |
| 2. | Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i> | <i>Present</i> |
| 3. | Annexure: Detailed Assessment Criteria <i>(Mandatory)</i> | <i>Present</i> |
| 4. | Annexure: Assessment Strategy <i>(Mandatory)</i> | <i>Present</i> |
| 5. | Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i> | <i>Present</i> |
| 6. | Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i> | <i>Present</i> |
| 7. | Annexure: Acronym and Glossary <i>(Optional)</i> | <i>Present</i> |
| 8. | Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i> | <i>Present</i> |
| 9. | Supporting Document: Career Progression <i>(Mandatory - Public view)</i> | <i>Present</i> |
| 10. | Supporting Document: Occupational Map <i>(Mandatory)</i> | <i>Present</i> |
| 11. | Supporting Document: Assessment SOP <i>(Mandatory)</i> | <i>Present</i> |
| 12. | Any other document you wish to submit: | <i>Present</i> |

Annexure: 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 |
|-----------------------------|--|---|-----------------|
|-----------------------------|--|---|-----------------|

| | | | |
|--|--|---|----------|
| <p>Professional Theoretical Knowledge/Process</p> | <ul style="list-style-type: none"> • Broad, foundational theoretical knowledge specific to desktop publishing processes and tools. • Understand and apply principles of page layout, typography, and graphic design using software such as Adobe InDesign, Illustrator, PageMaker, and CorelDRAW. • Communicate with team members and clients to clarify design requirements, revisions, and publication access protocols. • Maintain effective version control to ensure consistency and accuracy across publication updates. • Conduct thorough quality checks to prepare materials for final publishing, identifying and correcting formatting, layout, and design errors. • Adapt content into structured drafts, refining visuals and layouts for final production and print. | <p>Individuals in the role of Sr. Associate - Desktop Publishing (DTP) at NSQF Level 4 need a solid foundation in both theoretical and practical DTP skills. They use advanced formatting tools and software, such as Adobe InDesign, Acrobat, and HTML editors, to structure and publish documents to standard layouts. Key responsibilities include preparing and optimizing content for various digital, web, and print formats while maintaining quality standards. They also manage access control to published materials within the organization’s knowledge repository, ensuring only authorized users access sensitive information. This level demands competence in design aesthetics and technical publishing processes.</p> | <p>4</p> |
| <p>Professional and Technical Skills/ Expertise/ Professional Knowledge</p> | <ul style="list-style-type: none"> • Standard operating procedures for desktop publishing and document formatting • Familiarity with DTP software, including Adobe InDesign, CorelDRAW, and Microsoft Publisher • Techniques for layout, design, and formatting for various types of publications • Types of publications (brochures, flyers, manuals) and requirements for each • Procedures for editing, proofing, and finalizing documents • Methods for ensuring document quality and consistency • Organization’s version control protocols and file management practices • Procedures for archiving and updating documents to maintain relevance • Policies for sharing, distributing, and securing published materials | <p>An individual in the role of Sr. Associate - Desktop Publishing (DTP) at NSQF Level 4 should possess both factual and theoretical knowledge related to the publishing of digital, multimedia, web-based, or printed content. They should understand:</p> <ul style="list-style-type: none"> • Various support needs for accessing publications and ways to provide this support effectively • Strategies for handling conflicts or issues related to content access • Methods to address specification issues with content • Tools, software, and materials used in DTP, along with their appropriate applications • Solutions to common content publication challenges, including duplicate content avoidance • Audience-targeted content creation, using the organization’s preferred styles and formats • Standards in language and style required for various publication types | <p>4</p> |

| | | | |
|---|---|--|----------|
| <p>Employment Readiness & Entrepreneurship Skills & Mindset/Professional Skill</p> | <ul style="list-style-type: none"> Identify document inconsistencies and make corrections promptly. Utilize IT tools effectively to manage and update data accurately. Juggle multiple tasks with efficient time management. Develop action plans to meet task deadlines. Employ problem-solving in diverse scenarios. Organize and relay information with balanced judgment. Stay informed on DTP practices and procedural updates. Adhere to coding standards for data security. Follow structured decision-making, involving supervisors when necessary. Allocate tasks strategically to meet targets. Uphold quality standards for error-free outputs. Work independently and collaboratively. Use IT for information retrieval and updates. | <p>An individual at the job role of Sr. Associate - Desktop Publishing (DTP) at NSQF Level 4 should possess essential Employment Readiness and Entrepreneurship Skills & Mindset/Professional Skills, including cognitive and practical skills for organizing and formatting research reports in standard templates (e.g., Flash, Macromedia, Acrobat, HTML). Key responsibilities involve publishing in digital, multimedia, web-based, or printed formats.</p> <p>The individual should have knowledge and understanding of:</p> <ul style="list-style-type: none"> Types of available publications Methods to store, access, and replace publications Version control procedures, approval processes, and adherence to objectives, scope, and budget Importance of review and collaboration with production teams Implications of publishing incorrect versions of content | <p>4</p> |
| <p>Broad Learning Outcomes/Core Skill</p> | <ul style="list-style-type: none"> Create DTP content with precise details and in the required format Actively listen and communicate effectively with team members, both verbally and in writing Seek feedback and suggestions from supervisors to improve quality Collaborate with peers to build positive working relationships that meet customer needs Complete assigned tasks accurately, ensuring content adheres to guidelines Follow instructions, procedures, and service level agreements diligently Practice active listening and communicate information clearly Work efficiently in a team-oriented, customer-focused setting to meet project requirements | <p>An individual at the Sr. Associate - Desktop Publishing (DTP) level, classified at NSQF Level 4, requires sound logical and mathematical skills to effectively create and format content across digital, multimedia, web-based, or printed platforms. Proficiency in tools like Adobe Flash, Macromedia, Acrobat, or HTML is valuable, as the role often involves publishing content in these formats. Core competencies include gathering and organizing information, clear communication, and attention to detail. These skills support the individual in managing tasks efficiently while adapting to customer expectations and the broader social environment, aligning the role's responsibilities with NSQF Level 4's descriptor for technical and social proficiency.</p> | <p>4</p> |
| <p>Responsibility</p> | <ul style="list-style-type: none"> Access various publications, including digital, multimedia, web-based, and print formats, to ensure content alignment. | <p>This job requires the individual to put research reports into standard templates. These templates could be in flash, macromedia, acrobat, or html.</p> | <p>4</p> |

| | | | |
|--|--|---|--|
| | <ul style="list-style-type: none">• Analyze project requirements, covering objectives, scope, target audience, preferred language, style, and format specifications.• Verify content specifications, ensuring alignment with verbal, graphical, and multimedia elements.• Review and access necessary publications in formats such as digital, multimedia, web-based, and print to confirm alignment with project goals.• Communicate effectively with key stakeholders, including line managers, peers, and the print production team, to ensure project accuracy and quality. | <p>Key task of the individual at this job is publishing content in digital, multimedia, web based or printed formats.</p> <p>He/she is responsible for providing access to publications stored in the organization’s knowledge base only to those entitled to access and ensuring that the correct versions are used.</p> <p>These tasks will require the individual to take responsibility of his/her own work and some responsibility of other’s work & learning too. Therefore, this QF is justified to be pegged at Level 5</p> | |
|--|--|---|--|

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size:

| S. No. | Tool / Equipment Name | Specification | Quantity for specified Batch size |
|--------|--|---------------|-----------------------------------|
| 1 | Photo Editing <ul style="list-style-type: none"> GIMP Vector Based Design <ul style="list-style-type: none"> Inkscape Book/Magazine Design | | As per requirements |

Classroom Aids

The aids required to conduct sessions in the classroom are:

- White Board
- Projector
- Laptop
- Training hand book

Annexure: 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 | LinkedIn Profile (if available) |
|-------|-------------------|---------------------|--------------------|--|-------------------|-----------|---------------------------------|
| 1 | Esquare | MD ALI | Operation Director | Park Landing 5AC-709,2nd Floor, 2nd Block, HRBR Layout Extension, Outer Ring Rd, Bengaluru, Karnataka - 560043 | + 91 - 8660834187 | | |

| | | | | | | | |
|----|--|----------------------------|----------------------------------|--|------------------|-------------------------|--|
| 2 | Capital Numbers | Mrs. Paromita Biswas Panja | HR | Unit No 8E4, 8th floor, EAST TOWER, MANI CASADONA IT BUILDING, Plot #2 F/4, AA II, F, Newtown, Kolkata, Chakpachuria, West Bengal 700156 | 033-6799 2222 | info@capitalnumbers.com | |
| 3 | Teck Valley | Miss Chandria Prasad | Assistant Manager HR & Operation | 3rd Floor, 956, Kalikapur Rd, Purbachal Kalitala, Kalikapur, Santoshpur, Kolkata, West Bengal 700099 | | | |
| 4 | Evolve Technologies and Services Pvt Ltd | Mr Mithilesh Kumar | Human Resource | 315 Work Avenue Campus, Ascent Building, 77, Koramangala Industrial Layout Jyothi Nivas College Road, Koramangala, Bangalore, Karnataka. | | | |
| 5 | ESM Square Technologies Pvt Ltd | Mr Rakshid Gaoud | Manager HR | 334, 27th Main Rd, 2nd Sector, Sector 2, HSR Layout, Bengaluru, Karnataka 560102 | 080-35216856 | hr@esquaredhr.com | |
| 6 | Varroc Polymers Pvt Ltd | Miss Vipasa Kulkarni | HR & IR | Q7VW+W82, Ranjangaon MIDC, Maharashtra 412220 | +91 240 6653600 | varroc.info@varroc.com | |
| 7 | CodSoft | Natalie Oneil | CEO | 4-5, Lokenath Bose Garden Ln, Seal Lane, Tangra, Kolkata, West Bengal 700046 | | contact@codsoft.in | |
| 8 | Merce Technologies | Mr Jayant Bhatt | Operation Head | 301 Technocity, X-5/3, T.T.C. Industrial Area, MIDC Industrial Area, Mahape, Navi Mumbai, Maharashtra 40071 | 022 2778 1895 | accounts@remiges.tech | |
| 9 | AS Soft Technologies Pvt Ltd | Miss Anita Roselin | HR Manager | 129, Level 5, Prestige Palladium Bayan, 140, Greams Rd, Chennai, Tamil Nadu 600006 | +91 44 6620 5575 | info@asoftware.net | |
| 10 | Sibey India | Mr Mukul Kumar Adak | Project Manager | H. No. 1306, Saidham Nanak Nagar, Manegao Ranjhi | +91 22 6665 2214 | | |

| | | | | | | | |
|----|-------------------------------|---------------------|--|---|------------------|--------------------------------------|--|
| | | | | Jabalpur, Madhya Pradesh, 482005 India | | | |
| 11 | Sonata Software | Mr Mangal Kulkarni | Head Legal & Admin | Ideal Plaza, Sarat Bose Rd, Sreepally, Bhowanipore, Kolkata, West Bengal 700020 | 094357 41759 | | |
| 12 | RS Software (India) Ltd | Mr Sanjib Mukherjee | HRM | 11th Floor, Adventz Infinity, BN Block, Sector V, Bidhannagar, Kolkata, West Bengal 700091 | 033 6601 8899 | | |
| 13 | Microland | Miss Paromita Basu | HR & Training Development | 1B, Ecospace, Bellandur, Outer Ring Road, Bengaluru- 560 103 | +91 80 6175 1000 | | |
| 14 | Altruist Technologies Pvt Ltd | Shankar Chakraborty | Head of HR | Altruist Technologies Private Limited. 219, Brigade Arcade Whitefied Road, MahadevaPura Bangalore - 560048 | +91 22 2452 3662 | hr@altruistindia.com | |
| 15 | Senrysa Technologies Pvt Ltd | Triparna Mukherjee | HR Business Partner & Leadership Acquisition | 6th Floor, TOWER-1, GODREJ WATERSIDE, DP Block, Sector V Bidhannagar, Kolkata, West Bengal 700091 | 033 6621 2222 | mail@senrysa.com | |
| 16 | DreamzTechsolution Pvt Ltd | Kaushiki Mazumder | Operations Head | 6th Floor, Ambient Building, near Techno Polis, AQ-7, Sector V, Bidhannagar, Kolkata, West Bengal 700091 | 080818 91494 | marketing@dreamztechusa.com | |
| 17 | Ailsec Technologies Pvt Ltd | K Sasi Kumar | Human Resources Department | 46C, Velachery Main Road, Velachery, Chennai-600042 | +91-44-2244 7077 | careers@alldigitech.com | |
| 18 | Surflex Technologies Pvt Ltd | Mr Govind Saxena | COO | 33B, Jatindas Rd, near Deshapriya Park West, Kolkata, West Bengal 700029 | 098302 27204 | contact.kolkata@surflextechnology.in | |
| 19 | ICRA Analytics | Preeti Amit Shirke | Senior Vice President- Talent Acquisition | Infinity Benchmark, 1, GP Block, Sector V, Kolkata, West Bengal 700091 | 090044 00090 | preeti.amit.shirke@icraanalytics.com | |

| | | | | | | | |
|----|-------------------------------|-----------------------|---------------------------------|---|---------------------|-----------------------|--|
| 20 | InSync Tech-Fin Solutions Ltd | Mr Atul Gupta | CEO | DGK 912, DLF Galleria, Action Area 1B, New Town, Kolkata - 700156, West Bengal, India | 098300 27106 | sales@insync.co.in | |
| 21 | IGT Solutions | Vineet Gupta | Vice President HR | Echelon Building, Plot No. 49, Sector-32, Gurugram - 122001, Haryana, India | +91 (0124) 435 5101 | mktg@igtsolutions.com | |
| 22 | Kreeti Technologies Pvt Ltd | Mr Parmeet Soni | Operation India & Dubai | 1408, Godrej Genesis, EP Block, Sector V, Bidhannagar, Kolkata, West Bengal 700091 | 033 4008 3385 | career@kreeti.com | |
| 23 | eTeam Info services Pvt. Ltd | Miss Priyanka Mahajan | Talent Head | 1219, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7, HSR Layout, Bengaluru, Karnataka 560102 | +91 022 2544 3655 | apacinfo@eteaminc.com | |
| 24 | PWC | Mahub Khan | Human Capital Lead | Pine Valley 4th Floor, Village, Intermediate Ring Rd, Embassy Golf Links Business Park, Challaghatta, Bengaluru, Karnataka 560071 | 080 4079 4000 | | |
| 25 | Tech Mahindra | Krishna Ramaswami | Human Resource Management Group | Infocity - Special Economic Zone, Tower - I, Plot No. 22 to 34, Hi-tech City, Madhapur, Hyderabad, Telangana 500081 | +91 40 3063 6363 | | |
| 26 | Mindtree | Rosalee M Kombal | Vice President- People Function | LTIMindtree Limited, Global village Tech Park, Mysore Rd, RVCE, Bengaluru, Karnataka 560059 | 080670 64000 | | |
| 27 | DXC Technology | Lokendra Sethi | Vice President- Human Resource | DXC Technology, Hosur Rd, near to THE OTTERA HOTEL, Konappana Agrahara, Electronic City, Bengaluru, Karnataka 560100 | 080 3054 0000 | | |
| 28 | Beyond Scale Technologies | K Sasi Nath | Human Resources | G9 Magna Lakeview, Khanmet, Kondapur, | 022 3074 9000 | | |

| | | | | | | |
|----|-------------|------------------------|------------------|---|---------------|----------------------|
| | | | | Hyderabad, Telangana 500084 | | |
| 29 | AMI | Subhasini Ramakrishnan | VP- HR & Quality | 5th Floor, Tower - A, Rattha's Tek Meadows, No. 51, Rajiv Gandhi Salai (OMR), Sholinganallur Chennai - 600119 – India | 98313 30394 | |
| 30 | MaxMobility | Mr Arijeet Mukherjee | CEO | 2nd Floor, Unit, Block-2b, ECOSPACE BUSINESS PARK, 202B, AA II, Newtown, Kolkata, Chakpachuria, West Bengal 700156 | 033 2324 5925 | info@maxmobility.com |

Annexure: 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 |
| 2021-2024 | 1000 | | | | | |
| | | | | | | |

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

| Qualification Version | Year | Total Candidates | | | | Women | | | | People with Disability | | | |
|-----------------------|------|------------------|----------|-----------|--------|---------|----------|-----------|--------|------------------------|----------|-----------|--------|
| | | Trained | Assessed | Certified | Placed | Trained | Assessed | Certified | Placed | Trained | Assessed | Certified | Placed |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. PMKVY

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available:

1. English
2. Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

| S. No. | Select the Components of the Qualification | List Recommended Tools – for all Selected Components | Offline : Online Ratio |
|--------|---|---|------------------------|
| 1 | <input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge | <ul style="list-style-type: none"> • Handbooks • PowerPoint presentations slides • Reference material (books, online articles, websites, etc.) | |
| 2 | <input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills / Mentorship to Learners | <ul style="list-style-type: none"> • Video conferencing and collaboration tools | |
| 3 | <input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners | | |
| 4 | <input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training | Version control and file management tools | |
| 5 | <input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice | <ul style="list-style-type: none"> • MCQ based tests | |
| 6 | <input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations | | |
| 7 | <input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training | <ul style="list-style-type: none"> • Offline assessments | |

Annexure: Detailed Assessment Criteria

Proctored online assessment case study based questions also included in the assessment

Proctored online assessments case study based questions also included in the assessment

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 Marks | Viva Marks |
|--|--|---------------------|------------------------|----------------------|-------------------|
| SSC/N2702: Provide/control access to publications | PC 1. ensure proper classification of publication content for streamlined access and retrieval | 3 | 4 | - | 2 |
| | PC 2. check that different version, including the most up-to-date version, of publications are clearly indicated | 2 | 4 | - | 2 |
| | PC 3. implement secure logins and password-protected access for publication systems | 2 | 4 | - | 2 |
| | PC 4. provide access credentials to designated team members based on project requirements and responsibilities | 3 | 4 | - | 1 |
| | PC 5. update access permissions promptly based on role changes, project requirements, or exit of personnel | 3 | 4 | - | 2 |
| | PC 6. maintain confidentiality and integrity of all publication data through controlled access protocols | 3 | 4 | - | 2 |
| | PC 7. follow protocols for granting temporary access to external stakeholders, ensuring all access is logged and temporary permissions are revoked after use | 2 | 5 | - | 1 |
| | PC 8. implement two-factor authentication where necessary to enhance security for sensitive publications | 2 | 4 | - | 2 |
| | PC 9. report any breaches or unauthorized access to supervisor / higher management | 3 | 4 | - | 1 |
| | PC 10. ensure secure storage of physical copies of publications, with restricted access to authorized personnel only | 2 | 4 | - | 1 |
| | PC 11. comply with the organization’s policies, standards, procedures, guidelines, and service level agreements (SLAs) when providing and controlling access to publications | 3 | 4 | - | 2 |

| NOS/Module Name | Assessment Criteria for Performance Criteria/Learning Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--|--------------|-----------------|---------------|------------|
| | PC 12. adhere to cyber security protocols and confidentiality measures by protecting sensitive design files and customer data | 2 | 5 | - | 2 |
| | Total Marks | 30 | 50 | - | 20 |
| SSC/N2703: Publish content | PC 1. obtain the requirements of the content for publications | 1 | 2 | - | 1 |
| | PC 2. convert the content into draft publications to meet requirements using standard templates and tools | 1 | 2 | - | 1 |
| | PC 3. apply knowledge of typography to ensure that fonts, sizes, and spacing are consistent and legible, following the principles of good design while adhering to the project’s specifications | 1 | 1 | - | - |
| | PC 4. use AI-based layout design tools to design the layout, and publish content effectively | 1 | 1 | - | 1 |
| | PC 5. use ChatGPT to generate initial content drafts and create outlines for publications based on provided requirements and guidelines | 1 | 1 | - | 1 |
| | PC 6. apply ChatGPT to review and enhance text, improving readability, style, and coherence while adhering to project guidelines | 1 | 1 | - | 1 |
| | PC 7. use ChatGPT to generate catchy headlines, taglines, and other copy elements | 1 | 1 | - | - |
| | PC 8. demonstrate proficiency in editing and formatting text, ensuring correct alignment, font consistency, and proper layout while meeting the required design standards | 1 | 1 | - | - |
| | PC 9. apply AI-enhanced tools for image editing, resizing, and enhancement to ensure all visual elements meet publication quality | 1 | 2 | - | - |
| | PC 10. incorporate graphics elements effectively into design projects, ensuring they complement the layout and enhance the overall visual appeal while maintaining alignment with project guidelines | 1 | 2 | - | 1 |
| PC 11. utilize image editing software to adjust and enhance images, ensuring they are high quality and appropriately suited for the publication’s design, following industry standards | 1 | 2 | - | 1 | |

| NOS/Module Name | Assessment Criteria for Performance Criteria/Learning Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|-----------------|---|--------------|-----------------|---------------|------------|
| | PC 12. conduct a quality check on content format, ensuring alignment with design standards and client requirements | 1 | 2 | - | 1 |
| | PC 13. import vector arts into desktop publishing software while maintaining their quality, ensuring proper scaling and integration with other design elements in the project | 1 | 2 | - | 1 |
| | PC 14. demonstrate the knowledge of publishing a document across different platforms, ensuring the final output is optimized for print or digital media | 1 | 2 | - | - |
| | PC 15. ensure correct export of files to another format, such as PDF or EPS, while preserving design integrity and maintaining quality across different media | 2 | 2 | - | - |
| | PC 16. identify and rectify errors in graphics, ensuring that any inconsistencies, distortions, or issues with resolution are corrected before finalizing the design | 1 | 2 | - | - |
| | PC 17. coordinate with content creators and editors to address any content-related issues prior to publication | 1 | 2 | - | 1 |
| | PC 18. utilise AI tools to check for copyright compliance of all media used, ensuring that content is legally sourced | 1 | 2 | - | 1 |
| | PC 19. apply basic knowledge of printing processes, such as colour management and resolution settings, to ensure designs are printed accurately and effectively | 1 | 2 | - | 1 |
| | PC 20. organise design data efficiently, maintaining proper file naming conventions, storage practices, and backup procedures to ensure easy retrieval and security | 1 | 2 | - | 1 |
| | PC 21. obtain approval of publications from supervisors and clients post clarifying all doubts | 1 | 2 | - | 1 |
| | PC 22. create outputs of publications in formats required for production teams | 1 | 2 | - | - |
| | PC 23. provide clear instructions for production teams, and co-ordinate with them to resolve any issues | 1 | 2 | - | - |
| | PC 24. maintain version control to ensure that only the latest, approved content is published | 1 | 1 | - | 1 |

| NOS/Module Name | Assessment Criteria for Performance Criteria/Learning Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--|--------------|-----------------|---------------|------------|
| | PC 25. ensure content is ready to publish within the pre-decided timeline | 1 | 2 | - | 1 |
| | PC 26. publish finalized content to multiple channels (e.g., print, web) while ensuring consistency across formats | 1 | 2 | - | 1 |
| | PC 27. review the published content, if required | 1 | 1 | - | 1 |
| | PC 28. arrange and archive published content systematically for easy retrieval | 1 | 2 | - | 1 |
| | PC 29. ensure all design work respects IPR by using licensed fonts, images, and assets, and ensuring proper attribution and permissions for content used in projects | 1 | 2 | - | 1 |
| | Total Marks | 30 | 50 | - | 20 |
| DGT/VSQ/ N0101 Employability Skills (60 Hrs) | PC 1. Introduction to Employability Skills | 1 | 1 | - | - |
| | PC 2. Constitutional values – Citizenship | 1 | 1 | - | - |
| | PC 3. Becoming a Professional in the 21st Century | 1 | 3 | - | - |
| | PC 4. Basic English Skills | 2 | 3 | - | - |
| | PC 5. Communication Skills | 1 | 1 | - | - |
| | PC 6. Diversity & Inclusion | 1 | 1 | - | - |
| | PC 7. Financial and Legal Literacy | 3 | 4 | - | - |
| | PC 8. Essential Digital Skills | 4 | 6 | - | - |
| | PC 9. Entrepreneurship | 3 | 5 | - | - |
| | PC 10. Customer Service | 2 | 2 | - | - |

| NOS/Module Name | Assessment Criteria for Performance Criteria/Learning Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--------------------------|--|--------------|-----------------|---------------|------------|
| | PC 11. Getting ready for apprenticeship & Jobs | 1 | 3 | - | - |
| | Total Marks | 20 | 30 | - | - |
| Grand Total Marks | | 80 | 130 | - | 40 |

Annexure: Assessment Strategy

Assessment Process Overview

Batch Creation & Assessment Request:

Training Providers (TP) or Training Centers (TC), including any other authorized partner of Ministry/ Department create batches / push batches on the SIDH portal. Assessment requests are submitted through the SIDH portal or via email or other media as authorized from time to time. For NON-SIDH schemes, assessment requests are received electronically or through respective State Skill Mission portals. TP/TC initiates the assessment request through the InSDMS portal and processes the payment (where applicable).

Batch Alignment & Confirmation:

Upon payment confirmation, batches are assigned to the Assessment Agency based on factors like:

- Assessment readiness
- Availability of certified assessors for the specific job role
- Assessment capping to an assessment agency as prescribed from time to time for an AB An email communication / prescribed mode communication is sent to TP/TC for confirmation of the assessment date, with IT-ITeS SSC in the loop. Once confirmation is received, the Assessment Agency designates a TOA-certified assessor to conduct or facilitate the assessment.
- Batches are only formed when the Qualification is active.

Candidate Verification & Assessment Execution:

Candidate details are verified and documented at the beginning of the assessment by a certified assessor. A Quality Assurance (QA) mechanism is enforced, requiring an undertaking from the TC. Regular feedback is collected from TP/TC to ensure continuous improvement.

Evidence Collection & Validation:

Proctors or assessors capture date/time-stamped and geo-tagged photographs of the assessment location during the process. Attendance is also ensured offline. A PC-wise result analysis is conducted to refine assessment standards.

Monitoring & Compliance:

Batch monitoring follows established protocols, ensuring adherence to assessment guidelines. Sample based surprise visits are conducted at TC locations during both training and assessments to verify compliance. This structured approach ensures transparency, quality control, and validation throughout the assessment process.

Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

Assessment Quality Assurance levels/Framework:

IT-ITeS SSC nasscom is responsible for the development and periodic review of the question bank developed for a specific job role. We publish an openly accessible sample /model question paper on our website for all stakeholders. The quality of the Question Bank created by the assessment designer is validated by a Subject matter experts on the following parameters:

- Appropriateness of the Question Bank in terms of facts, data and information.
- Checks for grammar, spellings, scripting and formatting.
- The information provided should be specific enough to remove any ambiguity in answers/solutions to the question.
- Relevance – Assessing the topic well w.r.t. the job role.
- Check if the difficulty level of each question is as per the matrix.
- Check if the images used in the question are clear and relevant.
- All variables, symbols and abbreviations used must be declared.
- The correct answer option should be unique, and the options should not be overlapping

Annexure: 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 |