Documentation Executive (Import-Export)

QP Code: MEP/Q1205

Version: 1.0

NSQF Level: 4.5

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Contents

MEP/Q1205: Documentation Executive (Import-Export)

Brief Job Description

Documentation Executives (Import – Export) are those professionals who provide information and assistance to those individuals who wish to start their own goods exportation. Assistance involves helping with planning for the beginning of the exporting and importing process, setting up and forwarding the legal proceedings, acquiring approval assistance for export and import proceedings including transportation assistance, consultation regarding trade agreements between different countries, providing advice regarding the exportation and importing of goods to beneficial countries and such other matters.

Personal Attributes

The individual must be passionate about the work, should be well-groomed, attentive, comfortable with flexible work, must possess versatile personality and well disciplined. This individual must be well versed with computer and digital skills along with an optimistic attitude shown towards the work.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. MEP/N1222: Plan for Import-Export applications

2. MEP/N1223: Apply for Certificates through online process

3. MEP/N1224: Prepare Export and Logistic Documents

4. MEP/N1218: Online Application of Customs

5. DGT/VSQ/N0102: Employability Skills (60 Hours)

Qualification Pack (QP) Parameters

Sector	Management
Sub-Sector	Office Management
Occupation	Legal and Compliance, Entrepreneurial Skills
Country	India
NSQF Level	4.5
Credits	18

Qualification Pack

Aligned to NCO/ISCO/ISIC Code	NCO-2015/1219.0100
Minimum Educational Qualification & Experience	UG in any field (or equivalent) OR 12th grade Pass with 1.5 years of experience of relevant experience
Minimum Level of Education for Training in School	12th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	27/08/2027
NSQC Approval Date	27/08/2024
Version	1.0
Reference code on NQR	QG-4.5-OA-02869-2024-V1-MEPSC
NQR Version	1

MEP/N1222: Plan for Import-Export applications

Description

This unit covers tasks involved in making a systematic planning strategy for import and export proceedings.

Scope

The scope covers the following :

- Examine the Import and Export Procedure
- Assist with Registration and applications

Elements and Performance Criteria

Examine the Import and Export Procedure

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

PC1. identify import and export procedures applicable to the company
PC2. determine licenses and applications required
PC3. examine applicable laws for entity
PC4. identify the registration requirements and required documents
PC5. prepare document list
PC6. verify documents

Assist with Registration and applications

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

PC7. organize requisite documents
PC8. fill all the requisite forms as per the guidelines
PC9. submit the application
PC10. follow up applications of licensees, registration and other applications
PC11. review and resubmit as required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. types of Business
KU2. laws applicable for import and export business
KU3. characteristic features of import and exports
KU4. detailed evaluation of documents for online application
KU5. procedures and timeline of formation
KU6. steps in preparing activity plan
KU7. difference in procedures in manual and e-form

Generic Skills (GS)

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

GS1. write texts with accuracy and brevity

GS2. read and extract relevant information from documentation including purpose, nature of the document, etc.

GS3. determine the level of confidentiality and security requirements of a document and its proper storage

GS4. estimate time and effort required to complete a task accurately

GS5. manage distractions

GS6. seek clarification and assistance from others when assistance is required

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Examine the Import and Export Procedure	**20**	**30**	**-**	**-**
PC1. identify import and export procedures applicable to the company	-	-	-	-
PC2. determine licenses and applications required	-	-	-	-
PC3. examine applicable laws for entity	-	-	-	-
PC4. identify the registration requirements and required documents	-	-	-	-
PC5. prepare document list	-	-	-	-
PC6. verify documents	-	-	-	-
Assist with Registration and applications	**20**	**30**	**-**	**-**
PC7. organize requisite documents	-	-	-	-
PC8. fill all the requisite forms as per the guidelines	-	-	-	-
PC9. submit the application	-	-	-	-
PC10. follow up applications of licensees, registration and other applications	-	-	-	-
PC11. review and resubmit as required	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N1222
NOS Name	Plan for Import-Export applications
Sector	Management
Sub-Sector	Office Management & Professional Skills
Occupation	Legal and Compliance
NSQF Level	4.5
Credits	5
Version	1.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

MEP/N1223: Apply for Certificates through online process

Description

This unit covers the process and other requirements to apply for various certificates.

Scope

The scope covers the following :

- Apply for Importer- Exporter Code (IEC)
- Register for Registration cum Membership Certificate (RCMC)
- Export Credit Guarantee Corporation of India (ECGC) and Food Safety and Standards Authority of India (FSSAI) applications

Elements and Performance Criteria

Apply for Importer- Exporter Code (IEC)

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

PC1.   submit the application with requested documents for IEC Code

PC2.   pay charges mentioned in the portal as per the guidelines

PC3.   check the application status as mentioned in the application

PC4.   generate or obtain IEC License

Register for Registration cum Membership Certificate (RCMC)

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

PC5.   register on Directorate General of Foreign Trade (DGFT) portal

PC6.   submit the application and attach the documents as per the norms

PC7.   sign the application and make payment

PC8.   generate or obtain certificate

Export Credit Guarantee Corporation of India (ECGC) and Food Safety and Standards Authority of India (FSSAI) applications

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

PC9.   register and login to ECGC portal

PC10.   identify valid policy or Export Credit Insurance for Banks Whole Turnover Packaging Credit and Post Shipment (ECIB- WTPC & PS) coverage

PC11.   submit forms as per applicability

PC12.   examine applicability of FSSAI

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1.   digital skills

KU2.   online application process and its various steps

KU3. difference between Importer- Exporter Code (IEC) and Registration cum Membership Certificate (RCMC)

KU4. the importance of IEC and RCMC

KU5. the difference in steps for applying for IEC code and RCMC

KU6. data entry techniques

KU7. procedure to check the validity of supporting documents

KU8. DGFT Law

KU9. ways for cross verification in online application

KU10. basic characteristics of import and export business

KU11. payment process during online application

Generic Skills (GS)

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

GS1. write texts with accuracy and brevity

GS2. fill in relevant forms and formats clearly and accurately

GS3. document and maintain the records

GS4. read and extract relevant information from documentation including purpose, nature of the document, etc.

GS5. determine the level of confidentiality and security requirements of the document and store accordingly

GS6. estimate time and effort required to complete a task accurately

GS7. seek clarification and assistance from others when assistance is required

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Apply for Importer- Exporter Code (IEC)	**12**	**20**	**-**	**-**
PC1. submit the application with requested documents for IEC Code	-	-	-	-
PC2. pay charges mentioned in the portal as per the guidelines	-	-	-	-
PC3. check the application status as mentioned in the application	-	-	-	-
PC4. generate or obtain IEC License	-	-	-	-
Register for Registration cum Membership Certificate (RCMC)	**13**	**20**	**-**	**-**
PC5. register on Directorate General of Foreign Trade (DGFT) portal	-	-	-	-
PC6. submit the application and attach the documents as per the norms	-	-	-	-
PC7. sign the application and make payment	-	-	-	-
PC8. generate or obtain certificate	-	-	-	-
Export Credit Guarantee Corporation of India (ECGC) and Food Safety and Standards Authority of India (FSSAI) applications	**15**	**20**	**-**	**-**
PC9. register and login to ECGC portal	-	-	-	-
PC10. identify valid policy or Export Credit Insurance for Banks Whole Turnover Packaging Credit and Post Shipment (ECIB-WTPC & PS) coverage	-	-	-	-
PC11. submit forms as per applicability	-	-	-	-
PC12. examine applicability of FSSAI	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N1223
NOS Name	Apply for Certificates through online process
Sector	Management
Sub-Sector	Office Management & Professional Skills
Occupation	Legal and Compliance
NSQF Level	4.5
Credits	4
Version	1.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

Qualification Pack

MEP/N1224: Prepare Export and Logistic Documents

Description

This unit covers competencies required and tasks to apply to chamber of commerce and preparation of exports and logistic documents.

Scope

The scope covers the following :

- Apply for chamber of commerce
- Prepare export and logistic documents

Elements and Performance Criteria

Apply for chamber of commerce

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

PC1. prepare export and import goods details

PC2. prepare necessary documents and general details for registration

PC3. register at chamber of commerce portal

PC4. login to the chamber of commerce portal

PC5. fill the forms as per the guidelines

PC6. submit the forms

Prepare invoice and logistic documents

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

PC7. prepare commercial invoice and packing list with details of goods

PC8. ensure proper bill of lading

PC9. maintain bill of exchange

PC10. record the letter of credit

PC11. obtain shipping marks and numbers

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. bill of lading

KU2. shipping documents

KU3. logistics documents

KU4. online application process and its various steps

KU5. chamber of commerce and its process

KU6. import and exports business

KU7. safety management system plan

KU8. communication skills for preparing documents with clients

KU9. export credit insurance

KU10. online transaction skills

Generic Skills (GS)

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

GS1. write texts with accuracy and brevity

GS2. document and maintain the records

GS3. enter details in forms correctly

GS4. read and extract relevant information from documentation including purpose, nature of the document, etc.

GS5. listen to clients and note down important points

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Apply for chamber of commerce	**20**	**30**	**-**	**-**
PC1. prepare export and import goods details	-	-	-	-
PC2. prepare necessary documents and general details for registration	-	-	-	-
PC3. register at chamber of commerce portal	-	-	-	-
PC4. login to the chamber of commerce portal	-	-	-	-
PC5. fill the forms as per the guidelines	-	-	-	-
PC6. submit the forms	-	-	-	-
Prepare invoice and logistic documents	**20**	**30**	**-**	**-**
PC7. prepare commercial invoice and packing list with details of goods	-	-	-	-
PC8. ensure proper bill of lading	-	-	-	-
PC9. maintain bill of exchange	-	-	-	-
PC10. record the letter of credit	-	-	-	-
PC11. obtain shipping marks and numbers	-	-	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N1224
NOS Name	Prepare Export and Logistic Documents
Sector	Management
Sub-Sector	Office Management & Professional Skills
Occupation	Legal and Compliance
NSQF Level	4.5
Credits	5
Version	1.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

MEP/N1218: Online Application of Customs

Description

This unit covers detailed description and methodologies of customs. It also includes essential points of preparation of import and export documents, and provides guidelines to customs.

Scope

The scope covers the following :

- Prepare and verify the documents
- File customs returns

Elements and Performance Criteria

Prepare and verify the documents

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

PC1. Maintain and verify PAN and other documents
PC2. Apply IEC code through directorate of foreign trade portal
PC3. Prepare documents for ICGATE and eSanchit registration
PC4. Create login credential in ICEGATE portal
PC5. Maintain import and export documentation

File customs returns

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

PC6. Login to ICEGATE portal with necessary credentials
PC7. Fill the forms as per the guidelines
PC8. Verify and check the return for payment
PC9. Submit the forms

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. books of Accounts
KU2. indirect Tax laws and filing indirect tax returns
KU3. Tax Deducted at Source and its filings
KU4. accounting concepts and techniques for recording transactions
KU5. financial concepts such as calculation of tax liabilities of Customs, GST, and other indirect taxes
KU6. Tax rates and computation of TDS, TCS, and net value of taxable goods / supplies under GST
KU7. stipulated timelines for depositing taxes, including GST, to government or tax authority
KU8. timeline for issue of TDS certificate by deduct or to deducted and details there in under GST and penalties

KU9. organizational guidelines for dealing with different types of receipts and payments

KU10. processes and methods of collections and payments to different customers/ suppliers

KU11. accounting processes and procedures to record the details of invoice

KU12. difference between invoice and other supported documents such as purchase order, delivery Challan, etc.

KU13. IT skills and operating procedures of computers and other electronic devices

KU14. basic idea about elements of financial statement

KU15. import and export documentation

KU16. Taxable event of import and export good

Generic Skills (GS)

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

GS1. write texts with accuracy and brevity

GS2. write name, place etc. correctly

GS3. fill in relevant forms and formats clearly and accurately

GS4. document and maintain the records

GS5. read and extract relevant information from documentation including purpose, nature of the document, etc.

GS6. determine the level of confidentiality and security requirements of the document and store accordingly

GS7. breakdown relevant work process into its constituent activities for ease of analysis

GS8. estimate time and effort required to complete a task accurately

GS9. avoid distractions

GS10. seek clarification and assistance from others when assistance is required

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare and verify the documents	**20**	**30**	-	-
PC1. Maintain and verify PAN and other documents	-	-	-	-
PC2. Apply IEC code through directorate of foreign trade portal	-	-	-	-
PC3. Prepare documents for ICGATE and eSanchit registration	-	-	-	-
PC4. Create login credential in ICEGATE portal	-	-	-	-
PC5. Maintain import and export documentation	-	-	-	-
File customs returns	**20**	**30**	-	-
PC6. Login to ICEGATE portal with necessary credentials	-	-	-	-
PC7. Fill the forms as per the guidelines	-	-	-	-
PC8. Verify and check the return for payment	-	-	-	-
PC9. Submit the forms	-	-	-	-
NOS Total	**40**	**60**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	MEP/N1218
NOS Name	Online Application of Customs
Sector	Management
Sub-Sector	Office Management & Professional Skills
Occupation	Legal and Compliance
NSQF Level	5
Credits	2
Version	1.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. identify employability skills required for jobs in various industries

PC2. identify and explore learning and employability portals

Constitutional values – Citizenship

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

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

PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC5. recognize the significance of 21st Century Skills for employment

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

Basic English Skills

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

PC7. use basic English for everyday conversation in different contexts, in person and over the telephone

PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC9. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

PC10. understand the difference between job and career

PC11. prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings

PC13. work collaboratively with others in a team

Diversity & Inclusion

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

PC14. communicate and behave appropriately with all genders and PwD

PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

PC16. select financial institutions, products and services as per requirement

PC17. carry out offline and online financial transactions, safely and securely

PC18. identify common components of salary and compute income, expenses, taxes, investments etc

PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

PC20. operate digital devices and carry out basic internet operations securely and safely

PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively

PC22. use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

PC26. identify different types of customers

PC27. identify and respond to customer requests and needs in a professional manner.

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

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

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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

GS3. behave politely and appropriately with all

GS4. how to work in a virtual mode

GS5. perform calculations efficiently

GS6. solve problems effectively

GS7. pay attention to details

GS8. manage time efficiently

GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

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

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

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

National Occupational Standards (NOS) Parameters

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

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.

2. The assessment for the theory part will be based on the 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 the 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 a minimum of 70% of % aggregate marks to successfully clear the assessment.

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

Minimum Aggregate Passing % at QP Level : 70

(**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/N1222.Plan for Import-Export applications	40	60	-	-	100	30
MEP/N1223.Apply for Certificates through online process	40	60	-	-	100	20
MEP/N1224.Prepare Export and Logistic Documents	40	60	-	-	100	20
MEP/N1218.Online Application of Customs	40	60	-	-	100	20
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	**180**	**270**	**-**	**-**	**450**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NCO	National Classification of Occupations
NQR	National Qualification Register
NCVET	National Council for 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.