

## Qualification Pack



# Consultant (Chartered Tax Practitioner)

QP Code: MEP/Q5102

Version: 1.0

NSQF Level: 5

Management & Entrepreneurship and Professional Skills Council || F-04, Plot No. 212, Okhla Industrial Estate, Phase III  
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## Qualification Pack

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### MEP/Q5102: Consultant (Chartered Tax Practitioner)

#### Brief Job Description

A Consultant (Chartered Tax Practitioner) is the person who prepares clients tax returns in accordance Direct & Indirect tax regulations for the time being force. Helps in tax planning, fulfills other legal compliances of MSMEs and Assists in Maintaining books of accounts and records and documents

#### Personal Attributes

The individual must be well organized and possess strong interpersonal skills with the ability to work in coordination with different stakeholders. The person should also have excellent verbal and written communication skills. Must act ethically and should possess skills such as decision making, problem solving, critical thinking, working in teams or leading teams.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [MEP/N5122: Manage payroll and other statutory compliances](#)
2. [MEP/N5121: Prepare GST returns and other tax compliances](#)
3. [MEP/N5120: Prepare income tax return & other compliances](#)
4. [MEP/N5119: Prepare financial statements of the clients](#)
5. [MEP/N9912: Apply principles of professional practice at the workplace](#)
6. [MEP/N9903: Apply health and safety practices at the workplace](#)
7. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>Country</b>	India
<b>NSQF Level</b>	5

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<b>Credits</b>	19
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO/2015 2619,3313 & 2411
<b>Minimum Educational Qualification &amp; Experience</b>	Graduate (commerce/business management/Administration/Accounting/Finance) OR Graduate with 1 Year of experience OR Certificate-NSQF with 2 Years of experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	21 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	1.0
<b>Reference code on NQR</b>	2022/BFSI/MEPSC/06472
<b>NQR Version</b>	1

### Remarks:

NA

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### MEP/N5122: Manage payroll and other statutory compliances

#### Description

This OS unit is about routine business compliance officer/advisor role an accountant plays in an organization especially MSMEs. Prepare periodic payroll returns under PF,ESI,PF,TDS laws. Maintaining an entity legally compliant with respect to its regulatory laws

#### Scope

The scope covers the following :

- Manage payroll and file periodic returns,Prepare for periodic statutory compliances of various businesses.

#### Elements and Performance Criteria

##### *Manage payroll and file periodic returns*

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

- PC1.** prepare a monthly payroll sheet showing statutory deductions of PF,ESI,PT,TDS etc
- PC2.** pass salary journals in the books at the month end
- PC3.** generate monthly salary slips
- PC4.** prepare various statutory dues challans before the due dates
- PC5.** extract periodic MIS data for employees from the salary heads of accounts
- PC6.** verify newly joining, leaving data of employees during the period
- PC7.** maintain salary Muster in specified format
- PC8.** file periodic statutory returns
- PC9.** generate Form 16 from the muster

##### *Prepare for periodic statutory compliances of various business entities*

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

- PC10.** determine the business entity of the client/ employer
- PC11.** prepare a list of applicable compliances
- PC12.** gather MIS data required meet periodic compliances from the stakeholders
- PC13.** coordinate with concerned legal professional
- PC14.** submit MIS data and other required documentation to legal professional for final review

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** laws affecting business entities
- KU2.** various types of entities with advantages and disadvantageous
- KU3.** registration, amendment and cancellation procedures of various entities

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**KU4.** regulatory compliances

**KU5.** registering & cancelling an employer & employees under PF,ESI & PT Laws

**KU6.** Labour Laws compliances

### Generic Skills (GS)

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

**GS1.** maintain work-related notes and records

**GS2.** communicate clearly and politely with co-workers and clients

**GS3.** plan and prioritize tasks to ensure timely completion

**GS4.** take quick decisions to deal with workplace emergencies/ accidents

**GS5.** listen attentively to understand the information/ instructions being shared by the speaker

**GS6.** identify possible disruptions to work and take appropriate preventive measures

**GS7.** coordinate with co-workers to achieve work objectives

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manage payroll and file periodic returns</i>	<b>10</b>	<b>20</b>	-	-
<b>PC1.</b> prepare a monthly payroll sheet showing statutory deductions of PF,ESI,PT,TDS etc	-	-	-	-
<b>PC2.</b> pass salary journals in the books at the month end	-	-	-	-
<b>PC3.</b> generate monthly salary slips	-	-	-	-
<b>PC4.</b> prepare various statutory dues challans before the due dates	-	-	-	-
<b>PC5.</b> extract periodic MIS data for employees from the salary heads of accounts	-	-	-	-
<b>PC6.</b> verify newly joining, leaving data of employees during the period	-	-	-	-
<b>PC7.</b> maintain salary Muster in specified format	-	-	-	-
<b>PC8.</b> file periodic statutory returns	-	-	-	-
<b>PC9.</b> generate Form 16 from the muster	-	-	-	-
<i>Prepare for periodic statutory compliances of various business entities</i>	<b>40</b>	<b>30</b>	-	-
<b>PC10.</b> determine the business entity of the client/ employer	-	-	-	-
<b>PC11.</b> prepare a list of applicable compliances	-	-	-	-
<b>PC12.</b> gather MIS data required meet periodic compliances from the stakeholders	-	-	-	-
<b>PC13.</b> coordinate with concerned legal professional	-	-	-	-
<b>PC14.</b> submit MIS data and other required documentation to legal professional for final review	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5122
<b>NOS Name</b>	Manage payroll and other statutory compliances
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022



## Qualification Pack

### MEP/N5121: Prepare GST returns and other tax compliances

#### Description

Prepare GST returns and other tax compliances

#### Scope

The scope covers the following :

- Prepare for GST registrations, Prepare periodic GST returns, Prepare various responses to notices, adjudication orders & File Appeal & Revision, Advanced ruling applications, Prepare application for IEC code under Customs, Prepare export documentation & claim refund, Compute Import duty

#### Elements and Performance Criteria

##### *Prepare for GST registrations*

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

- PC1.** identify various types of taxable entities
- PC2.** identify various types of taxable entities
- PC3.** determine if business has crossed threshold limit for compulsory registration
- PC4.** check if voluntary registration provisions are applicable
- PC5.** collect information, documents required for gst registration
- PC6.** prepare appropriate registration form for different class of entities

##### *Prepare periodic GST Returns*

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

- PC7.** add the client to file as GST Practitioner on the portal
- PC8.** identify the timeline and required return form
- PC9.** gather data from the periodic financial statements and gst ledgers
- PC10.** generate MIS data in RD,URD, Inter/Intra State, Capital goods and services categories
- PC11.** verify the data against all Invoices/ E invoices, Eway bills and other vouchers details
- PC12.** prepare the outward Supplies Statement
- PC13.** prepare the inward supplies statement
- PC14.** reconcile the final ITC figures with auto populated figures on portal
- PC15.** post data into online portal or offline return utility
- PC16.** pay GST into various heads and file return

##### *Prepare responses to notices, adjudication orders & file Appeal & Revision, Advanced ruling applications*

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

- PC17.** accept assignment and file authority letter
- PC18.** identify the issues in the notice
- PC19.** extract required data from financials, Computations, Returns and other documents
- PC20.** prepare submissions for assessment work to authorities

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- PC21.** identify Appeal grounds against assessment order
- PC22.** collect information and documents required
- PC23.** prepare ground of appeal and facts of case
- PC24.** submit evidences by filing affidavits
- PC25.** prepare paper book in responses to appeal filings
- PC26.** prepare stay of demand applications (if required)

### *Prepare application for IEC code under Customs*

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

- PC27.** gather entity and ownership data for filing IEC application
- PC28.** go to DGFT portal and fill out online application form
- PC29.** pay required fees
- PC30.** submit the form

### *Prepare export documentation & claim refund*

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

- PC31.** gather export data
- PC32.** compute export duty eligible for drawback/ refund under customs and FTP schemes
- PC33.** file drawback/ refund application with evidences of export

### *Compute import duty*

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

- PC34.** gather import order data
- PC35.** compute Import duty on (including baggages)
- PC36.** prepare payment challan

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Central, State & Integrated GST Act & Rules including forms
- KU2.** GST registration efilling procedure and knowledge of filing registration applications
- KU3.** GST appeals , revision and advanced ruling provisions
- KU4.** Customs Act and Regulations, Foreign Trade Policy , Customs,DGFT,FTP Applicable Forms, application filing procedure for IEC code

## Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** read the relevant literature to get information about the latest developments in the field of work
- GS4.** plan and prioritize tasks to ensure timely completion

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- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information/ instructions being shared by the speaker
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** coordinate with co-workers to achieve work objectives

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for GST registrations</i>	<b>10</b>	<b>5</b>	-	-
<b>PC1.</b> identify various types of taxable entities	-	-	-	-
<b>PC2.</b> identify various types of taxable entities	-	-	-	-
<b>PC3.</b> determine if business has crossed threshold limit for compulsory registration	-	-	-	-
<b>PC4.</b> check if voluntary registration provisions are applicable	-	-	-	-
<b>PC5.</b> collect information, documents required for gst registration	-	-	-	-
<b>PC6.</b> prepare appropriate registration form for different class of entities	-	-	-	-
<i>Prepare periodic GST Returns</i>	<b>20</b>	<b>20</b>	-	-
<b>PC7.</b> add the client to file as GST Practitioner on the portal	-	-	-	-
<b>PC8.</b> identify the timeline and required return form	-	-	-	-
<b>PC9.</b> gather data from the periodic financial statements and gst ledgers	-	-	-	-
<b>PC10.</b> generate MIS data in RD,URD, Inter/Intra State, Capital goods and services categories	-	-	-	-
<b>PC11.</b> verify the data against all Invoices/ E invoices, Eway bills and other vouchers details	-	-	-	-
<b>PC12.</b> prepare the outward Supplies Statement	-	-	-	-
<b>PC13.</b> prepare the inward supplies statement	-	-	-	-
<b>PC14.</b> reconcile the final ITC figures with auto populated figures on portal	-	-	-	-
<b>PC15.</b> post data into online portal or offline return utility	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC16.</b> pay GST into various heads and file return	-	-	-	-
<i>Prepare responses to notices, adjudication orders &amp; file Appeal &amp; Revision, Advanced ruling applications</i>	<b>5</b>	<b>10</b>	-	-
<b>PC17.</b> accept assignment and file authority letter	-	-	-	-
<b>PC18.</b> identify the issues in the notice	-	-	-	-
<b>PC19.</b> extract required data from financials, Computations, Returns and other documents	-	-	-	-
<b>PC20.</b> prepare submissions for assessment work to authorities	-	-	-	-
<b>PC21.</b> identify Appeal grounds against assessment order	-	-	-	-
<b>PC22.</b> collect information and documents required	-	-	-	-
<b>PC23.</b> prepare ground of appeal and facts of case	-	-	-	-
<b>PC24.</b> submit evidences by filing affidavits	-	-	-	-
<b>PC25.</b> prepare paper book in responses to appeal filings	-	-	-	-
<b>PC26.</b> prepare stay of demand applications (if required)	-	-	-	-
<i>Prepare application for IEC code under Customs</i>	<b>5</b>	<b>10</b>	-	-
<b>PC27.</b> gather entity and ownership data for filing IEC application	-	-	-	-
<b>PC28.</b> go to DGFT portal and fill out online application form	-	-	-	-
<b>PC29.</b> pay required fees	-	-	-	-
<b>PC30.</b> submit the form	-	-	-	-
<i>Prepare export documentation &amp; claim refund</i>	<b>5</b>	<b>5</b>	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC31.</b> gather export data	-	-	-	-
<b>PC32.</b> compute export duty eligible for drawback/ refund under customs and FTP schemes	-	-	-	-
<b>PC33.</b> file drawback/ refund application with evidences of export	-	-	-	-
<i>Compute import duty</i>	<b>5</b>	<b>5</b>	-	-
<b>PC34.</b> gather import order data	-	-	-	-
<b>PC35.</b> compute Import duty on (including baggages)	-	-	-	-
<b>PC36.</b> prepare payment challan	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>55</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5121
<b>NOS Name</b>	Prepare GST returns and other tax compliances
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### MEP/N5120: Prepare income tax return & other compliances

#### Description

This OS unit is about consultant (income tax practitioner) Prepare annual income tax returns and monthly TDS deductions and quarterly, annually TDS Return. Handling post filling assessment, appeal, reviews till Tribunals. Doing tax planning. It also covers tax compliances using government/popular softwares.

#### Scope

The scope covers the following :

- Prepare for pre-return filing registrations, Prepare computation of income and determine tax liabilities thereon, Prepare Income Tax Returns for various persons, Prepare TDS/TCS returns, Prepare responses to various demand notices, Prepare Scrutiny, Appeal & Revision applications in faceless assessment system, Miscellaneous Tax Audit & Other compliances on portal

#### Elements and Performance Criteria

##### *Prepare for pre-return filing registrations*

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

- PC1.** gather the basic data of the client as per the type of the client
- PC2.** collect required Photo, ID, Address proofs as required
- PC3.** prepare PAN/TAN application form including correction applications
- PC4.** gather the required data of Firm/Trust/Society for registration (as applicable)
- PC5.** prepare and fill applicable registration form
- PC6.** identify the scenario in which no TDS deductions will be issued
- PC7.** apply for No TDS or reduced TDS rates certificate in appropriate form

##### *Prepare for computation of income and determine tax liabilities thereon*

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

- PC8.** gather various financial and non financial data as required for return
- PC9.** compute the income of different types of persons (assessee) under various heads of income
- PC10.** allow various deductions & exemptions, rebates & reliefs
- PC11.** apply set off, carry forward and clubbing provisions
- PC12.** prepare a statement of Net Taxable Income
- PC13.** calculate Income Tax & Other Cess on it
- PC14.** prepare chalan of Income Tax in applicable form

##### *Prepare Income Tax Returns for various persons*

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

- PC15.** accept assignment and draft engagement letter
- PC16.** gather computation of Income statement & financial statements
- PC17.** extract relevant information from the data
- PC18.** download & Install ITR utility from the e-filing portal



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**PC19.** prepare & file Original/ Revised/ Belated/Updated Income Tax Return in appropriate form

**PC20.** validate the return form against validation utility for successful submission

### *Prepare TDS/TCS returns*

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

**PC21.** extract financial data for periodic filing of TDS/TCS return from books of accounts

**PC22.** prepare periodic TDS/TCS liability statements

**PC23.** prepare challan in Form 281

**PC24.** collect deductee/Collectee's basic information

**PC25.** verify the PAN, TAN Details against records

**PC26.** download and Install return preparation utility from govt( NSDL) portal

**PC27.** fill in Deductee/ Collectee records

**PC28.** validate challan and download verified file

**PC29.** attach the challan CSI file

**PC30.** validate the TDS/TCS return FVU file successfully in appropriate form

**PC31.** download consolidated statement file (Conso file) from TRACES website

**PC32.** import Conso File data into RPU to prepare revised return

**PC33.** identify mismatch in entries

**PC34.** make necessary corrections

**PC35.** prepare validated revised TDS/TCS return

### *Prepare responses to various demand notices*

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

**PC36.** identify the issues in non filer notice

**PC37.** gather required information for the compliance of the notices

**PC38.** prepare appropriate responses to demand notice

**PC39.** take corrective compliance actions alongwith responses by either

### *Prepare Scrutiny, Appeal & Revision applications in faceless assessment system*

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

**PC40.** accept assignment and file authority letter

**PC41.** identify the issues in Scrutiny notice

**PC42.** extract required data from financials, Computations, Returns and other documents

**PC43.** prepare submission book for assessment work to authorities

**PC44.** identify Appeal grounds against assessment order

**PC45.** collect information and documents required

**PC46.** prepare ground of appeal and facts of case

**PC47.** submit evidences by filing affidavits

**PC48.** prepare paper book in responses to appeal filings

**PC49.** prepare stay of demand application

### *Miscellaneous Tax Audit & Other compliances on portal*

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

**PC50.** collect financial statements, returns, challans and other evidences

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- PC51.** verify for compliances of specified sections
- PC52.** report non compliant transactions
- PC53.** fill audit report forms
- PC54.** submit for review & submission of Tax Auditor (CA)

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Income Tax Act & Rules for the time being force
- KU2.** Income under various heads and apply provisions of law to arrive at net tax liability and challan in form 280 for following types of clients
- KU3.** Form 26AS,AIS,Form 16,16A
- KU4.** Income Tax registration Forms-
- KU5.** ITR efilling process and CPC functions, Income Tax & TDS portal process and special filing process as Representative Assessee/ Legal Heir, ERI,other services, IT Return forms (ITR1,ITR2,ITR3,ITR4,ITR4,ITR5,ITR6,ITR7)
- KU6.** TDS/TCS efilling process and RPU in Form 24Q/26Q/27Q/27EQ etc & also Correction procedure and challan preparation in Form 281
- KU7.** Non Filer Notices by CPC and compliances thereof ( Notices u/s 143(1), defective return notice u/s 139(9), responses to outstanding tax demand, rectification of mistake u/s 154, refund reissue request & form 30 for refund claims cases)
- KU8.** preparation of return u/s 119(2)(b), getting prior permission for the same
- KU9.** filings responses to scrutiny assessments in faceless system, notice u/s 143(2), demand notices u/s 156 in form 7/28, CIT Appeal Form 35 & ITAT Appeal Form 36 & 36A including grounds and facts of the case & paper book preparation works, Stay of demand applications, provisions of search and seizure, provisions of filing writ petitions and special writ petitions to apex courts
- KU10.** Audit Reports in Form 3CA/3CB/3CD, Form 10B, Form 6B
- KU11.** Misc Forms filing requirements of 15CA & 15CB & Form 3C for medical practitioners,MAT form 29B & 29C
- KU12.** Authorised Income Tax Practitioner related FORM 38,39,40
- KU13.** Income Tax Practice Manual

### Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** read the relevant literature to get information about the latest developments in the field of work
- GS4.** plan and prioritize tasks to ensure timely completion
- GS5.** take quick decisions to deal with workplace emergencies/ accidents

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- GS6.** listen attentively to understand the information/ instructions being shared by the speaker
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** coordinate with co-workers to achieve work objectives

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for pre-return filing registrations</i>	<b>5</b>	-	-	-
<b>PC1.</b> gather the basic data of the client as per the type of the client	-	-	-	-
<b>PC2.</b> collect required Photo, ID, Address proofs as required	-	-	-	-
<b>PC3.</b> prepare PAN/TAN application form including correction applications	-	-	-	-
<b>PC4.</b> gather the required data of Firm/Trust/Society for registration (as applicable)	-	-	-	-
<b>PC5.</b> prepare and fill applicable registration form	-	-	-	-
<b>PC6.</b> identify the scenario in which no TDS deductions will be issued	-	-	-	-
<b>PC7.</b> apply for No TDS or reduced TDS rates certificate in appropriate form	-	-	-	-
<i>Prepare for computation of income and determine tax liabilities thereon</i>	<b>20</b>	-	-	-
<b>PC8.</b> gather various financial and non financial data as required for return	-	-	-	-
<b>PC9.</b> compute the income of different types of persons (assessee) under various heads of income	-	-	-	-
<b>PC10.</b> allow various deductions & exemptions, rebates & reliefs	-	-	-	-
<b>PC11.</b> apply set off, carry forward and clubbing provisions	-	-	-	-
<b>PC12.</b> prepare a statement of Net Taxable Income	-	-	-	-
<b>PC13.</b> calculate Income Tax & Other Cess on it	-	-	-	-
<b>PC14.</b> prepare chalan of Income Tax in applicable form	-	-	-	-
<i>Prepare Income Tax Returns for various persons</i>	-	<b>20</b>	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> accept assignment and draft engagement letter	-	-	-	-
<b>PC16.</b> gather computation of Income statement & financial statements	-	-	-	-
<b>PC17.</b> extract relevant information from the data	-	-	-	-
<b>PC18.</b> download & Install ITR utility from the efilling portal	-	-	-	-
<b>PC19.</b> prepare & file Original/ Revised/ Belated/Updated Income Tax Return in appropriate form	-	-	-	-
<b>PC20.</b> validate the return form against validation utility for successful submission	-	-	-	-
<i>Prepare TDS/TCS returns</i>	-	<b>10</b>	-	-
<b>PC21.</b> extract financial data for periodic filing of TDS/TCS return from books of accounts	-	-	-	-
<b>PC22.</b> prepare periodic TDS/TCS liability statements	-	-	-	-
<b>PC23.</b> prepare challan in Form 281	-	-	-	-
<b>PC24.</b> collect deductee/Collectee's basic information	-	-	-	-
<b>PC25.</b> verify the PAN, TAN Details against records	-	-	-	-
<b>PC26.</b> download and Install return preparation utility from govt( NSDL) portal	-	-	-	-
<b>PC27.</b> fill in Deductee/ Collectee records	-	-	-	-
<b>PC28.</b> validate challan and download verified file	-	-	-	-
<b>PC29.</b> attach the challan CSI file	-	-	-	-
<b>PC30.</b> validate the TDS/TCS return FVU file successfully in appropriate form	-	-	-	-
<b>PC31.</b> download consolidated statement file (Conso file) from TRACES website	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC32.</b> import Conso File data into RPU to prepare revised return	-	-	-	-
<b>PC33.</b> identify mismatch in entries	-	-	-	-
<b>PC34.</b> make necessary corrections	-	-	-	-
<b>PC35.</b> prepare validated revised TDS/TCS return	-	-	-	-
<i>Prepare responses to various demand notices</i>	<b>10</b>	<b>5</b>	-	-
<b>PC36.</b> identify the issues in non filer notice	-	-	-	-
<b>PC37.</b> gather required information for the compliance of the notices	-	-	-	-
<b>PC38.</b> prepare appropriate responses to demand notice	-	-	-	-
<b>PC39.</b> take corrective compliance actions alongwith responses by either	-	-	-	-
<i>Prepare Scrutiny, Appeal &amp; Revision applications in faceless assessment system</i>	<b>15</b>	<b>10</b>	-	-
<b>PC40.</b> accept assignment and file authority letter	-	-	-	-
<b>PC41.</b> identify the issues in Scrutiny notice	-	-	-	-
<b>PC42.</b> extract required data from financials, Computations, Returns and other documents	-	-	-	-
<b>PC43.</b> prepare submission book for assessment work to authorities	-	-	-	-
<b>PC44.</b> identify Appeal grounds against assessment order	-	-	-	-
<b>PC45.</b> collect information and documents required	-	-	-	-
<b>PC46.</b> prepare ground of appeal and facts of case	-	-	-	-
<b>PC47.</b> submit evidences by filing affidavits	-	-	-	-
<b>PC48.</b> prepare paper book in responses to appeal filings	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC49.</b> prepare stay of demand application	-	-	-	-
<i>Miscellaneous Tax Audit &amp; Other compliances on portal</i>	-	<b>5</b>	-	-
<b>PC50.</b> collect financial statements, returns, challans and other evidences	-	-	-	-
<b>PC51.</b> verify for compliances of specified sections	-	-	-	-
<b>PC52.</b> report non compliant transactions	-	-	-	-
<b>PC53.</b> fill audit report forms	-	-	-	-
<b>PC54.</b> submit for review & submission of Tax Auditor (CA)	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5120
<b>NOS Name</b>	Prepare income tax return & other compliances
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022



## Qualification Pack

### MEP/N5119: Prepare financial statements of the clients

#### Description

This OS unit is about preparing year end financial statements of the clients in accordance with accounting standards and applicable legal framework. It also covers Computerised Accounting using appropriate softwares.

#### Scope

The scope covers the following :

- Prepare books of accounts of the clients, Prepare reconciliation statements and Prepare entitywise financial statements

#### Elements and Performance Criteria

##### *Prepare financial statements of the clients*

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

- PC1.** analyze & classify financial transactions into different heads of accounts
- PC2.** prepare appropriate vouchers for each of the business transactions
- PC3.** record vouchers into journal registers by making journal entries
- PC4.** post journal entries into ledger accounts under double entry principles
- PC5.** maintain periodic ledger registers
- PC6.** pass adjusting entries at the end of the period
- PC7.** pass rectification entries if needed
- PC8.** prepare trail balance

##### *Prepare reconciliation statement*

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

- PC9.** compare books of account bank balance with bank statements
- PC10.** make appropriate entries for cheque uncleared, received but presented to match
- PC11.** make corrections & prepare bank reconciliation statement
- PC12.** get statements from third parties
- PC13.** compare it with receivables and payables account balances
- PC14.** make necessary correction of balances
- PC15.** prepare receivables (debtors) and payables( creditors) reconciliation statement

##### *Prepare entitywise financial statements*

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

- PC16.** identify the format & legal framework of preparation of financial statements of an entity
- PC17.** apply the accounting standards as specified by law in preparation of Financial Statements
- PC18.** pass appropriate year end adjustment & closing entries from the trial balance
- PC19.** prepare final accounts and present in applicable format

## Qualification Pack

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** fundamentals of financial accounting (Meaning, Purpose and Difference with Management accounting)
- KU2.** difference between revenue and capital transactions
- KU3.** various sources of financial documents (Bills, Vouchers, Challans etc)
- KU4.** measurement, Valuation of Accounting policies & estimates
- KU5.** double entry books keeping system (Accounting equation including classification of accounts & types of accounts)
- KU6.** IFAC & Its Regulatory framework for preparation and presentation of financial statements
- KU7.** Indian Accounting Standards and its applicability as announced from time to time
- KU8.** IFRS Foundation & IFRS Issued, Its Comparison with Indian Accounting Standards
- KU9.** Rules for preparation and finalization of books of accounts & preparation of Manufacturing, Trading & Profit & Loss Account, Balance Sheets of Sole Trader, Partnerships, Limited Liability Partnerships,
- KU10.** Receipt & Payment Account to Income & Expenditure Account & Balance Sheet preparations for Trust, Societies, Cooperative Societies etc (Including from single entry system or incomplete records)
- KU11.** Companies including section 8 companies for Preparation Income Statement & Statement of Financial Position in accordance with schedule III of companies act 2013 with notes to accounts & cash flow statement
- KU12.** MS Office in particular MS Excel & Latest Tally accounting software knowledge

### Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** read the relevant literature to get information about the latest developments in the field of work
- GS4.** plan and prioritize tasks to ensure timely completion
- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information/ instructions being shared by the speaker
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** coordinate with co-workers to achieve work objectives

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare financial statements of the clients</i>	<b>10</b>	<b>10</b>	-	-
<b>PC1.</b> analyze & classify financial transactions into different heads of accounts	-	-	-	-
<b>PC2.</b> prepare appropriate vouchers for each of the business transactions	-	-	-	-
<b>PC3.</b> record vouchers into journal registers by making journal entries	-	-	-	-
<b>PC4.</b> post journal entries into ledger accounts under double entry principles	-	-	-	-
<b>PC5.</b> maintain periodic ledger registers	-	-	-	-
<b>PC6.</b> pass adjusting entries at the end of the period	-	-	-	-
<b>PC7.</b> pass rectification entries if needed	-	-	-	-
<b>PC8.</b> prepare trail balance	-	-	-	-
<i>Prepare reconciliation statement</i>	<b>10</b>	<b>10</b>	-	-
<b>PC9.</b> compare books of account bank balance with bank statements	-	-	-	-
<b>PC10.</b> make appropriate entries for cheque uncleared, received but presented to match	-	-	-	-
<b>PC11.</b> make corrections & prepare bank reconciliation statement	-	-	-	-
<b>PC12.</b> get statements from third parties	-	-	-	-
<b>PC13.</b> compare it with receivables and payables account balances	-	-	-	-
<b>PC14.</b> make necessary correction of balances	-	-	-	-
<b>PC15.</b> prepare receivables (debtors) and payables( creditors) reconciliation statement	-	-	-	-
<i>Prepare entitywise financial statements</i>	<b>30</b>	<b>30</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC16.</b> identify the format & legal framework of preparation of financial statements of an entity	-	-	-	-
<b>PC17.</b> apply the accounting standards as specified by law in preparation of Financial Statements	-	-	-	-
<b>PC18.</b> pass appropriate year end adjustment & closing entries from the trial balance	-	-	-	-
<b>PC19.</b> prepare final accounts and present in applicable format	-	-	-	-
<b>NOS Total</b>	<b>50</b>	<b>50</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N5119
<b>NOS Name</b>	Prepare financial statements of the clients
<b>Sector</b>	Management
<b>Sub-Sector</b>	Entrepreneurship
<b>Occupation</b>	Entrepreneurial Skills
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### 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

## Qualification Pack

**PC17.** maintain confidentiality as per the organisational 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

## Qualification Pack

- 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 them  
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
- 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



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain a professional image and behaviour</i>	<b>3</b>	<b>5</b>	-	-
<b>PC1.</b> display appropriate professional appearance for the workplace	1	2	-	-
<b>PC2.</b> interact with team members, clients, vendors, visitors and other stakeholders in a Professional manner	2	3	-	-
<i>Maintain and enhance professional competence</i>	<b>14</b>	<b>19</b>	-	-
<b>PC3.</b> develop personal and professional goals and objectives	2	2	-	-
<b>PC4.</b> identify strengths and weaknesses in relation to goals and objectives	1	2	-	-
<b>PC5.</b> evaluate own capacity to meet goals and objectives	2	2	-	-
<b>PC6.</b> determine personal development needs to perform role as per desired standards	1	2	-	-
<b>PC7.</b> develop a professional development plan to enhance professional capabilities	2	3	-	-
<b>PC8.</b> document a professional practice plan designed to support the achievement of goals	1	2	-	-
<b>PC9.</b> select and implement development opportunities to support continuous learning and maintain currency of professional practice	2	2	-	-
<b>PC10.</b> research developments and trends impacting on professional practice and integrate information into work performance	2	2	-	-
<b>PC11.</b> seek feedback on performance from others and incorporate it to improve	1	2	-	-
<i>Work in a disciplined and ethical manner</i>	<b>10</b>	<b>17</b>	-	-
<b>PC12.</b> perform tasks to the required workplace standard	2	3	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> protect the rights of the client and organisation when delivering services	2	3	-	-
<b>PC14.</b> recognise potential ethical issues in the workplace and discuss with an appropriate person	2	3	-	-
<b>PC15.</b> recognise unethical conduct and report to an appropriate person	1	2	-	-
<b>PC16.</b> operate within an agreed ethical code of practice	1	3	-	-
<b>PC17.</b> maintain confidentiality as per the organisational guidelines	2	3	-	-
<i>Work effectively with all stakeholders</i>	<b>13</b>	<b>19</b>	-	-
<b>PC18.</b> identify and obtain clarity regarding organisational, team and own goals	2	2	-	-
<b>PC19.</b> prioritise tasks at work as per organisational, team and own goals	2	3	-	-
<b>PC20.</b> plan to meet team performance targets and standards	2	2	-	-
<b>PC21.</b> monitor own and team performance as per agreed plan	1	2	-	-
<b>PC22.</b> share all relevant information with stakeholders in agreed formats and as per agreed timelines	1	2	-	-
<b>PC23.</b> work collaboratively with colleagues through sharing information and ideas and working together on agreed outcomes	2	3	-	-
<b>PC24.</b> recognise, avoid and/or address any conflict of interest	1	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC25.</b> 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)	2	3	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N9912
<b>NOS Name</b>	Apply principles of professional practice at the workplace
<b>Sector</b>	Management
<b>Sub-Sector</b>	Training and Assessment
<b>Occupation</b>	Training Delivery
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/06/2022
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

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

#### Description

This unit deals in detail with application of health and safety practices in the workplace

#### Scope

The scope covers the following :

- Apply relevant health and safety practices at the workplace
- Maintain a healthy and hygienic environment
- Deal with emergency situations
- Follow fire safety requirements

#### Elements and Performance Criteria

##### *Apply relevant health and safety practices at the workplace*

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

- PC1.** identify, control and report health and safety issues relating to immediate work environment according to procedures
- PC2.** follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies
- PC3.** document and report all hazards, accidents and near-miss incidents as per set process
- PC4.** document safety records according to organisational policies

##### *Maintain a healthy and hygienic environment*

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

- PC5.** maintain the work area in a clean and tidy condition
- PC6.** ensure that the work area is sanitised as and when required
- PC7.** maintain personal hygiene
- PC8.** use appropriate personal protective equipment (PPE) where required
- PC9.** wash hands using soap and water or alcohol based sanitiser
- PC10.** report hygiene related concerns promptly to the relevant authority

##### *Emergencies, rescue and first-aid procedures*

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

- PC11.** administer appropriate first aid to victims wherever required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.
- PC12.** respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments
- PC13.** perform rescue activity during an accident if applicable (e.g. if moving victim is advisable)

##### *Follow fire safety requirements*

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

- PC14.** follow fire safety practices
- PC15.** identify the type of fire and its stage

## Qualification Pack

**PC16.** use the various appropriate fire extinguishers on different types of fires correctly

**PC17.** follow procedures to rescue victim of fire without endangering self

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** Health Safety and Environment (HSE) practices

**KU2.** relevant Occupational Health and Safety (OHS) regulations

**KU3.** enterprise /site emergency procedures and techniques

**KU4.** waste and dangerous materials disposal procedures and practices

**KU5.** procedures for recording, reporting and maintenance of workplace safety and hygiene

**KU6.** meaning of hazards and risks

**KU7.** health and safety hazards commonly present in the work environment and related precautions

**KU8.** possible causes of risk, hazard or accident in the workplace

**KU9.** where to find all the general health and safety equipment in the workplace

**KU10.** various dangers associated with the use of electrical equipment

**KU11.** preventative and remedial actions to be taken in the case of exposure to toxic materials

**KU12.** importance of using protective clothing/equipment while working

**KU13.** precautionary activities to prevent the fire accident

**KU14.** various causes of fire

**KU15.** techniques of using the different fire extinguishers

**KU16.** different methods of extinguishing fire

**KU17.** different materials used for extinguishing fire

**KU18.** rescue techniques applied during a fire hazard

**KU19.** various types of safety signs and their meaning

**KU20.** appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries

**KU21.** safe lifting and carrying practices

### Generic Skills (GS)

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

**GS1.** write Health and safety compliance report

**GS2.** interpret general health and safety guidelines

**GS3.** communicate general health and safety guidelines to co workers

**GS4.** take decision about the corrective action to be taken in case of any potential hazards

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply relevant health and safety practices at the workplace</i>	<b>13</b>	<b>16</b>	-	-
<b>PC1.</b> identify, control and report health and safety issues relating to immediate work environment according to procedures	4	3	-	-
<b>PC2.</b> follow procedures and instructions for dealing with hazards, within the scope of responsibilities and competencies	4	4	-	-
<b>PC3.</b> document and report all hazards, accidents and near-miss incidents as per set process	2	3	-	-
<b>PC4.</b> document safety records according to organisational policies	1	4	-	-
<i>Maintain a healthy and hygienic environment</i>	<b>8</b>	<b>21</b>	-	-
<b>PC5.</b> maintain the work area in a clean and tidy condition	1	5	-	-
<b>PC6.</b> ensure that the work area is sanitised as and when required	2	5	-	-
<b>PC7.</b> maintain personal hygiene	1	4	-	-
<b>PC8.</b> use appropriate personal protective equipment (PPE) where required	-	-	-	-
<b>PC9.</b> wash hands using soap and water or alcohol based sanitiser	2	3	-	-
<b>PC10.</b> report hygiene related concerns promptly to the relevant authority	2	4	-	-
<i>Emergencies, rescue and first-aid procedures</i>	<b>6</b>	<b>9</b>	-	-
<b>PC11.</b> administer appropriate first aid to victims wherever required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.	2	3	-	-
<b>PC12.</b> respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	2	3	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> perform rescue activity during an accident if applicable (e.g. if moving victim is advisable)	2	3	-	-
<i>Follow fire safety requirements</i>	<b>13</b>	<b>14</b>	-	-
<b>PC14.</b> follow fire safety practices	4	3	-	-
<b>PC15.</b> identify the type of fire and its stage	2	4	-	-
<b>PC16.</b> use the various appropriate fire extinguishers on different types of fires correctly	4	4	-	-
<b>PC17.</b> follow procedures to rescue victim of fire without endangering self	3	3	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	MEP/N9903
<b>NOS Name</b>	Apply health and safety practices at the workplace
<b>Sector</b>	Management
<b>Sub-Sector</b>	Office Management & Professional Skills
<b>Occupation</b>	Office Support
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	30/06/2022
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### DGT/VSQ/N0103: Employability Skills (90 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.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

##### *Constitutional values - Citizenship*

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

- PC4.** 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.
- PC5.** follow environmentally sustainable practices

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

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

- PC6.** recognize the significance of 21st Century Skills for employment

## Qualification Pack

- PC7.** 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
- PC8.** adopt a continuous learning mindset for personal and professional development

### *Basic English Skills*

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

- PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC11.** 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:

- PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes
- PC13.** prepare a career development plan with short- and long-term goals

### *Communication Skills*

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

- PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- PC15.** use active listening techniques for effective communication
- PC16.** communicate in writing using appropriate style and format based on formal or informal requirements
- PC17.** work collaboratively with others in a team

### *Diversity & Inclusion*

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

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** 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:

- PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
- PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
- PC22.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC23.** 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:

- PC24.** operate digital devices and use their features and applications securely and safely
- PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
- PC26.** display responsible online behaviour while using various social media platforms

## Qualification Pack

- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

### *Entrepreneurship*

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** 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:

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** 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

## Qualification Pack

- KU11.** components of salary and 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
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** 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 in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
<b>PC2.</b> identify and explore learning and employability relevant portals	-	-	-	-
<b>PC3.</b> research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC4.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
<b>PC5.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC6.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC7.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<b>PC8.</b> adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC11.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-
<b>PC12.</b> identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
<b>PC13.</b> prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC14.</b> follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
<b>PC15.</b> use active listening techniques for effective communication	-	-	-	-
<b>PC16.</b> communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
<b>PC17.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC18.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC19.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC20.</b> identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
<b>PC21.</b> carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC22.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC23.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>5</b>	-	-
<b>PC24.</b> operate digital devices and use their features and applications securely and safely	-	-	-	-
<b>PC25.</b> carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
<b>PC26.</b> display responsible online behaviour while using various social media platforms	-	-	-	-
<b>PC27.</b> create a personal email account, send and process received messages as per requirement	-	-	-	-
<b>PC28.</b> carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
<b>PC29.</b> utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC30.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC31.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC32.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC33.</b> identify different types of customers and ways to communicate with them	-	-	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC34.</b> identify and respond to customer requests and needs in a professional manner	-	-	-	-
<b>PC35.</b> use appropriate tools to collect customer feedback	-	-	-	-
<b>PC36.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC37.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC38.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC39.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC40.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC41.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0103
<b>NOS Name</b>	Employability Skills (90 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/11/2025
<b>NSQC Clearance Date</b>	17/11/2022

## 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) (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 PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

### Minimum Aggregate Passing % at QP Level : 70

## Qualification Pack

(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/N5122.Manage payroll and other statutory compliances	50	50	-	-	100	20
MEP/N5121.Prepare GST returns and other tax compliances	50	55	-	-	105	20
MEP/N5120.Prepare income tax return & other compliances	50	50	-	-	100	10
MEP/N5119.Prepare financial statements of the clients	50	50	-	-	100	20
MEP/N9912.Apply principles of professional practice at the workplace	40	60	-	-	100	10
MEP/N9903.Apply health and safety practices at the workplace	40	60	-	-	100	10
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>300</b>	<b>355</b>	<b>-</b>	<b>-</b>	<b>655</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework

## Qualification Pack

### Glossary

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

## Qualification Pack

<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
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<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry
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## Qualification Pack

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
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