



## Qualification Pack

# GST Assistant

QP Code: BSC/Q8102

Version: 1.0

NSQF Level: 4

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## Qualification Pack

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## Qualification Pack

### BSC/Q8102: GST Assistant

#### Brief Job Description

The person appointed by any company, is responsible for maintaining records of accounts for the purpose of making preparing periodic reports around GST from time to time. Individual is authorized to perform functions relating to filling returns by the applicable due dates.

#### Personal Attributes

The individual needs to have excellent understanding of accounting processes. In addition to have problem solving skills, the individual must be self-driven and organized with his work and act with integrity while performing multiple tasks for the organization.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [BSC/N8106: Identifying Taxable Event](#)
2. [BSC/N8107: Maintaining Tax Records and Filing Returns](#)
3. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	BFSI
<b>Sub-Sector</b>	Lending, Fund Investment & Services, Payments, Broking
<b>Occupation</b>	Finance and Accounts, Finance and Accounts
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	13.66
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/4313.0201

## Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	12th Class with 0-6 Months of experience OR 10th Class + I.T.I OR 10th grade pass and pursuing continuous schooling OR Completed 3 year diploma after 10th OR Certificate-NSQF with 2 Years of experience
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	30/06/2025
<b>NSQC Approval Date</b>	30/06/2022
<b>Version</b>	1.0
<b>Reference code on NQR</b>	2022/BFSI/BFSISSC/06061
<b>NQR Version</b>	1

## Qualification Pack

### BSC/N8106: Identifying Taxable Event

#### Description

This OS unit is about compliance to Direct Tax and Indirect Tax. The candidate will be trained to help in preparing and filing returns, paying taxes and looking after the operational aspects related to Tax Compliances.

#### Scope

The scope covers the following :

- This unit/task covers the following:
- Recognize the applicability of GST
- Incidence of Taxation

#### Elements and Performance Criteria

##### *Recognize the applicability of GST*

To be competent, the user/individual on the job must be able to:

- PC1.** PC1. Recognize the applicability of GST
- PC2.** PC2. Define the concept of Taxation.
- PC3.** PC3. Differentiate between Direct Tax and Indirect Tax

##### *Incidence of Taxation*

To be competent, the user/individual on the job must be able to:

- PC4.** PC4. Define the taxable event with respect to GST
- PC5.** PC5. Identify the applicability of the tax
- PC6.** PC6. Define the contextual application of GST.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** KU1 Company's reporting structure
- KU2.** Individual's role in process flow
- KU3.** Company's policies, standard operating procedures and governance structure
- KU4.** Action taken in case of breach of defined procedures/work instructions
- KU5.** Company personnel management and incentive rules
- KU6.** Clients and suppliers of the company
- KU7.** The products/services the company deals in
- KU8.** Different accounting system/procedure/processes that are followed by the company
- KU9.** Organizational guidelines for dealing with different types of receipts and payments
- KU10.** Company policies regarding the mode of receipts

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- KU11.** Processes and methods of collections and payments to different customers/suppliers national
- KU12.** Basic accounting principles
- KU13.** Accounting concepts and techniques for recording transactions
- KU14.** Financial concepts such as calculation of interest
- KU15.** Taxational concept
- KU16.** List of Direct and Indirect taxes.
- KU17.** • Applicability of GST  
•
- KU18.** Invoice and particulars thereof
- KU19.** Accounting processes and procedures to record the details of invoice
- KU20.** The difference between invoice and other supported documents like purchase order, delivery challan, etc.
- KU21.** IT skills and operating procedures of computers and other electronic devices
- KU22.** Use of computers and have working knowledge of MS excel, MS word, etc.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Read about various accounting procedures and updates
- GS2.** Read mails and information related to various types of documents
- GS3.** Read forms and policy directives
- GS4.** Maintain records of work assigned as per company policy
- GS5.** Update information
- GS6.** Send and reply to mails
- GS7.** Prepare miss reports as per company accounting policy
- GS8.** Communicate and share knowledge with peers and supervisors
- GS9.** Inform about any work-flow concerns
- GS10.** Seek required information from employee, management, suppliers
- GS11.** Handle auditor queries
- GS12.** Distinguish between what entry/ amount is taxable and what is not
- GS13.** Determine taxes as per updated norms
- GS14.** Prioritize and execute tasks such that the work-flow is not disrupted
- GS15.** Organize work and time in order to maximize overall productivity
- GS16.** Ensure that tax deducted is correct
- GS17.** Inform about any errors or refunds to be sought and extra taxes to be paid
- GS18.** Resolve tax related issues and concerns
- GS19.** Avoid work-flow concerns
- GS20.** Escalate problems beyond control
- GS21.** Analyses tax norms and accounting information



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- GS22.** Prepare useful reports for management and regulator as per company policy
- GS23.** Improve work so that there are zero errors
- GS24.** Avoid any penalties to firm because of poor or inadequate reporting

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Recognize the applicability of GST</i>	<b>20</b>	<b>50</b>	-	-
<b>PC1.</b> PC1. Recognize the applicability of GST	-	-	-	-
<b>PC2.</b> PC2. Define the concept of Taxation.	-	-	-	-
<b>PC3.</b> PC3. Differentiate between Direct Tax and Indirect Tax	-	-	-	-
<i>Incidence of Taxation</i>	<b>30</b>	<b>60</b>	-	-
<b>PC4.</b> PC4. Define the taxable event with respect to GST	-	-	-	-
<b>PC5.</b> PC5. Identify the applicability of the tax	-	-	-	-
<b>PC6.</b> PC6. Define the contextual application of GST.	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>110</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BSC/N8106
<b>NOS Name</b>	Identifying Taxable Event
<b>Sector</b>	BFSI
<b>Sub-Sector</b>	Lending, Fund Investment & Services, Payments, Broking
<b>Occupation</b>	Finance and Accounts, Finance and Accounts
<b>NSQF Level</b>	4
<b>Credits</b>	5.33
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/06/2027
<b>NSQC Clearance Date</b>	30/06/2022

## Qualification Pack

### BSC/N8107: Maintaining Tax Records and Filing Returns

#### Description

This OS unit is about compliance to Tax. The candidate will be trained to help in preparing and filing returns, paying taxes and looking after the operational aspects related to Tax Compliances

#### Scope

The scope covers the following :

- Registration Process under GST
- Calculation of Tax Liability
- Maintenance of Books and Records and Filing of Returns
- Payment under Tax

#### Elements and Performance Criteria

##### *Registration under GST*

To be competent, the user/individual on the job must be able to:

- PC1.** List down the registration process for single or separate business
- PC2.** Note down the details to be furnished during the registration
- PC3.** Differentiate between taxable people versus registered person
- PC4.** Understand the benefits of registration

##### *Calculation of Tax Liability*

To be competent, the user/individual on the job must be able to:

- PC5.** Register an assessed under Tax independently
- PC6.** Identify instances for eligibility of input credit
- PC7.** Identify set-offs under Tax wherever applicable
- PC8.** Identify in detail carry over credit, capital goods credit, embedded credits etc
- PC9.** Differentiate between consideration and valuation

##### *Maintenance of Books & Records and Filing of Returns*

To be competent, the user/individual on the job must be able to:

- PC10.** Maintain the different types of ledgers
- PC11.** Prepare different types of periodic returns to be filed
- PC12.** File returns online

##### *Payment under GST*

To be competent, the user/individual on the job must be able to:

- PC13.** List the different type of payment, due date, modes of payment with rules and collection of tax, penalties etc.
- PC14.** Differentiate on TDS versus TCS
- PC15.** Calculate the amount of tax payable
- PC16.** Make the payment online

## Qualification Pack

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Company reporting structure
- KU2.** Company policies, standard operating procedures and governance structure
- KU3.** Action taken in case of breach of defined procedures/work instructions
- KU4.** Company personnel management and incentive rules
- KU5.** Clients and suppliers of the company
- KU6.** The products/services the company deals in
- KU7.** Different accounting system/procedure/processes that are followed by the company
- KU8.** Organizational guidelines for dealing with different types of receipts and payments
- KU9.** Company policies regarding the mode of receipts
- KU10.** Processes and methods of collections and payments to different customers/suppliers
- KU11.** Basic accounting principles
- KU12.** Accounting concepts and techniques for recording transactions
- KU13.** Financial concepts such as calculation of interest
- KU14.** Rules and regulations GST and knowledge of GST laws and tariffs relevant to the business
- KU15.** Invoice and particulars thereof
- KU16.** Accounting processes and procedures to record the details of invoice
- KU17.** The difference between invoice and other supported documents like purchase order, delivery challan, etc.
- KU18.** Procedures for digitally updating customer details
- KU19.** IT skills and operating procedures of computers and other electronic devices
- KU20.** Use of computers and have working knowledge of MS excel, MS word, etc.

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Read about various accounting procedures and updates
- GS2.** Read mails and information related to various types of documents
- GS3.** Read forms and policy directives
- GS4.** Maintain records of work assigned as per company policy
- GS5.** Update information
- GS6.** Send and reply to mails
- GS7.** Prepare mis reports as per company accounting policy
- GS8.** Communicate and share knowledge with peers and supervisors
- GS9.** Inform about any work-flow concerns
- GS10.** Seek required information from employee, management, suppliers, regulator, etc.
- GS11.** Handle auditor queries
- GS12.** Distinguish between what entry/ amount is taxable and what is not



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- GS13.** Determine taxes as per updated norms
- GS14.** Prioritize and execute tasks such that the work-flow is not disrupted
- GS15.** Organize work and time in order to maximize overall productivity
- GS16.** Ensure that tax deducted is correct
- GS17.** Inform about any errors or refunds to be sought and extra taxes to be paid
- GS18.** Inform about tax savings scheme
- GS19.** Resolve tax related issues and concerns
- GS20.** Avoid work-flow concerns
- GS21.** Escalate problems beyond control
- GS22.** Analyses tax norms and accounting information
- GS23.** Prepare useful reports for management and regulator as per company policy
- GS24.** Improve work so that there are zero errors
- GS25.** Avoid any penalties to firm because of poor or inadequate reporting

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Registration under GST</i>	<b>20</b>	<b>30</b>	-	-
<b>PC1.</b> List down the registration process for single or separate business	-	-	-	-
<b>PC2.</b> Note down the details to be furnished during the registration	-	-	-	-
<b>PC3.</b> Differentiate between taxable people versus registered person	-	-	-	-
<b>PC4.</b> Understand the benefits of registration	-	-	-	-
<i>Calculation of Tax Liability</i>	<b>20</b>	<b>35</b>	-	-
<b>PC5.</b> Register an assessed under Tax independently	-	-	-	-
<b>PC6.</b> Identify instances for eligibility of input credit	-	-	-	-
<b>PC7.</b> Identify set-offs under Tax wherever applicable	-	-	-	-
<b>PC8.</b> Identify in detail carry over credit, capital goods credit, embedded credits etc	-	-	-	-
<b>PC9.</b> Differentiate between consideration and valuation	-	-	-	-
<i>Maintenance of Books &amp; Records and Filing of Returns</i>	<b>20</b>	<b>35</b>	-	-
<b>PC10.</b> Maintain the different types of ledgers	-	-	-	-
<b>PC11.</b> Prepare different types of periodic returns to be filed	-	-	-	-
<b>PC12.</b> File returns online	-	-	-	-
<i>Payment under GST</i>	<b>10</b>	<b>20</b>	-	-
<b>PC13.</b> List the different type of payment, due date, modes of payment with rules and collection of tax, penalties etc.	-	-	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. Differentiate on TDS versus TCS	-	-	-	-
PC15. Calculate the amount of tax payable	-	-	-	-
PC16. Make the payment online	-	-	-	-
<b>NOS Total</b>	<b>70</b>	<b>120</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	BSC/N8107
<b>NOS Name</b>	Maintaining Tax Records and Filing Returns
<b>Sector</b>	BFSI
<b>Sub-Sector</b>	Lending, Fund Investment & Services, Payments, Broking
<b>Occupation</b>	Finance and Accounts, Finance and Accounts
<b>NSQF Level</b>	4
<b>Credits</b>	6.33
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/06/2027
<b>NSQC Clearance Date</b>	30/06/2022

## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values - Citizenship*

To be competent, the user/individual on the job must be able to:

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

##### *Basic English Skills*

To be competent, the user/individual on the job must be able to:

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

To be competent, the user/individual on the job must be able to:

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings



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- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	30/04/2025

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. SSC/Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).



## Qualification Pack

5. SSC/Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. To pass the Qualification assessment, every trainee should score the Recommended Pass % aggregate for the Qf.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification.

### Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

### Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
BSC/N8106.Identifying Taxable Event	50	110	-	-	160	40
BSC/N8107.Maintaining Tax Records and Filing Returns	70	120	-	-	190	40
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	20
<b>Total</b>	<b>140</b>	<b>260</b>	<b>0</b>	<b>0</b>	<b>400</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>Qf</b>	Qualification
<b>TVET</b>	Technical and Vocational Education and Training
<b>DD</b>	Demand Draft
<b>HR</b>	Human Resource
<b>MIS</b>	Management Information System
<b>NEFT</b>	National Electronic Funds Transfer
<b>PAN</b>	Permanent Account Number
<b>TAT</b>	Turnaround time
<b>NOS</b>	National Occupational Standard(s)
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## Qualification Pack

<b>TVET</b>	Technical and Vocational Education and Training
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## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
<b>Sector</b>	As a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
<b>Occupational Standards</b>	Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standard</b>	NOS are occupational standards which apply uniquely in the Indian context.

## Qualification Pack

<b>Qualification</b>	Qf comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qf is assigned a unique qualification code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an N
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
<b>Knowledge and Understanding (K)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organizational Context</b>	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (G)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today world. These skills are typically needed in any work environment in today world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
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<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a Qf. It is not mandatory to select any of the options to complete a Qf with Options.
<b>Function</b>	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.

## Qualification Pack

<b>Occupation</b>	Occupation is a set of job roles, which perform similar/related set of functions in an industry
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<b>Knowledge and Understanding (K)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.

## Qualification Pack

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