Security Guard

Electives: Security Guard- Unarmed/ Security Guard-Armed (Freshers)

Options: Application of Computers

QP Code: MEP/Q7101

Version: 6.0

NSQF Level: 3

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MEP/Q7101: Security Guard

Brief Job Description

The Security Guard serves as the first tier of protection for designated premises, people, and property. In addition to core responsibilities such as guarding against theft, criminal acts, emergencies, fire, and other contingencies, the Security Guard now includes updated practices in baggage screening, fire safety protocols, and access control. The role ensures vigilant protection using IoT-enabled tools and cloud-based reporting, aligning with modern security trends while maintaining professional conduct.

Personal Attributes

Security Guard should be well-versed with the private security operations and have basic technical aptitude. The person must be alert and observant, is discreet about work information, be able to concentrate over long periods, able to work alone without supervision as well as part of a team, is able to remain calm under pressure, and is able to react quickly. Proficiency in use of computers and good communication skills are required. This person should have a positive attitude and be dependable.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MEP/N7101: Perform security tasks in accordance with basic security practices

2. MEP/N7103: Provide guarding services to people, property and premises

3. MEP/N7104: Control access to the assigned premise

4. MEP/N7105: Carry screening and search activities to maintain security

5. MEP/N7106: Control parking in designated areas

6. MEP/N9903: Apply health and safety practices at the workplace

7. MEP/N9912: Apply principles of professional practice at the workplace

8. DGT/VSQ/N0101: Employability Skills (30 Hours)

Electives*(mandatory to select at least one)*:

Elective 1: Security Guard- Unarmed

This elective covers competencies required to perform security escort as an Unarmed security guard.

1. MEP/N7107: Provide escort security

Elective 2: Security Guard-Armed (Freshers)

This elective details competencies required for handling firearms and safely norms associated with handling of firearms

1. MEP/N7113: Observe safety norms while handling firearms

Options(Not mandatory):

Option : Application of Computers

This unit covers the skills and competencies that the user/individual needs to have to use a computer to perform day- to- day activities at workplace.

1. MEP/N0202: Application of computers

Qualification Pack (QP) Parameters

Sector	Management
Sub-Sector	Security
Occupation	Private Security, Private Security
Country	India
NSQF Level	3
Credits	12
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5414.0501
Minimum Educational Qualification & Experience	10th grade pass OR Previous relevant Qualification of NSQF Level 2.5 with 1.5 years of experience of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces OR Previous relevant Qualification of NSQF Level 2 with 3 Years of experience of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces
Minimum Level of Education for Training in School	10th Class

Pre-Requisite License or Training	Training for subjects stipulated in Private Security Agencies (Regulation) Act - 2005 and applicable technical skills. Standard of physical fitness for security guards as per Private Security Agencies Regulation Act (PSARA), 2005
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	08/05/2028
NSQC Approval Date	08/05/2025
Version	6.0
Reference code on NQR	QG-03-OA-04021-2025-V2-MEPSC
NQR Version	6

MEP/N7101: Perform security tasks in accordance with basic security practices

Description

This unit deals in detail with the requirement for carrying out tasks in line with basic security practices.

Scope

The scope covers the following :

- Carry out assigned security tasks
- Conform to legal requirements

Elements and Performance Criteria

Carry out assigned security tasks

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

PC1.　carry out assigned security duties in line with procedures and instructions

PC2.　respond to risks and threats as per organisational and legal protocols (Risks and Threats: unauthorised entry and trespass, aggressive and drunken behaviour, loitering and littering, eve teasing and molestation, robbery; theft; pilferage and shoplifting, violence and assault, murder and suicide kidnapping, public demonstration; labour unrest and crowd control)

PC3.　respond to hazards and emergencies as per organisational policies and procedures

PC4.　provide accurate information and access to premises, records and other resources to the police as per organisation protocol

PC5.　identify rank by recognising the badge of rank of police and military personnel

PC6.　identify various arms commonly used by the police and perpetrators

PC7.　identify improvised explosive devices and take action as per established protocol

PC8.　carry out security duties in commercial and industrial depoyments

Conform to regulatory and legal requirements

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

PC9.　Carry out tasks relevant to the role while complying with applicable regulatory and legal provisions (Regulatory and legal Provisions: The Indian Penal Code-1860, The Code of Criminal Procedure- 1973, The Arms Act- 1959, Human Rights Act – 1993, Explosive Act- 1884 and The Explosive Substances Act- 1908, Private Security Agencies Regulation Act – 2005, The Private Security Agencies Central Model Rules – 2006, State Govt laws)

PC10.　work within rules and regulations governing employment (Rules and regulations: Employees' Provident Funds, Employees' Pension Scheme- 1995, Minimum Wages Act, 1948 and Central Rules- 1950, Working hours, leave, minimum wage, Employee's State Insurance)

PC11.　Provide evidence accurately and clearly, when required, in court

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisational procedures and reporting systems within the organization and workplace

KU2. legislation/ regulations and organizational procedures related to use of surveillance, walkie-talkie and such equipment in private security

KU3. current rules and regulations relevant to Private Security Agencies Regulation:eg. Private Security Agencies (Regulation) Act 2005, etc.

KU4. organizational procedures and guidelines for dealing with security situations

KU5. the reporting and follow up procedure for complaints

KU6. the importance of confidentiality and data protection

KU7. risks and threats to society, corporate and other organisations or institutions

KU8. legal and illegal activities

KU9. cognizance of offence

KU10. organisations provided with the authority and responsibilities towards security of the public/society (Security Organizations: Armed Forces - Army; Navy; Air Force, Central Armed Police Forces - CISF; CRPF; BSF; RPF, Civil Police)

KU11. different domains of the private security sector (Commercial and industrial domains)

KU12. role of private security sector (provide guarding services to society;commerce and industry, to assist law enforcement agencies)

KU13. types of hazards, accidents, disasters and emergencies (Floods; storms; earthquake; fire incidents, etc.Accidents: road accidents, industrial accidents, building collapse, etc.Emergencies Medical emergencies; emergencies arising due to disasters;crime and accidents)

KU14. organisations dealing with hazards, accidents, disasters and emergencies

KU15. different types of arms commonly used by police and perpetrators (Arms: Gun; rifle; pistol; revolver, bomb; grenade; improvised explosive device; explosive material, knife; sword; spear; baton; lathi)

KU16. types of improvised explosive devices, their features and the established protocol for identifying them

KU17. legal implication of assigned role and tasks

KU18. badges of rank in police and military

KU19. process to lodge complaints and first information report and assistance to others for doing the same

KU20. method of giving evidence in court

Generic Skills (GS)

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

GS1. document instructions and prepare task lists accurately and clearly

GS2. document activities in a chronological order

GS3. prepare security passes accurately and clearly

GS4. record visitor and vehicle arrival and departure accurately and clearly

GS5. write at least in one vernacular language

GS6. read and assimilate correctly organizational procedures and instructions

GS7.   read identity papers and passes accurately

GS8.   read signage and notices to interpret them accurately

GS9.   speak clearly to communicate effectively

GS10. ask relevant queries to comprehend instructions

GS11. give clear instructions to co-workers

GS12. reply to queries from visitors and guide them accurately and clearly

GS13. ask relevant questions from visitors in the correct tone of voice

GS14. raise alarm and warn others clearly, emphatically and accurately

GS15. make announcements directly to audiences, speak over phone/radio clearly and accurately

GS16. take decisions pertaining to security and emergency situations

GS17. plan activities in order to report on time for briefings and duty

GS18. plan and organize assigned task in order to perform it effectively and efficiently as per instructions

GS19. work and communicate in a manner such that positive relationships are established with visitors and other stakeholders

GS20. state the problem and relevant considerations, list and evaluate the possible solution(s) and select a best possible solution(s) to achieve desired outcome

GS21. identify potential risk and threats and take suitable actions in order to reduce or mitigate these

GS22. observe people, activities and movements keenly

GS23. analyze and evaluate information gathered from observation and experience, to arrive at most plausible, and accurate interpretations and take appropriate action to reduce risks, loss or damage

GS24. manage distractions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Carry out assigned security tasks	**30**	**40**	**-**	**-**
PC1. carry out assigned security duties in line with procedures and instructions	-	-	-	-
PC2. respond to risks and threats as per organisational and legal protocols (Risks and Threats: unauthorised entry and trespass, aggressive and drunken behaviour, loitering and littering, eve teasing and molestation, robbery; theft; pilferage and shoplifting, violence and assault, murder and suicide kidnapping, public demonstration; labour unrest and crowd control)	-	-	-	-
PC3. respond to hazards and emergencies as per organisational policies and procedures	-	-	-	-
PC4. provide accurate information and access to premises, records and other resources to the police as per organisation protocol	-	-	-	-
PC5. identify rank by recognising the badge of rank of police and military personnel	-	-	-	-
PC6. identify various arms commonly used by the police and perpetrators	-	-	-	-
PC7. identify improvised explosive devices and take action as per established protocol	-	-	-	-
PC8. carry out security duties in commercial and industrial depoyments	-	-	-	-
Conform to regulatory and legal requirements	**10**	**20**	**-**	**-**
PC9. Carry out tasks relevant to the role while complying with applicable regulatory and legal provisions (Regulatory and legal Provisions: The Indian Penal Code-1860, The Code of Criminal Procedure- 1973, The Arms Act- 1959, Human Rights Act – 1993, Explosive Act- 1884 and The Explosive Substances Act- 1908, Private Security Agencies Regulation Act – 2005, The Private Security Agencies Central Model Rules – 2006, State Govt laws)	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. work within rules and regulations governing employment (Rules and regulations: Employees' Provident Funds, Employees' Pension Scheme-1995, Minimum Wages Act, 1948 and Central Rules- 1950, Working hours, leave, minimum wage, Employee's State Insurance)	-	-	-	-
PC11. Provide evidence accurately and clearly, when required, in court	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7101
NOS Name	Perform security tasks in accordance with basic security practices
Sector	Management
Sub-Sector	Security
Occupation	Private Security, Private Security
NSQF Level	3
Credits	2
Version	5.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N7103: Provide guarding services to people, property and premises

Description

This unit deals in detail the competencies required to provide security services to people, property and premises as per set standards.

Scope

The scope covers the following :

- Guard people, property and premises
- Follow fire protocols
- Carry out search of designated premises
- Ensure inclusivity
- Material and energy conservation practices

Elements and Performance Criteria

Guard people, property and premises

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

PC1. identify layout of the premises, assets, movable or immovable property, entry and exit points

PC2. identify various categories of people who need guarding and type of guarding required (Categories of people: staff; residents; workers; visitors; officials; vendors; service providers; general public)

PC3. guard people, property and premises as per instructions

PC4. carry out guarding and observation tasks attentively and effectively

PC5. identify types of patrolling required and necessary tasks required to carry out patrolling activities effectively

PC6. Perform periodic patrolling of premises to identify safety hazards or irregular activities.

PC7. use security equipment as per organisational and manufacturer guidelines, to carry out security tasks effectively (Security Equipment: For surveillance, screening and search, communication, safety)

PC8. report and respond to security breaches as per organisational procedures, in a timely manner, clearly and accurately

PC9. provide adequate briefing during shift change and to superiors

PC10. maintain basic security registers and records

PC11. Assist in managing emergencies such as minor fires or medical incidents until professional help arrives.

Follow fire protocols

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

PC12. Identify fire hazards, such as obstructed exits or faulty IoT-enabled safety equipment (e.g., smoke detectors or alarms), and report issues promptly.

PC13. Respond to fire emergencies by activating IoT-based fire alarms or systems and assisting in safe evacuation following organizational protocols.

Carry out search of designated premises

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

PC14. carry out required searches of premises and properties as per instructions

PC15. report risks, threats and hazards observed during the search

PC16. liaise with other authorised search parties in the premises effectively

PC17. detain suspect(s) during the search as per organisational and legal guidelines and procedures

PC18. prevent tampering of evidence and reports by taking necessary precautions

PC19. maintain personal safety at all times when at work

PC20. maintain constant communication during search with relevant authorities and seniors

PC21. report incident details to superiors in an accurate and timely manner, communicating all relevant details

PC22. follow incident reporting formats and protocols

Ensure inclusivity

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

PC23. use non- gendered statements in communication and reports

PC24. ensure smooth movement of persons with disability

PC25. carry out assigned tasks and perform duties ensuring persons' right to dignity, privacy and gender/ religious/ cultural sensitivity are respected at all times

Material and energy conservation practices

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

PC26. identify processes where material utilization can be optimized

PC27. ensure lights and equipment are switched off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisational procedures with respect to security of people, property and premises

KU2. organisational reporting/ debriefing procedure

KU3. legislation/ regulations and organizational procedures related to use of CCTV and surveillance, walkie talkie and such equipment in private security

KU4. organizational procedures and guidelines for dealing with security situations

KU5. the reporting and follow up procedure for complaints

KU6. the importance of confidentiality and data protection

KU7. current rules and regulations relevant to Private Security Agencies

KU8. various types of premises (Walled; fenced; gated; covered; open; guarded; unguarded; watch tower)

KU9. importance of security for society, institutions, corporate and individuals

KU10. methods of assigned guarding, monitoring and patrolling activities

KU11. preparation, composition and briefing, means of movement and equipment for patrolling

KU12. correct response to likely risks and threats at the place of duty

KU13. means of available communication in a security environment

KU14. basic registers maintained for various security purposes

KU15. correct use of security equipment

KU16. correct use of communication equipment

KU17. elements of effective communication used in security work

KU18. type of Emergencies occurring in the industry

KU19. laws on gender discrimination, right of persons with disability etc.

Generic Skills (GS)

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

GS1. document instructions and tasks

GS2. document activities in a chronological order

GS3. prepare security passes

GS4. record visitor and vehicle arrival and departure

GS5. write at least in one vernacular language

GS6. read organizational procedures and instructions

GS7. read identity papers and passes

GS8. read signages and notices

GS9. recognize badges of rank worn by officers

GS10. speak clearly and emphatically

GS11. comprehend instructions and ask relevant queries

GS12. give clear instructions to co-workers

GS13. reply to queries from visitors and guide them

GS14. ask questions from visitors

GS15. raise alarm/make announcement/speak over phone/radio

GS16. take decisions pertaining to security and emergency situations

GS17. plan and organize assigned tasks

GS18. leave guard post only once relieved

GS19. manage relationships with visitors and other stakeholders

GS20. think through the problem,evaluate the possible solution(s) and adopt best possible solution(s)

GS21. identify potential risk and threats and take suitable actions

GS22. observe people, activities and movements keenly

GS23. analyze and evaluate information gathered from observation and experience, and take appropriate action

GS24. manage distractions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Guard people, property and premises	**20**	**20**	**-**	**-**
PC1. identify layout of the premises, assets, movable or immovable property, entry and exit points	-	-	-	-
PC2. identify various categories of people who need guarding and type of guarding required (Categories of people: staff; residents; workers; visitors; officials; vendors; service providers; general public)	-	-	-	-
PC3. guard people, property and premises as per instructions	-	-	-	-
PC4. carry out guarding and observation tasks attentively and effectively	-	-	-	-
PC5. identify types of patrolling required and necessary tasks required to carry out patrolling activities effectively	-	-	-	-
PC6. Perform periodic patrolling of premises to identify safety hazards or irregular activities.	-	-	-	-
PC7. use security equipment as per organisational and manufacturer guidelines, to carry out security tasks effectively (Security Equipment: For surveillance, screening and search, communication, safety)	-	-	-	-
PC8. report and respond to security breaches as per organisational procedures, in a timely manner, clearly and accurately	-	-	-	-
PC9. provide adequate briefing during shift change and to superiors	-	-	-	-
PC10. maintain basic security registers and records	-	-	-	-
PC11. Assist in managing emergencies such as minor fires or medical incidents until professional help arrives.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Follow fire protocols	**5**	**10**	**-**	**-**
PC12. Identify fire hazards, such as obstructed exits or faulty IoT-enabled safety equipment (e.g., smoke detectors or alarms), and report issues promptly.	-	-	-	-
PC13. Respond to fire emergencies by activating IoT-based fire alarms or systems and assisting in safe evacuation following organizational protocols.	-	-	-	-
Carry out search of designated premises	**10**	**20**	**-**	**-**
PC14. carry out required searches of premises and properties as per instructions	-	-	-	-
PC15. report risks, threats and hazards observed during the search	-	-	-	-
PC16. liaise with other authorised search parties in the premises effectively	-	-	-	-
PC17. detain suspect(s) during the search as per organisational and legal guidelines and procedures	-	-	-	-
PC18. prevent tampering of evidence and reports by taking necessary precautions	-	-	-	-
PC19. maintain personal safety at all times when at work	-	-	-	-
PC20. maintain constant communication during search with relevant authorities and seniors	-	-	-	-
PC21. report incident details to superiors in an accurate and timely manner, communicating all relevant details	-	-	-	-
PC22. follow incident reporting formats and protocols	-	-	-	-
Ensure inclusivity	**3**	**6**	**-**	**-**
PC23. use non- gendered statements in communication and reports	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. ensure smooth movement of persons with disability	-	-	-	-
PC25. carry out assigned tasks and perform duties ensuring persons' right to dignity, privacy and gender/ religious/ cultural sensitivity are respected at all times	-	-	-	-
Material and energy conservation practices	**2**	**4**	-	-
PC26. identify processes where material utilization can be optimized	-	-	-	-
PC27. ensure lights and equipment are switched off when not in use	-	-	-	-
NOS Total	**40**	**60**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7103
NOS Name	Provide guarding services to people, property and premises
Sector	Management
Sub-Sector	Security
Occupation	Private Security
NSQF Level	3
Credits	1
Version	5.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N7104: Control access to the assigned premise

Description

This unit deals in detail with carrying out access control to the assigned premises,manually or assisted by equipment in line with organisational procedures andguidelines.

Scope

The scope covers the following :

- Control entry and exit from premises
- Use access control equipment
- Receive mail and courier after office hours

Elements and Performance Criteria

Control entry and exit from premises

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

PC1. carry out access control procedures in the premises with or without use of equipment as per organisational standards

PC2. establish identity, purpose and authorisation of different categories of people/ vehicles/ material seeking to enter or exit from the premises

PC3. prevent entry to and exit of people/vehicles/ material without valid authorisation

PC4. direct visitors to designated areas for waiting and inform concerned staff/ department promptly

PC5. prepare passes/ permits accurately for people/vehicles entering the premises

PC6. collect passes/ permits from people/ vehicles exiting the premises and confirm authenticity and validity

PC7. check relevant documents for movement of goods/materials for accuracy of all necessary details and validity (Documents for material movement: gate pass (returnable and non-returnable), invoice, purchase order, delivery challan, any other authorisation regarding movement of stores and machinery)

PC8. inform concerned department on arrival of relevant consignments with necessary detail and instructions

PC9. handle different situations faced during access control operations effectively, minimising risk and damage and as per organisational procedures (Situations/incidents faced during access control operations: identification documents, passes and permits – lost, expired, defaced, forged and unauthorised surreptitious entry, impersonation, forced entry, tailing, queue and crowd and aggressive behaviour, vehicular traffic, communication, visitors expecting/demanding preferential treatment)

PC10. update and maintain relevant security registers as per instructions and organisational procedure

PC11. report irregularities to superior clearly, with necessary detail, and in a timely manner

PC12. Verify identity documents manually and via IoT-enabled access control systems (e.g., smart gates) where applicable.

PC13. Maintain accurate visitor logs in digital or cloud-based formats.

Use access control equipment

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

PC14. operate access control equipment in accordance with organisational procedures and manufacturers instructions

PC15. check and report functioning/ malfunctioning of access control equipment to relevant authority as per organisation procedures

PC16. carry out maintenance of equipment

PC17. identify and interpret signals from access control equipment correctly and respond as per organisational procedures respectively

PC18. carry out access control operations manually in case of equipment breakdown

PC19. ensure safety and security, while minimising dissatisfaction and discomfort

PC20. Identify and report suspicious activities observed via alerts from IoT-enabled surveillance or access control devices.

Receive mail and courier after office hours

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

PC21. receive mail and couriers after office hours as per organisational procedures

PC22. record details of mail and courier received

PC23. identify suspicious packages or mail

PC24. report about delivery of suspicious package/s in a timely manner

PC25. secure and store letters and packages as per organisational procedures

PC26. deliver letters and packages to the designated person as per organisational procedures

PC27. Identify and isolate suspicious packages using basic inspection techniques.

PC28. Notify authorities immediately about suspicious or tampered deliveries as per procedures.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisational procedures related to access control operations

KU2. reporting procedures relevant to own duty and responsibilities

KU3. sources of information for knowledge of people with debarred entry and relevant procedures, where deployed

KU4. types of identity/ authorisation documents carried by people, vehicle and material seeking entry/ exit where deployed Personal identification and authorisation documents: employees identity card, temporary identity card, entry permit and visitors pass, vehicle register, etc.

KU5. areas within the premises having restricted/ controlled entry and relevant risks

KU6. procedure for receipt of postal mail and couriers after office hours Postal mail and couriers: letters; parcels; fax messages; hand-delivered notes suspicious packages

KU7. actions to be taken in case of receipt of suspicious letter/ package

KU8. procedures to secure and store letters and packages received

KU9. common techniques or methods employed by people/ criminals for gaining unauthorised entry/exit from the premises

KU10. operating procedures and relevant details of access control equipment installed in the premisesAccess control equipment: personnel access control equipment - wall, fence, gates, barriers, turnstile, locks, electronic systems access card, biometrics and attendance recordervehicle access control equipment - boom barrier, spikes, road blockers,bollards, surface barrier

KU11. capability and limitations of the access control equipment in use

KU12. common faults occurring in the access control equipment

KU13. procedure for carrying out access control operations manually

KU14. risks and types of suspicious letters and packages and procedures for processing these

KU15. understanding of using IoT and AI operated devices and gates

Generic Skills (GS)

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

GS1. document instructions and task lists (Task List: Team composition, Details of vehicle(s) and consignment, Route;alternate routes;halts ;traffic conditions, Contact details of concerned agencies,Timings,Threat/risks involved, Reporting procedure)

GS2. document activities in a chronological order

GS3. prepare security passes

GS4. record visitor and vehicle arrival and departure

GS5. write at least in one vernacular language

GS6. read organizational procedures and instructions

GS7. read identity papers and passes

GS8. read signages and notices

GS9. recognize badges of rank of officers

GS10. speak clearly and emphatically

GS11. comprehend instructions and ask relevant questions

GS12. give clear instructions to co-workers

GS13. reply to queries from visitors and guide them

GS14. ask questions from visitors

GS15. raise alarm/make announcement/speak over phone/radio

GS16. take decisions pertaining to security and emergency situations endangering life & property and health & safety

GS17. plan and organize assigned task

GS18. manage relationships with visitors and stakeholders

GS19. think through the problem, evaluate the possible solution(s) and adopt best possible solution(s)

GS20. identify potential risk and threats and take suitable actions

GS21. observe people,activities and movements keenly

GS22. analyze and evaluate information gathered from observation and experience, and take appropriate action

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Control entry and exit from premises	**20**	**20**	-	-
PC1. carry out access control procedures in the premises with or without use of equipment as per organisational standards	-	-	-	-
PC2. establish identity, purpose and authorisation of different categories of people/ vehicles/ material seeking to enter or exit from the premises	-	-	-	-
PC3. prevent entry to and exit of people/vehicles/ material without valid authorisation	-	-	-	-
PC4. direct visitors to designated areas for waiting and inform concerned staff/ department promptly	-	-	-	-
PC5. prepare passes/ permits accurately for people/vehicles entering the premises	-	-	-	-
PC6. collect passes/ permits from people/ vehicles exiting the premises and confirm authenticity and validity	-	-	-	-
PC7. check relevant documents for movement of goods/materials for accuracy of all necessary details and validity (Documents for material movement: gate pass (returnable and non-returnable), invoice, purchase order, delivery challan, any other authorisation regarding movement of stores and machinery)	-	-	-	-
PC8. inform concerned department on arrival of relevant consignments with necessary detail and instructions	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. handle different situations faced during access control operations effectively, minimising risk and damage and as per organisational procedures (Situations/incidents faced during access control operations: identification documents, passes and permits – lost, expired, defaced, forged and unauthorised surreptitious entry, impersonation, forced entry, tailing, queue and crowd and aggressive behaviour, vehicular traffic, communication, visitors expecting/demanding preferential treatment)	-	-	-	-
PC10. update and maintain relevant security registers as per instructions and organisational procedure	-	-	-	-
PC11. report irregularities to superior clearly, with necessary detail, and in a timely manner	-	-	-	-
PC12. Verify identity documents manually and via IoT-enabled access control systems (e.g., smart gates) where applicable.	-	-	-	-
PC13. Maintain accurate visitor logs in digital or cloud-based formats.	-	-	-	-
Use access control equipment	**10**	**20**	-	-
PC14. operate access control equipment in accordance with organisational procedures and manufacturers instructions	-	-	-	-
PC15. check and report functioning/ malfunctioning of access control equipment to relevant authority as per organisation procedures	-	-	-	-
PC16. carry out maintenance of equipment	-	-	-	-
PC17. identify and interpret signals from access control equipment correctly and respond as per organisational procedures respectively	-	-	-	-
PC18. carry out access control operations manually in case of equipment breakdown	-	-	-	-
PC19. ensure safety and security, while minimising dissatisfaction and discomfort	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC20. Identify and report suspicious activities observed via alerts from IoT-enabled surveillance or access control devices.	-	-	-	-
Receive mail and courier after office hours	**10**	**20**	**-**	**-**
PC21. receive mail and couriers after office hours as per organisational procedures	-	-	-	-
PC22. record details of mail and courier received	-	-	-	-
PC23. identify suspicious packages or mail	-	-	-	-
PC24. report about delivery of suspicious package/s in a timely manner	-	-	-	-
PC25. secure and store letters and packages as per organisational procedures	-	-	-	-
PC26. deliver letters and packages to the designated person as per organisational procedures	-	-	-	-
PC27. Identify and isolate suspicious packages using basic inspection techniques.	-	-	-	-
PC28. Notify authorities immediately about suspicious or tampered deliveries as per procedures.	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7104
NOS Name	Control access to the assigned premise
Sector	Management
Sub-Sector	Security
Occupation	Private Security
NSQF Level	3
Credits	1
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Qualification Pack

MEP/N7105: Carry screening and search activities to maintain security

Description

This unit deals in detail with the requirement for carrying out screening and searchof people, baggage and vehicle at assigned premises, manually or assisted byprovided equipment in line with organisational procedures and guidelines.

Scope

The scope covers the following :

- Carry out screening and search on people and material passing through the area of control
- Monitor and report activities using CCTV systems
- Carry out screening and search on vehicles passing through the area of control

Elements and Performance Criteria

Carry out screening and search on people and material passing through the area of control

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

PC1. organise queues to manage people at the screening and search point

PC2. respond to situations arising during screening and search, within limits of authority and as per organisational procedures

PC3. carry out screening and search operations manually or with equipment as per organisational procedures

PC4. identify persons exempted from screening and search

PC5. segregate and isolate person or persons violating laid down procedures safely and effectively, with minimum disturbance

PC6. segregate and isolate material containing prohibited/ unauthorised items (Prohibited items: Weapons; firearms; ammunition; explosive; firecrackers; inflammable materials and gases, any other item that is prohibited by the Unauthorised items: organisations property, any other item specified by the organisation, government or organisation)

PC7. spot attempts of people trying to defeat the process/ equipment, avoiding possible distractions

PC8. Use hand-held metal detectors (HHMDs) and IoT-enabled inspection devices to screen baggage for unauthorized items as per organizational protocols.

PC9. Identify and isolate suspicious baggage/items, ensuring proper escalation to superiors.

PC10. Record the details using cloud-based reporting systems if available.

Monitor and report activities using CCTV systems

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

PC11. Monitor CCTV footage to identify unauthorized access, suspicious activities, or safety hazards within the designated area.

PC12. Report observed incidents from CCTV footage to supervisors using a predefined reporting format.

PC13. Ensure the CCTV monitoring station is operational, and escalate equipment malfunctions to the relevant technical team.

PC14. Maintain a log of CCTV-monitored activities as per organizational protocols.

PC15. Use biometric systems integrated with IoT-enabled devices for identity verification and access control at entry and exit points.

Carry out screening and search on vehicles passing through the area of control

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

PC16. carry out screening and search operations using provided equipment as per laid down procedures (Screening and search equipment: metal detectors handheld, door frame (stationery and portable); scanners body, baggage/ cargo and vehicle, under vehicle inspection mirror; any other equipment provided by organisation)

PC17. carry out physical search of vehicle as per laid down procedures

PC18. follow protocol on exemptions from search

PC19. segregate and isolate suspected vehicle to carry out detailed search

PC20. segregate suspicious objects in vehicles and follow protocols for their handling

PC21. ensure safety of workers and public while segregating vehicle or its contents

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisational instructions and procedures for screening and search

KU2. organisation's reporting procedure relevant to own duty and responsibilities

KU3. nature and types of unauthorised/ prohibited items

KU4. sources of authorised information regarding persons exempted from search and categories of such people in the organisation

KU5. nature and actions of expected response in case of specific security situations

KU6. capabilities and limitations of screening and search equipment

KU7. common faults occurring in the screening and search equipment

KU8. signals emanating from equipment, their correct interpretation and relevant required response

KU9. items that cannot be put through screening and search equipment

KU10. procedure for checking the vehicle in a systematic manner

KU11. common methods and techniques adopted by people to defeat the screening and search equipment

KU12. the importance of confidentiality and data protection

KU13. rules and regulations relevant to Private Security Agencies Regulation: (eg. Private Security Agencies (Regulation) Act 2005)

KU14. organisations provided with the authority and responsibilities towards security of the public/society (Security Organisations: Army, Navy, Air Force, Central Armed Police Forces)

KU15. different domains of the private security sector like industrial and commercial

KU16. role of private security sector

KU17. different types of arms commonly used by police and perpetrators

KU18. types of improvised explosive devices, their features and the established protocol for identifying them

KU19. badges of rank in police and military

KU20. legal implication of assigned role and tasks

KU21. process to lodge complaints and first information report and assistance to others for doing the same

KU22. use of CCTV systems

Generic Skills (GS)

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

GS1. document instructions and task lists (Task List:Team composition,Details of vehicle(s)and consignment,Route;alternate routes;halts;traffic conditions,Contact details of concerned agencies,Timings,Threat/ risks involved,Reporting procedure

GS2. document activities in a chronological order

GS3. prepare security passes

GS4. record visitor and vehicle arrival and departure

GS5. write at least in one vernacular language

GS6. read organizational procedures and instructions

GS7. read identity papers and passes

GS8. read signages and notices

GS9. recognize badges of rank

GS10. speak clearly and emphatically

GS11. comprehend instructions and ask relevant queries

GS12. give clear instructions to co-workers

GS13. reply to queries from visitors and guide them

GS14. ask questions to visitors

GS15. raise alarm/make announcement/speak over phone/radio

GS16. take decisions pertaining to security and emergency situations endangering life and property and health and safety

GS17. plan and organize assigned task

GS18. leave guard post once relieved

GS19. manage relationships with visitors and stakeholders

GS20. think through the problem,evaluate the possible solution(s) and adopt best possible solution(s)

GS21. identify potential risks and threats and take suitable actions

GS22. observe people,activities and movements keenly

GS23. analyze and evaluate information gathered from observation and experience, and take appropriate action

GS24. manage distractions

GS25. operate various digital devices

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Carry out screening and search on people and material passing through the area of control	**10**	**20**	**-**	**-**
PC1. organise queues to manage people at the screening and search point	-	-	-	-
PC2. respond to situations arising during screening and search, within limits of authority and as per organisational procedures	-	-	-	-
PC3. carry out screening and search operations manually or with equipment as per organisational procedures	-	-	-	-
PC4. identify persons exempted from screening and search	-	-	-	-
PC5. segregate and isolate person or persons violating laid down procedures safely and effectively, with minimum disturbance	-	-	-	-
PC6. segregate and isolate material containing prohibited/ unauthorised items (Prohibited items: Weapons; firearms; ammunition; explosive; firecrackers; inflammable materials and gases, any other item that is prohibited by the Unauthorised items: organisations property, any other item specified by the organisation, government or organisation)	-	-	-	-
PC7. spot attempts of people trying to defeat the process/ equipment, avoiding possible distractions	-	-	-	-
PC8. Use hand-held metal detectors (HHMDs) and IoT-enabled inspection devices to screen baggage for unauthorized items as per organizational protocols.	-	-	-	-
PC9. Identify and isolate suspicious baggage/items, ensuring proper escalation to superiors.	-	-	-	-
PC10. Record the details using cloud-based reporting systems if available.	-	-	-	-
Monitor and report activities using CCTV systems	**10**	**20**	**-**	**-**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Monitor CCTV footage to identify unauthorized access, suspicious activities, or safety hazards within the designated area.	-	-	-	-
PC12. Report observed incidents from CCTV footage to supervisors using a predefined reporting format.	-	-	-	-
PC13. Ensure the CCTV monitoring station is operational, and escalate equipment malfunctions to the relevant technical team.	-	-	-	-
PC14. Maintain a log of CCTV-monitored activities as per organizational protocols.	-	-	-	-
PC15. Use biometric systems integrated with IoT-enabled devices for identity verification and access control at entry and exit points.	-	-	-	-
Carry out screening and search on vehicles passing through the area of control	**20**	**20**	**-**	**-**
PC16. carry out screening and search operations using provided equipment as per laid down procedures (Screening and search equipment: metal detectors handheld, door frame (stationery and portable); scanners body, baggage/ cargo and vehicle, under vehicle inspection mirror; any other equipment provided by organisation)	-	-	-	-
PC17. carry out physical search of vehicle as per laid down procedures	-	-	-	-
PC18. follow protocol on exemptions from search	-	-	-	-
PC19. segregate and isolate suspected vehicle to carry out detailed search	-	-	-	-
PC20. segregate suspicious objects in vehicles and follow protocols for their handling	-	-	-	-
PC21. ensure safety of workers and public while segregating vehicle or its contents	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7105
NOS Name	Carry screening and search activities to maintain security
Sector	Management
Sub-Sector	Security
Occupation	Private Security
NSQF Level	3
Credits	1
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Qualification Pack

MEP/N7106: Control parking in designated areas

Description

This unit deals in detail with the requirement for controlling parking by directing vehicles, passing instructions and ensuring security in a designated parking area as per the standards.

Scope

The scope covers the following :

- Direct and control parking in designated areas
- Deal with irregularities and hazards in parking areas

Elements and Performance Criteria

Direct and control parking in designated areas

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

PC1. identify different types of parking areas and all entry and exit routes to available parking areas (Parking Areas: open parking; covered parking, multi-level car parking assisted by car parking technology)

PC2. check prevailing conditions within the parking areas that impact operations,safety and security, and list anticipated consequences of these (Parking Conditions: surface and traffic conditions, visibility and lighting)

PC3. correctly position signage for guiding drivers

PC4. guide drivers to the available parking areas

PC5. use protective gear at all times while carrying out parking duties as per company provision and guidelines

PC6. ensure drivers leave the area after parking as per laid down instructions

Deal with irregularities and hazards in parking areas

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

PC7. identify and respond to irregular situations in accordance with organisation procedures and guidelines (Irregular situations: traffic congestion; accidents, vehicles violating instructions, unsecured vehicles; wrongly parked vehicles; vehicle alarms;abandoned vehicles; vehicle on fire; children and animals left in the vehicles;vehicles/ persons carrying prohibited items, person/s likely to misuse parking area for prohibited activity; persons behaving suspiciously/ aggressively)

PC8. call for assistance from relevant personnel and take preventive steps to minimise risks and damage (Relevant Personnel: security team, sub-unit and superiors)

PC9. report irregular situations immediately to superior with all necessary details

PC10. respond as per organisational procedure on spotting hazards, and parking conditions that may increase risks (Hazards and defects: missing/ damaged lighting; signage and defaced markings, defective access control barrier/ equipment, electrical short circuits; power failure; spillages of fuels/ liquids and dangerous surfaces)

PC11. maintain records and follow reporting procedures on hazards and irregularities

PC12. ensure own safety at work at all times

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisational procedures on parking

KU2. incident reporting procedure in the organisation

KU3. layout and traffic plan of the parking areas (Layout and traffic plan: traffic plan - entry/exit; search and screening points; ticketing; routes; waiting areas; traffic flow; alternate and emergency routes,parking - parking areas with capacity)

KU4. suitability of prevailing conditions for parking

KU5. traffic control and protective gear

KU6. traffic signals, signage and markings

KU7. irregular situations arising during parking

KU8. procedures for dealing with irregular situations

KU9. category of vehicles (Category of vehicles: private/ commercial - cars; jeeps; SUVs; vans; goods vehicles, two/ three wheelers)

KU10. kinds of equipment used in vehicle parking operations (Equipment: Barriers; personnel and vehicle search; lighting and alarms and sensors, screening and access control, card readers; ticketing and revenue collection machines)

KU11. importance of confidentiality and data protection

KU12. current rules and regulations relevant to Private Security Agencies Regulation (eg. Private Security Agencies (Regulation) Act 2005)

KU13. importance of security for society, institutions, corporate and individuals

KU14. organisations provided with the authority and responsibilities towards security of the public/society (Security Organizations: Armed Forces, central armed police force)

KU15. different domains of the private security sector (Private Security Sector: Commercial and industrial domains)

KU16. role of private security sector (Role of Private Security Sector: To provide guarding services to society; commerce and industry, to assist law enforcement)

KU17. organisations dealing with hazards, accidents, disasters and emergencies

KU18. different types of arms commonly used by police and perpetrators (Arms: Gun; rifle; pistol; revolver, bomb; grenade; improvised explosive device; explosive material, knife; sword; spear; baton; lathi)

KU19. types of improvised explosive devices, their features and the established protocol for identifying them

KU20. legal implication of assigned role and tasks

Generic Skills (GS)

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

GS1. document instructions and task lists (Task List:Team composition,details of vehicle(s) and consignment,route;alternate routes;halts;traffic conditions,contact details of concerned agencies,timings,threat/risks involved,reporting procedure)

GS2. document activities in a chronological order

GS3. prepare security passes

GS4. record visitor and vehicle arrival and departure

GS5. write at least in one vernacular language

GS6. read organizational procedures and instructions

GS7. read identity papers and passes

GS8. read signages and notices

GS9. recognize badges of rank

GS10. speak clearly and emphatically

GS11. comprehend instructions and ask relevant queries

GS12. give clear instructions to co-workers

GS13. reply to queries from visitors and guide them

GS14. ask questions from visitors

GS15. raise alarm/make announcement/speak over phone/radio

GS16. take decisions pertaining to security and emergency situations endangering life and property and health and safety

GS17. plan and organize assigned task

GS18. leave guard post once relieved

GS19. manage relationships with visitors and stakeholders

GS20. think through the problem,evaluate the possible solution(s) and adopt best possible solution(s)

GS21. identify potential risk and threats and take suitable actions

GS22. observe people,activities and movements keenly

GS23. analyze and evaluate information gathered from observation and experience, and take appropriate action

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Direct and control parking in designated areas	**20**	**30**	**-**	**-**
PC1. identify different types of parking areas and all entry and exit routes to available parking areas (Parking Areas: open parking; covered parking, multi-level car parking assisted by car parking technology)	-	-	-	-
PC2. check prevailing conditions within the parking areas that impact operations,safety and security, and list anticipated consequences of these (Parking Conditions: surface and traffic conditions, visibility and lighting)	-	-	-	-
PC3. correctly position signage for guiding drivers	-	-	-	-
PC4. guide drivers to the available parking areas	-	-	-	-
PC5. use protective gear at all times while carrying out parking duties as per company provision and guidelines	-	-	-	-
PC6. ensure drivers leave the area after parking as per laid down instructions	-	-	-	-
Deal with irregularities and hazards in parking areas	**20**	**30**	**-**	**-**
PC7. identify and respond to irregular situations in accordance with organisation procedures and guidelines (Irregular situations: traffic congestion; accidents, vehicles violating instructions, unsecured vehicles; wrongly parked vehicles; vehicle alarms;abandoned vehicles; vehicle on fire; children and animals left in the vehicles;vehicles/ persons carrying prohibited items, person/s likely to misuse parking area for prohibited activity; persons behaving suspiciously/ aggressively)	-	-	-	-
PC8. call for assistance from relevant personnel and take preventive steps to minimise risks and damage (Relevant Personnel: security team, sub-unit and superiors)	-	-	-	-
PC9. report irregular situations immediately to superior with all necessary details	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. respond as per organisational procedure on spotting hazards, and parking conditions that may increase risks (Hazards and defects: missing/ damaged lighting; signage and defaced markings, defective access control barrier/ equipment, electrical short circuits; power failure; spillages of fuels/ liquids and dangerous surfaces)	-	-	-	-
PC11. maintain records and follow reporting procedures on hazards and irregularities	-	-	-	-
PC12. ensure own safety at work at all times	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7106
NOS Name	Control parking in designated areas
Sector	Management
Sub-Sector	Security
Occupation	Private Security
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N9912: Apply principles of professional practice at the workplace

Description

This unit deals in detail with the application of principles of professional practice like professional image, professional competence, discipline, ethics and work effectiveness.

Scope

The scope covers the following :

- Maintain a professional image and behaviour
- Maintain and enhance professional competence
- Work in a disciplined and ethical manner
- Work effectively with all stakeholders

Elements and Performance Criteria

Maintain a professional image and behaviour

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

PC1. display appropriate professional appearance for the workplace

PC2. interact with team members, clients, vendors, visitors and other stakeholders in a Professional manner

Maintain and enhance professional competence

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

PC3. develop personal and professional goals and objectives

PC4. identify strengths and weaknesses in relation to goals and objectives

PC5. evaluate own capacity to meet goals and objectives

PC6. determine personal development needs to perform role as per desired standards

PC7. develop a professional development plan to enhance professional capabilities

PC8. document a professional practice plan designed to support the achievement of goals

PC9. select and implement development opportunities to support continuous learning and maintain currency of professional practice

PC10. research developments and trends impacting on professional practice and integrate information into work performance

PC11. seek feedback on performance from others and incorporate it to improve

Work in a disciplined and ethical manner

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

PC12. perform tasks to the required workplace standard

PC13. protect the rights of the client and organisation when delivering services

PC14. recognise potential ethical issues in the workplace and discuss with an appropriate person

PC15. recognise unethical conduct and report to an appropriate person

PC16. operate within an agreed ethical code of practice

PC17. maintain confidentiality as per the organisaiional guidelines

Work effectively with all stakeholders

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

PC18. identify and obtain clarity regarding organisational, team and own goals

PC19. prioritise tasks at work as per organisational, team and own goals

PC20. plan to meet team performance targets and standards

PC21. monitor own and team performance as per agreed plan

PC22. share all relevant information with stakeholders in agreed formats and as per agreed timelines

PC23. work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes

PC24. recognise, avoid and/or address any conflict of interest

PC25. recognize and respond to inappropriate behaviour towards self or others in a professional manner and as per organisational policy (Inappropriate behaviour: violence, inappropriate language, verbal or physical abuse or bullying, insensitive verbal or physical behaviour in terms of cultural, racial, disability and gender-based insensitivities, dominant or overbearing behaviour, disruptive behaviour, non-compliance with safety instructions, unethical behaviour)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisations HR systems, policies and procedures

KU2. organizational hierarchy and escalation matrix

KU3. organisational health safety and environment

KU4. work area inspection procedures and practices

KU5. importance of displaying professional appearance behaviour at all times

KU6. importance of developing personal and professional goals and objectives

KU7. importance of identifying strengths and weaknesses in relation to goals and objectives

KU8. how to identify strengths and weaknesses and evaluate own capacity to meet goals and objectives

KU9. how to determine personal development needs

KU10. importance of continuous learning and developing professional development plan

KU11. development opportunities to support continuous learning and maintain currency of professional practice

KU12. developments and trends impacting on professional practice

KU13. importance of taking and using feedback from colleagues and clients to identify and introduce, improvements in work performance

KU14. perform tasks to the required workplace standard

KU15. importance of discipline and ethics in a professional workplace

KU16. importance of recognising unethical conduct and reporting to appropriate authority

KU17. guidelines and legal requirements on disclosure and confidentiality

KU18. importance of collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes

KU19. how to recognise, avoid and/or address any conflict of interest

KU20. types of inappropriate behaviours at the workplace and how to recognize themInappropriate behaviour: violence, inappropriate language, verbal or physical abuse or bullying, insensitive verbal or physical behaviour in terms of cultural, racial, disability and gender-based insensitivities, dominant or overbearing behaviour, disruptive behaviour, non-compliance with safety instructions, unethical behaviour

KU21. how to respond to inappropriate behaviour towards self and others in a professional manner

Generic Skills (GS)

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

GS1. prepare a personal development plan

GS2. read organisational guidelines and legal requirements

GS3. search and study from various information sources in order to learn about latest updates for self-development

GS4. read and interpret feedback received from peers

GS5. receive feedback from clients or concerned stake holders

GS6. communicate development plan with superiors

GS7. plan to meet own and team performance targets and standards

GS8. describe own role in achieving the goal

GS9. describe others role in achieving the goal

GS10. list activities, milestones and timelines

GS11. identify the support and resources needed to help work towards the goal.

GS12. plan and organise a personal development plan for self

GS13. provide quality services to all clients

GS14. display professional appearance and behaviours to all internal and external clients

GS15. use of conflict resolution and negotiation skills to identify critical points, issues, concerns and problems, identify options for changing behaviours

GS16. recognise, avoid and/or address any conflict of interest

GS17. identify own strengths and weaknesses with respect achieving performance standards on the job

GS18. identify inappropriate behaviour and how to deal with it

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain a professional image and behaviour	**3**	**5**	**-**	**-**
PC1. display appropriate professional appearance for the workplace	-	-	-	-
PC2. interact with team members, clients, vendors, visitors and other stakeholders in a Professional manner	-	-	-	-
Maintain and enhance professional competence	**14**	**19**	**-**	**-**
PC3. develop personal and professional goals and objectives	-	-	-	-
PC4. identify strengths and weaknesses in relation to goals and objectives	-	-	-	-
PC5. evaluate own capacity to meet goals and objectives	-	-	-	-
PC6. determine personal development needs to perform role as per desired standards	-	-	-	-
PC7. develop a professional development plan to enhance professional capabilities	-	-	-	-
PC8. document a professional practice plan designed to support the achievement of goals	-	-	-	-
PC9. select and implement development opportunities to support continuous learning and maintain currency of professional practice	-	-	-	-
PC10. research developments and trends impacting on professional practice and integrate information into work performance	-	-	-	-
PC11. seek feedback on performance from others and incorporate it to improve	-	-	-	-
Work in a disciplined and ethical manner	**10**	**17**	**-**	**-**
PC12. perform tasks to the required workplace standard	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. protect the rights of the client and organisation when delivering services	-	-	-	-
PC14. recognise potential ethical issues in the workplace and discuss with an appropriate person	-	-	-	-
PC15. recognise unethical conduct and report to an appropriate person	-	-	-	-
PC16. operate within an agreed ethical code of practice	-	-	-	-
PC17. maintain confidentiality as per the organisaiional guidelines	-	-	-	-
Work effectively with all stakeholders	**13**	**19**	**-**	**-**
PC18. identify and obtain clarity regarding organisational, team and own goals	-	-	-	-
PC19. prioritise tasks at work as per organisational, team and own goals	-	-	-	-
PC20. plan to meet team performance targets and standards	-	-	-	-
PC21. monitor own and team performance as per agreed plan	-	-	-	-
PC22. share all relevant information with stakeholders in agreed formats and as per agreed timelines	-	-	-	-
PC23. work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes	-	-	-	-
PC24. recognise, avoid and/or address any conflict of interest	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. recognize and respond to inappropriate behaviour towards self or others in a professional manner and as per organisational policy (Inappropriate behaviour: violence, inappropriate language, verbal or physical abuse or bullying, insensitive verbal or physical behaviour in terms of cultural, racial, disability and gender-based insensitivities, dominant or overbearing behaviour, disruptive behaviour, non-compliance with safety instructions, unethical behaviour)	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N9912
NOS Name	Apply principles of professional practice at the workplace
Sector	Management
Sub-Sector	Office Management & Professional Skills
Occupation	Generic
NSQF Level	3
Credits	0.5
Version	5.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 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
- 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. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

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 basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

KU10. how to compute income and expenses

KU11. importance of maintaining safety and security in financial transactions

KU12. different legal rights and laws

KU13. how to operate digital devices and applications safely and securely

KU14. ways to identify business opportunities

KU15. types of customers and their needs

KU16. how to apply for a job and prepare for an interview

KU17. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. communicate effectively using appropriate language

GS2. behave politely and appropriately with all

GS3. perform basic calculations

GS4. solve problems effectively

GS5. be careful and attentive at work

GS6. use time effectively

GS7. maintain hygiene and sanitisation to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**1**	**3**	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
Basic English Skills	**2**	**3**	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
Communication Skills	**1**	**1**	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**1**	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	**3**	**4**	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
Essential Digital Skills	**4**	**6**	**-**	**-**
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
Entrepreneurship	**3**	**5**	**-**	**-**
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	**2**	**2**	**-**	**-**
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**1**	**3**	**-**	**-**
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	30/04/2028
NSQC Clearance Date	08/05/2025

MEP/N7107: Provide escort security

Description

This unit deals with performance standards to perform escort security duties as perdefined standards.

Scope

The scope covers the following :

- Carry out security escort duty
- Respond to incidents affecting security and safety

Elements and Performance Criteria

Carry out security escort duty

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

PC1. list relevant tasks and instructions received during briefing related to the vehicular security escort duty from superior

PC2. ascertain suitability and readiness of driver and vehicle for use during the escort duty (Suitability and readiness: the driver is conversant with route(s) and destination(s), the driver is not in an inebriated condition checking of the vehicle body; boot and bonnet; to ensure safety, first-aid kit, fire extinguisher and distress alarm)

PC3. ensure necessary equipment and aids are carried during escort duty

PC4. maintain communication with control room or supervisor as per instructions

PC5. carry documents relevant to escort duty as per instructions

PC6. Use basic tracking tools or vehicle monitoring systems, if available, to ensure route safety and monitor deviations.

Respond to incidents affecting security and safety

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

PC7. respond to risks as per organisation procedures, within limits of authority (Response: raise distress alarm, deter and resist miscreants, inform superior/concerned agencies)

PC8. communicate and seek assistance in a timely manner, as per organisation protocols

PC9. provide necessary information and support to the person/s being escorted within limits of authority

PC10. Identify and respond to technological alerts (e.g., panic buttons in vehicles) as per organizational protocols.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisations procedures for security escort duty

KU2. purpose, layout and interpretation of route charts

KU3. different task-related details important for effective escorting (Task-related details: number of persons (male/female) being escorted, itinerary and route)

KU4. contact details of concerned agencies relevant to escort duties and situations that may arise during discharge of such duties)Concerned Agencies: controlling headquarter/superiors; transport supervisor, police; road patrol; medical; ambulance and hospital services)

KU5. reporting procedure relevant to own duties and responsibilities

KU6. security and safety requirements for security escort duty

KU7. incident reporting procedure in the organisation

KU8. traffic signals, signage and markings

KU9. details of provided equipment/ aids (Equipment and Aids: route map, contact details of person/s being escorted and concerned agencies, cell phone; walkie-talkie; torch; non-lethal weapon (if provided), duty slip)

KU10. category of vehicles

KU11. likely risks that may impact escort duty (Risks: breakdown, road accidents, fire, action by miscreants)

KU12. means of communication used during escort duty service

KU13. different types of arms commonly used by police and perpetrators

KU14. types of improvised explosive devices, their features and the established protocol for identifying them

KU15. legal implications of escort duty

KU16. giving evidence in court

Generic Skills (GS)

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

GS1. document instructions and task lists (Task List:Team composition,details of vehicle(s) and consignment,route;alternate routes; halts; traffic conditions,contact details of concerned agencies,timings,threat/risks involved, reporting procedure

GS2. document activities in a chronological order

GS3. prepare security passes

GS4. record visitor and vehicle arrival and departure

GS5. write at least in one vernacular language

GS6. read organisational procedures and instructions

GS7. read identity papers and passes

GS8. read signages and notices

GS9. recognize badges of rank

GS10. speak clearly and emphatically

GS11. comprehend instructions and ask relevant queries

GS12. give clear instructions to co-workers

GS13. reply to queries from visitors and guide them

GS14. ask questions from visitors

GS15. raise alarm/make announcement/speak over phone/radio

GS16. take decisions pertaining to security and emergency situations endangering life and property and health and safety

GS17. plan and organize assigned task

GS18. leave guard post once relieved

GS19. manage relationships with visitors and stakeholders

GS20. think through the problem,evaluate the possible solution(s)and adopt best possible solution(s)

GS21. identify potential risk and threats and take suitable actions

GS22. observe people,activities and movements keenly

GS23. analyze and evaluate information gathered from observation and experience, and take appropriate action

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Carry out security escort duty	**20**	**30**	**-**	**-**
PC1. list relevant tasks and instructions received during briefing related to the vehicular security escort duty from superior	-	-	-	-
PC2. ascertain suitability and readiness of driver and vehicle for use during the escort duty (Suitability and readiness: the driver is conversant with route(s) and destination(s), the driver is not in an inebriated condition checking of the vehicle body; boot and bonnet; to ensure safety, first-aid kit, fire extinguisher and distress alarm)	-	-	-	-
PC3. ensure necessary equipment and aids are carried during escort duty	-	-	-	-
PC4. maintain communication with control room or supervisor as per instructions	-	-	-	-
PC5. carry documents relevant to escort duty as per instructions	-	-	-	-
PC6. Use basic tracking tools or vehicle monitoring systems, if available, to ensure route safety and monitor deviations.	-	-	-	-
Respond to incidents affecting security and safety	**20**	**30**	**-**	**-**
PC7. respond to risks as per organisation procedures, within limits of authority (Response: raise distress alarm, deter and resist miscreants, inform superior/concerned agencies)	-	-	-	-
PC8. communicate and seek assistance in a timely manner, as per organisation protocols	-	-	-	-
PC9. provide necessary information and support to the person/s being escorted within limits of authority	-	-	-	-
PC10. Identify and respond to technological alerts (e.g., panic buttons in vehicles) as per organizational protocols.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	**40**	**60**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7107
NOS Name	Provide escort security
Sector	Management
Sub-Sector	Security
Occupation	Private Security
NSQF Level	3
Credits	1
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N7113: Observe safety norms while handling firearms

Description

This unit details competencies required for handling firearms and safely norms associated with handling of firearms.

Scope

The scope covers the following :

- Handle firearms safely

Elements and Performance Criteria

Handle firearms safely

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

PC1. receive requisite training before using a firearm as per state law and established legal licensing protocol

PC2. follow safety procedures with regard to firearms

PC3. use firearms correctly following set standards

PC4. maintain vigilance while on duty

PC5. ensure security and safety of firearm in storage and during carriage

PC6. handle misfires, following protocol

PC7. maintain firearm before and after its use

PC8. ensure documents related to firearms are complete and updated

PC9. report inadequacies/incidents to superior and appropriate authority

PC10. identify illegal/defective/modified firearm or ammunition

PC11. avoid collateral damage while using a firearm

PC12. Inspect IoT-enabled firearm safety locks for functionality and ensure secure storage when not in use.

PC13. Identify and respond to electronic malfunction alerts in firearms equipped with basic digital components as per organizational protocols.

PC14. Operate secure communication devices to report firearm-related incidents, ensuring compliance with incident management protocols.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. organisational procedure regarding safe handling,use and storage of firearm and ammunition

KU2. basic documents regarding firearms and ammunition

KU3. reporting procedures and formats reporting inadequacies/incidents

KU4. the mechanical and operating characteristics of the firearm

Qualification Pack

KU5. manual on use of firearms

KU6. types and characteristics of ammunition

KU7. regular maintenance of firearm

KU8. laws related to use of firearms

KU9. understanding of IoT-enable firearms and malfunctions

Generic Skills (GS)

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

GS1. document instructions and task lists

GS2. write a complaint/ statement

GS3. prepare security passes

GS4. record visitor and vehicle arrival and departure

GS5. write at least in one vernacular language

GS6. read organizational procedures and instructions

GS7. read identity papers and passes

GS8. read signages and notices

GS9. speak clearly and emphatically

GS10. comprehend instructions and ask relevant queries

GS11. give clear instructions to co-workers

GS12. reply to queries from investigators

GS13. raise alarm/make announcement/speak over phone/radio

GS14. take decisions regarding security and emergency situations in line with legal provisions

GS15. plan and organize assigned task

GS16. manage relationships with visitors and stakeholders

GS17. think through the problem,evaluate the possible solution(s) and adopt best possible solution(s)

GS18. identify potential risk and threats and take suitable actions as per legal provisions

GS19. observe people,activities and movements keenly

GS20. analyze and evaluate information gathered from observation and experience and take appropriate action

GS21. manage distractions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Handle firearms safely	**40**	**60**	**-**	**-**
PC1. receive requisite training before using a firearm as per state law and established legal licensing protocol	-	-	-	-
PC2. follow safety procedures with regard to firearms	-	-	-	-
PC3. use firearms correctly following set standards	-	-	-	-
PC4. maintain vigilance while on duty	-	-	-	-
PC5. ensure security and safety of firearm in storage and during carriage	-	-	-	-
PC6. handle misfires, following protocol	-	-	-	-
PC7. maintain firearm before and after its use	-	-	-	-
PC8. ensure documents related to firearms are complete and updated	-	-	-	-
PC9. report inadequacies/incidents to superior and appropriate authority	-	-	-	-
PC10. identify illegal/defective/modified firearm or ammunition	-	-	-	-
PC11. avoid collateral damage while using a firearm	-	-	-	-
PC12. Inspect IoT-enabled firearm safety locks for functionality and ensure secure storage when not in use.	-	-	-	-
PC13. Identify and respond to electronic malfunction alerts in firearms equipped with basic digital components as per organizational protocols.	-	-	-	-
PC14. Operate secure communication devices to report firearm-related incidents, ensuring compliance with incident management protocols.	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N7113
NOS Name	Observe safety norms while handling firearms
Sector	Management
Sub-Sector	Security
Occupation	Private Security
NSQF Level	3
Credits	1
Version	6.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

MEP/N0202: Application of computers

Description

This unit covers the skills and competencies that user/individual need to operate a computer and office software packages to perform day- to- day activities at workplace.

Scope

The scope covers the following :

- Identify parts of computer and storage devices
- Operate computer
- Use various computer applications
- Follow safety and security guidelines

Elements and Performance Criteria

Identify parts of computer and storage devices

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

PC1. identify various parts of computers like CPU, keyboard, monitor, etc.

PC2. identify different types of storage devices e.g. portable Hard Disk Drive (HDD), memory chips, (Solid State Drive) SSD and cloud based

Operate computer

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

PC3. plug the computer to power source and start it

PC4. install drivers and applications

PC5. access computer drives, directories, and folders

Use various computer applications

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

PC6. Use different applications and AI tools (e.g. Microsoft word, excel, Chat GPT) to perform various tasks

PC7. use multimedia settings and applications to upload and download documents, audio and video files

PC8. carry out basic troubleshooting

PC9. coordinate with IT department/service provider issues not under person's purview

PC10. Use e-mail and video conferencing/ collaboration tools to communicate and send documents following organisational access control policy

Follow safety and security guidelines

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

PC11. follow electrical safety precautions while using computers

PC12. follow the organisational access control and data security policies

PC13. follow cyber security guidelines while storing, retrieving or communicating information online

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. standards, policies and procedures followed in the company relevant to own employment and performance conditions

KU2. organisations relevant departments and respective roles and responsibilities

KU3. organisations required authorisation procedures

KU4. organisational structure, hierarchy and reporting relationships

KU5. organisational policy for naming stored files, maintaining backups and version control

KU6. data security and privacy policies of the organisation

KU7. difference between computer hardware and software

KU8. difference between computer software and applications

KU9. information systems used in the organisation for recording and managing data and information

KU10. various search options for seeking information using the internet

KU11. various keyboard shortcuts

KU12. professional email etiquette and their importance

KU13. ergonomic posture while working on computers

KU14. cyber security guidelines while storing, retrieving or communicating information online (through the internet)

KU15. methods to deal with computer related problems

KU16. basic AI tools and current office software

Generic Skills (GS)

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

GS1. fill in forms in different formats using computers

GS2. document and maintain records as per company policy

GS3. read company policy documents and information displayed at the workplace to interpret main points correctly

GS4. read notes or comments from the supervisor, other co-workers or vendors

GS5. estimate time and effort required to complete a task

GS6. decide what queries of the client can be answered and what should be referred to supervisors

GS7. determine authorisation requirements as per company policy before passing on information

GS8. express statements, opinions or information clearly, so that the receiver can hear and understand

GS9. use effective listening and probing/questioning skills to understand requirement of the user/ coordinating departments

GS10. communicate effectively with managers, supervisors and colleagues

GS11. organise checklists, documents, and time scheduling, so that work is completed on time

GS12. manage distractions and maintain workplace discipline

GS13. plan and organise documentation and device storage for ease of retrieval

GS14. breakdown relevant work process into its constituent activities for ease of analysis

GS15. identify potential sources and motives of data theft relevant to various types of information

GS16. maintain appropriate physical distance with visitors or co-workers during conversation

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Identify parts of computer and storage devices	**10**	**10**	**-**	**-**
PC1. identify various parts of computers like CPU, keyboard, monitor, etc.	-	-	-	-
PC2. identify different types of storage devices e.g. portable Hard Disk Drive (HDD), memory chips, (Solid State Drive) SSD and cloud based	-	-	-	-
Operate computer	**10**	**10**	**-**	**-**
PC3. plug the computer to power source and start it	-	-	-	-
PC4. install drivers and applications	-	-	-	-
PC5. access computer drives, directories, and folders	-	-	-	-
Use various computer applications	**10**	**20**	**-**	**-**
PC6. Use different applications and AI tools (e.g. Microsoft word, excel, Chat GPT) to perform various tasks	-	-	-	-
PC7. use multimedia settings and applications to upload and download documents, audio and video files	-	-	-	-
PC8. carry out basic troubleshooting	-	-	-	-
PC9. coordinate with IT department/service provider issues not under person's purview	-	-	-	-
PC10. Use e-mail and video conferencing/ collaboration tools to communicate and send documents following organisational access control policy	-	-	-	-
Follow safety and security guidelines	**10**	**20**	**-**	**-**
PC11. follow electrical safety precautions while using computers	-	-	-	-
PC12. follow the organisational access control and data security policies	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. follow cyber security guidelines while storing, retrieving or communicating information online	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N0202
NOS Name	Application of computers
Sector	Management
Sub-Sector	Office Management
Occupation	Office Support, Office Support
NSQF Level	3
Credits	2
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

5. 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 Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.

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

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.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MEP/N7101.Perform security tasks in accordance with basic security practices	40	60	0	0	100	20
MEP/N7103.Provide guarding services to people, property and premises	40	60	0	0	100	10
MEP/N7104.Control access to the assigned premise	40	60	-	-	100	10
MEP/N7105.Carry screening and search activities to maintain security	40	60	-	-	100	10
MEP/N7106.Control parking in designated areas	40	60	-	-	100	10
MEP/N9903.Apply health and safety practices at the workplace	40	60	-	-	100	10
MEP/N9912.Apply principles of professional practice at the workplace	40	60	-	-	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	**300**	**450**	**0**	**0**	**750**	**90**

Elective: 1 Security Guard- Unarmed

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MEP/N7107.Provide escort security	40	60	-	-	100	10
Total	**40**	**60**	**-**	**-**	**100**	**10**

Elective: 2 Security Guard-Armed (Freshers)

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MEP/N7113.Observe safety norms while handling firearms	40	60	0	0	100	10
Total	**40**	**60**	**0**	**0**	**100**	**10**

Optional: 1 Application of Computers

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MEP/N0202.Application of computers	40	60	-	-	100	10
Total	**40**	**60**	**-**	**-**	**100**	**10**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	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.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	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.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	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.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	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.
Scope	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.

Knowledge and Understanding (KU)	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.
Organisational Context	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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
Electives	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.
Options	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.