



QUALIFICATION FILE

Accounts 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: 4

Submitted By:

BFSI Sector Skill Council of India

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Section 1: Basic Details

1.	Qualification Name	Accounts Assistant	
2.	Sector/s	LENDING, FUND INVESTMENT & SERVICES, PAYMENTS, BROKING, BFSIPROCESSING	
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM-Revised	NQR Code & version of existing/previous qualification: QG-04-BF-00133-2023-V2.1-BFSISSC	Qualification Name of existing/previous version: Accounts Assistant
4.	a. OEM Name b. Qualification Name: c. <i>(Wherever applicable)</i>	NA	
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-04-BF-04470-2025-V2-BFSI & V2.0	6. NCrF/NSQF Level: 4
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate	
8.	Brief Description of the Qualification	Accounts Assistant maintains records of receipts, payments and provisions; compiles periodic bank reconciliation statement and depreciation schedules and presents any other defined report to senior(s).	
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience:	

			<table border="1"> <thead> <tr> <th data-bbox="1003 188 1108 360">S. No.</th> <th data-bbox="1108 188 1554 360">Academic/Skill Qualification (with Specialization - if applicable)</th> <th data-bbox="1554 188 2000 360">Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1003 360 1108 419">1.</td> <td data-bbox="1108 360 1554 419">12th grade pass</td> <td data-bbox="1554 360 2000 419">No experience</td> </tr> <tr> <td data-bbox="1003 419 1108 534">2.</td> <td data-bbox="1108 419 1554 534">Completed 2nd year of 3-year diploma (after 10th)</td> <td data-bbox="1554 419 2000 534">No experience</td> </tr> <tr> <td data-bbox="1003 534 1108 593">3.</td> <td data-bbox="1108 534 1554 593">11th Grade Pass</td> <td data-bbox="1554 534 2000 593">1.5 year relevant experience</td> </tr> <tr> <td data-bbox="1003 593 1108 652">4.</td> <td data-bbox="1108 593 1554 652">10th Grade Pass</td> <td data-bbox="1554 593 2000 652">3 years relevant experience</td> </tr> <tr> <td data-bbox="1003 652 1108 767">5.</td> <td data-bbox="1108 652 1554 767">Previous relevant Qualification of NSQF Level 3.5</td> <td data-bbox="1554 652 2000 767">1.5 year relevant experience</td> </tr> <tr> <td data-bbox="1003 767 1108 882">6.</td> <td data-bbox="1108 767 1554 882">Previous relevant Qualification of NSQF Level 3.0</td> <td data-bbox="1554 767 2000 882">3 years relevant experience</td> </tr> </tbody> </table> <p data-bbox="958 903 1137 930">b. Age: 18 Years</p>					S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th grade pass	No experience	2.	Completed 2nd year of 3-year diploma (after 10th)	No experience	3.	11th Grade Pass	1.5 year relevant experience	4.	10th Grade Pass	3 years relevant experience	5.	Previous relevant Qualification of NSQF Level 3.5	1.5 year relevant experience	6.	Previous relevant Qualification of NSQF Level 3.0	3 years relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																										
1.	12th grade pass	No experience																										
2.	Completed 2nd year of 3-year diploma (after 10th)	No experience																										
3.	11th Grade Pass	1.5 year relevant experience																										
4.	10th Grade Pass	3 years relevant experience																										
5.	Previous relevant Qualification of NSQF Level 3.5	1.5 year relevant experience																										
6.	Previous relevant Qualification of NSQF Level 3.0	3 years relevant experience																										
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	16	11. Common Cost Norm Category (I/II/III) (wherever applicable): III																									
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																										
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 checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th data-bbox="952 1209 1227 1308">Training Delivery Modes</th> <th data-bbox="1227 1209 1384 1308">Theory (Hours)</th> <th data-bbox="1384 1209 1541 1308">Practical (Hours)</th> <th data-bbox="1541 1209 1704 1308">OJT Mandatory (Hours)</th> <th data-bbox="1704 1209 1917 1308">OJT Recommended (Hours)</th> <th data-bbox="1917 1209 2049 1308">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td data-bbox="952 1308 1227 1347">Classroom (offline)</td> <td data-bbox="1227 1308 1384 1347">150:00</td> <td data-bbox="1384 1308 1541 1347">180:00</td> <td data-bbox="1541 1308 1704 1347">150:00</td> <td data-bbox="1704 1308 1917 1347">0.00</td> <td data-bbox="1917 1308 2049 1347">480:00</td> </tr> <tr> <td data-bbox="952 1347 1227 1385">Online</td> <td data-bbox="1227 1347 1384 1385"></td> <td data-bbox="1384 1347 1541 1385"></td> <td data-bbox="1541 1347 1704 1385"></td> <td data-bbox="1704 1347 1917 1385"></td> <td data-bbox="1917 1347 2049 1385"></td> </tr> </tbody> </table> <p data-bbox="952 1385 1391 1412">(Refer Blended Learning Annexure for details)</p>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	150:00	180:00	150:00	0.00	480:00	Online									
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																							
Classroom (offline)	150:00	180:00	150:00	0.00	480:00																							
Online																												
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/ 4311.9900																										

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/NS QF 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	Prepare tax compliance related documents	BSC/N8108 V2.0	Core	4	3	32:00	28:00	30:00	0:00	90:00	40:00	60:00	00:00	0:00	100:00	18
2	Prepare and perform payroll function	BSC/N8109, V2.0	Core	4	3	29:00	31:00	30:00	00:00	90:00	40:00	60:00	00:00	0:00	100:00	18
3	Prepare receipt and payment voucher	BSC/N8110, V2.0	Core	4	2	15:00	15:00	30:00	00:00	60:00	40:00	60:00	00:00	0:00	100:00	18
4	Understand and book credit purchases and sales	BSC/N8111, V2.0	Core	4	3	27:00	33:00	30:00	00:00	90:00	40:00	60:00	00:00	0:00	100:00	18
5	Prepare financial statements	BSC/N8112, V2.00	Core	4	3	23:00	37:00	30:00	00:00	90:00	40:00	60:00	00:00	0:00	100:00	18
6	Employability Skills	DGT/VSQ/N01 02,1.0	Core	4	2	24:00	36:00	00:00	00:00	60:00	20:00	30:00	00:00	0:00	50:00	10
Duration (in Hours) / Total Marks																
					16	150:0	180:0	150:00	00:00	480:00	220:00	330:00	00:00	0:00	550:00	100

Elective NOS/s: NA

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NC3rF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s: NA

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF 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.																
2.																
Duration (in Hours) / Total Marks																

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.)

Minimum Pass Percentage – NOS/Module-wise: ____ (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module 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)	Minimum Educational Qualification - Graduate Relevant Industry Experience - 5 years of experience in Banking, Financial Services, and Insurance/ Retail Asset management Training Experience – 1 year of experience in Banking, Financial Services, and Insurance/ Retail Asset management
2.	Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Minimum Educational Qualification - Graduate Relevant Industry Experience - 10 years of experience in Banking, Financial Services, and Insurance/ Retail Asset management Training Experience – 2 year of experience in Banking, Financial Services, and Insurance/ Retail Asset management
3.	Tools and Equipment Required for Training	<input type="checkbox"/> Yes <input checked="" 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) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification - Graduate Relevant Industry Experience - 5 years of experience in Banking, Financial Services, and Insurance/ Retail Asset management Training Experience – 1 year of experience in Banking, Financial Services, and Insurance/ Retail Asset management
2.	Proctor’s Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification - Graduate IT Experience - 2 years
3.	Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Minimum Educational Qualification - Graduate Relevant Industry Experience - 10 years of experience in Banking, Financial Services, and Insurance/ Retail Asset management Training Experience – 2 year of experience in Banking, Financial Services, and Insurance/ Retail Asset management
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Online
5.	Tools and Equipment Required for Assessment	<input type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

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): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No): No
4.	Number of Industry validation provided: 20
5.	Estimated nos. of persons to be trained and employed: Approx. 15,000
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes If "No", why:

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

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
Professional Theoretical Knowledge/Process	<p>Job that requires well developed skill, with clear choice of procedures in familiar context.</p> <ul style="list-style-type: none"> ● Prepare tax compliance related documents ● Prepare and perform payroll function ● Prepare receipt and payment voucher ● Understand and book credit purchases and sales ● Prepare financial statements ● Communicate effectively and maintain inclusivity at the workplace ● Maintain data integrity using digital tools ● Maintain a healthy, safe and secure working environment ● Optimize resource utilization at workplace 	<ul style="list-style-type: none"> ● An Accounts Assistant is responsible for maintaining records of receipts, payments and provisions; compiles periodic bank reconciliation statement and depreciation schedules and presents any other defined report to senior(s). The person will be carrying out the work in familiar, predictable, routine, situation of clear choice. 	<p>4</p>

Professional and Technical Skills/ Expertise/ Professional Knowledge	Knowledge of facts, principles, processes and general concepts, in a field of work or study. <ul style="list-style-type: none">• Discuss about the Banking Industry and its sub-sectors• State the role and responsibilities of an Accounts Executive• Explain in detail tax terminologies such as input tax credit, output tax, TDS, tax collected at source (TCS) and rates of TDS, input Value Added Tax (VAT), output tax, and/or Goods and Services Tax (GST) etc.• Differentiate between the different types/rates of taxes that are applicable to the business transactions• list GST rates of different HS-code-wise items• Explain Accounting principles• Explain Accounting concepts and techniques for recording transactions• Explain financial concepts such as calculation of tax liabilities ST, VAT, GST, etc.	<ul style="list-style-type: none">• An Account Assistant should be well acquainted with the principles, practices in GST, TDS, TCS, accounting and book keeping and general concepts regarding preparation of financial statement, profit and loss accounts, taxation	4
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	<ul style="list-style-type: none">• Elaborate on Tax rates and computation of TDS, TCS, and net value of taxable goods / supplies under GST• Elaborate on TCS and electronic cash ledger under GST Stipulated timelines for depositing taxes, including GST, to government or tax authority• classify the suppliers list according to payment priority, category of supplier etc.• classify the customers list according to the category and collection• Describe in detail the rules for refund under GST• Describe in detail the Tax laws and tariffs as applicable to the business, especially, GST Law• Explain Transaction processing• Explain processes and methods of collections and payments to different customers/ suppliers• Explain accounting processes and procedures to record the details of invoice• Differentiate between invoice and other supported documents such as purchase order, delivery.• Discuss the importance of professionalism, etiquette, and code of ethics to be maintained at the workplace• List some active listening techniques• Describe the methods and importance of effective communication• Recall various ways to handle complaints and conflicts• State the importance of helping the colleagues with specific issues and problems• Outline the procedure of receiving feedback constructively• Explain the standard policies on gender and age sensitivity and People with Disabilities (PWD)• Discuss the usage of digital technology to capture data		
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	<ul style="list-style-type: none">• Describe various ways to check data for accuracy and validity• Explain the procedure to generate reports for data analysis• Discuss the standard processes and protocols to be maintained for data integrity• Describe the methods to secure digital and paper documents• Elaborate the standard procedures for disposing of the digital and paper records and dissemination of data• Discuss the legislative requirements and standard procedures for health, safety, and security and the role and responsibility of a Accounts Executive concerning the same• Discuss the concept, types, and reporting procedure of health and safety hazards found at the workplace• Outline the limits of an Account Executive’s responsibility for dealing with hazards• Discuss the standard emergency procedures for different emergencies and the importance of following them• Discuss various types of breaches in health, safety, and security, and procedure to report the same• Elaborate the evacuation procedures for workers and visitors• Discuss the ways to summon medical assistance and the emergency services, where necessary• List the types of hazards, risks, and threats associated with handling different materials• Discuss organizational procedures for minimizing waste• Elucidate practices of efficient and inefficient management and utilization of material and water at the workplace• Discuss the ways to manage material and water usage at work effectively		
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	<ul style="list-style-type: none"> List the energy-efficient devices that are used in the job Discuss the ways to identify electrical problems that can arise during work State the impact of improperly connected electrical equipment and appliances on the tasks being performed Explain the ways to manage various types of recyclables, non-recyclable, and hazardous waste in different colors of dustbins Discuss the ways to minimize various types of pollution 		
<p>Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill</p>	<p>A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.</p> <ul style="list-style-type: none"> Identify the transactions that attract TDS and on which TDS rules are to be applied Identify the transaction value beyond which TDS rules are applicable Identify the transactions that need to be recorded in the books of accounts Identify whether the balances in bank statement & ledger are accurate and/or note the deviation Identify and understand the various ledger accounts Identify the transactions that are either omitted or not recorded in any one of the documents Identify and understand the defined receipts and payments Identify any interest income, commission, loan and refund received by the company/employee Identify, understand and differentiate the supplier of capital goods Identify, understand and differentiate the supplier of services Identify and understand the transaction prompting documents, relevance of master documents and its contents 	<ul style="list-style-type: none"> An Accounts Assistant has to apply professional skills to perform routine operations and solve work related day-to-day problems using quality concepts as per the organizational service standards. 	<p>4</p>

	<ul style="list-style-type: none">• Identify and report any discrepancies to the notice of seniors• Apply provisions of input credit for vat (value added tax) in case of purchase of goods• Apply provisions of VAT (value added tax) in case of sales of goods• Apply provisions of service tax in case of sales of services• Resolve tax related issues and concerns• Identify immediate or temporary solutions to resolve delays• Complete accurate, well written work with attention to detail• Take initiatives and deliver results set by organization and respective seniors• Take the process forward after getting approval for sales and purchase journal from the senior/manager with whom such authority rests• Apply, analyze, and evaluate the information gathered from observation, experience• Make decisions on suitable courses of action• Plan and organize your work to meet health, safety and security requirements• Build and maintain positive and effective relationships with colleagues and customers• Analyze data and activities• Apply balanced judgments to different situations• Check that the work is complete and free from errors• Work effectively in a team environment• Identify and refer anomalies• Help reach agreements with colleagues• Keep up to date with changes, procedures and practices in the job role• Record data on waste disposal at workplace• Complete statutory documents relevant to safety and hygiene		
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	<ul style="list-style-type: none"> • Make timely decisions for efficient utilization of resources • Complete tasks efficiently and accurately within stipulated time • Work with supervisors/team members to carry out work related tasks • Identify cause and effect of greening of jobs • Organize all supporting documents • Resolve concerns related to documentation or contract terms 		
<p>Broad Learning Outcomes/Core Skill</p>	<p>Language to Communicate: written or oral with clarity</p> <ul style="list-style-type: none"> • Read and understand organizational and regulatory guidelines • Read about various accounting procedures and updates • Read mails and information related to various types of documents • Read forms and policy directives • Read and understand thoroughly the contents of the salary journal • Read and understand thoroughly the contents of income tax statement • Read and explain terms of collections to customers and other party • Prepare tax challan • Prepare (by referring the documents) a tabular statement detailing the date, particulars and value of transactions that attracts service tax liability, TDS and VAT liability and/or GST. • Prepare (by referring the documents) a tabular statement for each section for TDS, statement detailing the date, particulars and value of transactions on which service tax is already paid (i.e.) service tax paid on expenses that are booked during the period and on which value added tax is already paid (i.e.) tax paid on 	<ul style="list-style-type: none"> • An Accounts Assistant applies the understanding of social skills, health, hygiene and safety practices and procedure of collecting and organizing information at workplace. The person should have basic arithmetic and algebraic skills as well as good written & oral communication skills to deal with the customers and manager. 	<p>4</p>

	<p>purchases that are used for further sales during the period</p> <ul style="list-style-type: none">• Prepare and present quarterly, half-yearly reports as per requirements• Prepare MIS reports as per company's accounting policy• Prepare advice statement relating to Income Tax• Prepare advice statement relating to Professional Tax Deduction• Prepare advice statement relating to Provident Fund (PF) Deduction.• Prepare Net salary statement• Prepare summary details of earnings of employees and deductions to be made from employee's salaries• Prepare statutory advice statements detailing the type and amount of statutory deductions to be made during the month for each employee• Prepare reports and summary of the receipts/payments for review• Prepare reports on status of overdue customers' accounts and other receipts accounts• Listen and offer service as pertinent to the individual• Communicate clearly with the customer using language that he/she understands• Communicate and share knowledge with peers and supervisors• Differentiate between the critical documents and its relevance in accounting.• Make clear, logical decisions regarding the upkeep of documents• Plan the work/tasks at hand		
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	<ul style="list-style-type: none"> Organize work & time in order to maximize productivity. Ensure that the entries and assessments are free of error Address problems arising either due to a technical issue, customer grievance or administration related issues and escalate those issues beyond ones role Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) Deal with clients lacking the technical background to solve the problem on their own Identify immediate or temporary solutions to resolve delays Use the existing data to arrive at specific data points Use the existing data points for improving the call resolution time Use the existing data points to generate required reports for business Take initiatives and deliver results set by the organization and respective seniors Consistently obtain feedback and improve performance Exercise judgment in unforeseen situations which preserve company values and are in line with organizational guidelines 		
<p>Responsibility</p>	<p>Responsibility for own work and learning and some responsibility for others' works and learning.</p> <ul style="list-style-type: none"> Check for authenticity of the documents and report to the concerned authority regarding any deviation To update/check for automatic updating regarding any new account check for receipt through NEFT into the company account 	<ul style="list-style-type: none"> An Accounts Assistant is responsible for Preparing tax challan, advice statement relating to Income Tax, advice statement relating to Provident Fund (PF) Deduction, Preparing net salary statement, Bank Reconciliation statement (BRS) , accounts for deviation entries, managing cash and inventory, checking the authenticity of the documents and report, NEFT receipt, supplementing evidential papers/transactional documents, purchase & Sales journal. So, this person takes responsibility for his own work to achieve quality service as per standards 	<p>4</p>

	<ul style="list-style-type: none">• check and verify the suppliers name in whose favour the payment has to be made and the due date for making payment• check whether the voucher concerns the same transaction for which the payment is prepared• check for the supplementing evidential papers/transactional documents to be in place• check the requirements of pan and its details• check the agreement process manual for transaction• Obtaining and checking documents related to purchase and sales• Check and verify whether the account type and code already exists for the supplier/customer• Update/check for automatic updating regarding such new account• check for any new assets purchased during the year as recorded in the purchase journal• Maintain and update records of date of joining of new employees• Record and maintain the correct name of the employee as per validated proof• Maintain employee details in the chronological order along with their respective codes• Update and maintain data in orderly manner for easy retrieval at a future date for audit/reference purposes• maintain details of receipts and payments along with their account codes• file and maintain the supplier/customer details• maintain day to day data back up and restoration of accounts for deviation entries• maintain stock ledgers, rejection in and rejection out, delivery note, etc• Check the accuracy and validity of the loaded data• Check that the work is complete and free from errors• Check if the equipment/machine is		
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	<p>functioning normally before commencing work and rectify wherever required</p> <ul style="list-style-type: none">• Maintain data integrity• Maintain data privacy and security• Communicate effectively with customers and colleagues• Maintain ethical behaviour and inclusivity• Ensure compliance• Follow safety procedure• Material conservation practices• Energy/electricity conservation practices• Effective waste management/recycling practices• Collect documents and pre-verify the borrower potential• Perform filing and record keeping Perform general administrative tasks		
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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	NA	NA	NA
2	NA	NA	NA
3	NA	NA	NA
4	NA	NA	NA

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard.
2. Flip Chart
3. Markers
4. Duster
5. Projector
6. Laptop with Charger
7. Projector Screen
8. Power Point Presentation
9. 2.1 Laptop External Speakers

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	Utkarsh Small Finance Bank	Govind Singh	Managing director & CEO	Utkarsh Tower, NH-31 (Airport Road), Sehmalpur, Kazi Sarai, Harhua, Varanasi, PIN – 221105, Uttar Pradesh	0542-6134000	communications@utkarsh.bank	
2	Manappuram Finance Limited	V P Nandakumar	Managing director & CEO	Corporate Office: MANAPPURAM FINANCE LIMITED IV / 470 (old) W638A (New), Manappuram House Valapad, Thrissur, Kerala, India - 680 567	0487 3050 000, 3050 108, 3050 100	mail@manappuram.com	
3	IIFL Finance	Richa Chatterjee	CHRO	Corporate Office: Office No 1, Ground Floor, Hubtown Solaris, N. S. Phadke Marg, Andheri (East), Near East West Flyover, Mumbai – 400069	91-22-46464600	info@iiflcap.com	
4	Cholamandalam Investment and Finance Company Ltd.	R Chandrasekhar	Executive Vice President	Cholamandalam Investment and Finance Company Ltd. "Chola Crest", C54-55 & Super B-4, Thiru-Vi-Ka Industrial Estate,	1800 102 4565		

				Guindy, Chennai - 600032.			
5	AU Small Finance Bank	Manmohan Parnami	HR Director	AU SMALL FINANCE BANK LIMITED 19-A Dhuleshwar Garden, Ajmer Road, Jaipur - 302001, Rajasthan, India	+91 141 4110060/61		
6	Rupeek	Sivangi Pandey	Director	1st Floor, Building No 1010 , 7th A main, 1st Block Koramangala, Bangalore Karnataka: 560034	033 6480 8182	care@rupeek.com	
7	Aditya Birla Capital Finance	Kaushiki Mazumder	CHRO	18th Floor, Tower 1, One World Centre, Jupiter Mill Compound, 841, Senapati Bapat Marg, Elphinstone Road, Mumbai – 400 013		care.finance@aditya birlacapital.com	
8	Bajaj Capital Ltd	Sunaina Mattoo Khanna	Chief People Officer and Head – Transformation	Mezzanine Floor, Bajaj House, 97 Nehru Place, New Delhi – 110019	011-41693000, 26410315, 26415672, 6418903/04/06		
9	Bajaj Allianz Financial Distributors Ltd.	Sirish Dhar	HR Head	GE Plaza Airport Road, Yerwada Pune 411006	(+91 20) 66026777		
10	HDFC Life	Pramit Sen	VP – Human Resource	13th Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai	18602679999		

				- 400011			
11	Max Life Insurance	Swathi Agarwalla	CHRO	11th Floor, DLF Square Building, Jacaranda Marg, DLF City Phase II, Gurugram (Haryana) – 122002	0124-4159397	Corporate.Communications@maxlifeinsurance.com	
12	Reliance Nippon Life Insurance	Panamita Swin	HR & Operation East zone	Unit Nos. 401B, 402, 403 & 404, 4th Floor, Inspire-BKC, G Block, BKC Main Road, Bandra Kurla Complex, Bandra East, Mumbai - 400051. India.	91 22 6896 5000		
13	Kotak Mahindra Life Insurance Company Ltd.	Miss Ruchira Bharadwaja	HR Head	Unit No.302, 3rd Floor, SAI HERITAGE, Tilak Road, Ghatkopar(E), Mumbai-400 077	9321003007	kli.grievance@kotak.com	
14	Shriram Finance Ltd	A Ganesh	Senior Vice President	6 th Floor Level 2, Building Number 02. Aurum Q Parc, Gen 4/1, TTC, Thane Belapur Road, Ghansoli, navi Mumbai - 400710	912240957575		
15	DCB Bank Ltd	Chandan Chakrabarty	Regional HR	6th Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai - 400013	91 22 66187000		
16	Motilal Oswal Financial Services Ltd	Anirudh Gupta	Senior Vice President	Palm Spring Centre, 2nd Floor, Palm Court Complex, New Link Road, Malad (West), Mumbai- 400 064	022 7188 1000	na@motilaloswal.com	
17	Citi	Chandrika Prasad	Assistant Manager – HR Recruiter	6th Floor, Block 7, DLF Info City Chennai Ltd - SEZ 1/124, Shivaji Gardens, Manapakkam, Ramapuram, Mount Poonamallee			

				Road, Chennai - 600089			
18	HDFC Financial Services	PK Sharma	Head Resource Management	HDB Financial Services Limited 5th Floor, D.J.House, Old Nagardas Road, Near Amboli Subway, Andheri East, Mumbai - 400069	022 - 6157 0993	hbd.hrcompliance@hdbfs.com	
19	HDFC Ergo	Ankur Bahorey	Head - Retail Business Group	1st Floor, HDFC House, 165/166 Backbay Reclamation, H.T.Parekh Marg, Churchgate, Mumbai - 400 020			
20	ICICI Lombard	Dharmendra Sharma	Compliance Head	ICICI Lombard House, 414, Veer Savarkar Marg, Prabhadevi, Mumbai, Maharashtra, 400025	91 22 61961100	cpcontactus@icicilombard.com	
21	SBI Life	Kalpana Chavan	Associate Vice President – Human Resource	SBI Life Insurance. Natraj. M.V. Road & Western Express Highway Junction, Andheri (East), Mumbai - 400 069	022-6191 0000		

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
25-26	5000	5000	1500	1500	NA	NA
26-27	5000	5000	1500	1500	NA	NA
27-28	5000	5000	1500	1500	NA	NA

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
V1.0	22-23	0	0	0		0		0		0		0	
V1.0	23-24	157	156	117		52	52	52		0	0	0	
V1.0	24-25	3022	2917	2600		1006	1000	996					

* As per information received by BFSI SSC from the Candidates

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

1. PMKVY
2. NULM
3. DDUKY
4. Fee Based
5. BVOC

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: English & 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 type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: 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 Marks	Viva Marks
BSC/N8108: Prepare tax compliance related documents	Prepare Documents for ITR and TDS Returns	10	20	0	0
	e-Filing portal Registration	10	10	0	0
	Assist with filing of Income Tax Returns (ITR) and Tax Deducted at source (TDS) Returns	20	30	0	0
	Total Marks	40	60	0	0
BSC/N8109: Prepare and perform payroll function	Prepare and verify documents for Payroll Preparation	20	20	0	0
	Application of ESIC and EPFO	10	20	0	0
	Filing ESIC and EPFO	10	20	0	0
	Total Marks	40	60	0	0
BSC/N8110: Prepare receipt and payment voucher	Create and Verify the Documents	20	30	0	0
	Maintain Books of Accounts	20	30	0	0
	Total Marks	40	60	0	0
BSC/N8111: Understand and book credit purchases and sales	<i>Prepare and verify the documents for sales register and purchase register</i>	20	30	0	0
	Maintain Sales Register and Purchase register	20	30	0	0
	Total Marks	40	60	0	0
BSC/N8112: Prepare financial statements	Prepare Financial statement	40	60	0	0
	Total Marks	40	60	0	0
DGT/VSQ/N0102: Employability Skills (60 Hours)	<i>Introduction to Employability Skills</i>	1	1	0	0
	<i>Constitutional values – Citizenship</i>	1	1	0	0
	<i>Becoming a Professional in the 21st Century</i>	2	4	0	0
	<i>Basic English Skills</i>	2	3	0	0
	<i>Career Development & Goal Setting</i>	1	2	0	0
	<i>Communication Skills</i>	2	2	0	0
	<i>Diversity & Inclusion</i>	1	2	0	0
	<i>Financial and Legal Literacy</i>	2	3	0	0
<i>Essential Digital Skills</i>	3	4	0	0	

	<i>Entrepreneurship</i>	2	3	0	0
	<i>Customer Service</i>	1	2	0	0
	<i>Getting ready for apprenticeship & Jobs</i>	2	3	0	0
	Total Marks	20	30	0	0
Grand Total		220	330	0	0

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SID or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor / PROCTOR for executing the assessment
- SSC monitors the assessment process & records

2. 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.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by BFSI SSC
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. The candidate must score 60% in each module to successfully complete the OJT.
2. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 - Time Stamped Photos of Trainees during OJT
3. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working ethics of the organisation

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
BFSI SSC	Banking, Financial Services & Insurance Sector Skill Council of India

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