



**Empowerment  
through skills**

**Management & Entrepreneurship and  
Professional Skills Council  
(MEPSC)**

NCVET Recognized Awarding Body

[www.mepsc.in](http://www.mepsc.in)





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## ABOUT MEPSC

MEPSC is a horizontal Sector Skill Council (SSC) incorporated as a Section-8 (Not for Profit) Company under the Companies Act, 2013, in a one of its kind, Public-Private Partnership (PPP) model, under the tutelage of the Ministry of Skill Development and Entrepreneurship (MSDE). All India Management Association (AIMA) is the sole promoter of MEPSC.

MEPSC is a recognized Awarding Body by the Skills Regulator - National Council for Vocational Education and Training (NCVET) and is supported by National Skill Development Corporation (NSDC).

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## MEPSC Objectives

- Facilitate, support, and implement initiatives for skill development in the management and entrepreneurship sectors in India. This includes meeting the evolving needs of the entire value chain by providing trained manpower of high quality consistently
- Establish a well-structured Labour Market Information System (LMIS) to aid in the planning and delivery of training programs
- Identify skill requirements across sectors and functions, including the specific types of skills needed. This involves analyzing international trends in sector skills development and assessing the range and depth of skills necessary to meet the needs of individuals and employers effectively
- Develop comprehensive skill development plans and maintain a database of available skills
- Set standards and qualifications for skills and competencies across various sectors and functions
- Plan and execute processes for affiliation, accreditation, examination, and certification to ensure uniformity and recognition of standards
- Support and encourage initiatives for the development of management, generic/soft skills, employability, entrepreneurship, and training and assessment skills
- Foster partnerships with national and international stakeholders to enhance skill development initiatives
- Undertake efforts to upgrade educational and vocational skills within the sector, promoting continuous improvement and adaptation to changing demands

## CONFERRED WITH 7 PRESTIGIOUS AWARDS AND HONOURS



Golden Peacock Awards  
- Training 2021



SKOCH Award- Silver



Semi Finalist - SKOCH Award 2021



Vishwakarma - National Skill Excellence Award 2020

## OUR ACHIEVEMENTS

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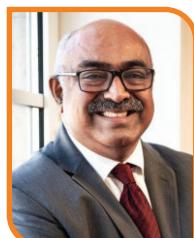
# GOVERNING COUNCIL

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Economic Analyst, Advisor & Author

### Dr. Bhimaraya Metri

Director, IIM Nagpur

### Col. Anil Kumar Pokhriyal

CEO, MEPSC

## **SKILLING :**

Skilling is the process of acquiring new skills or improving existing ones. It is a broad term that encompasses any form of learning and development to enhance an individual's capabilities in a particular field.

## **RESKILLING :**

Reskilling involves learning new skills that are different from an individual's current skill set. It is often necessary when a person needs to adapt to a changing job market or industry that requires a different skill set.

## **UPSKILLING:**

Upskilling refers to the process of acquiring additional or advanced skills in areas that are related to an individual's current job or profession. The goal is to improve expertise and increase proficiency within the same field.



### **Benefits of Skilling**



### **Benefits of Reskilling**



### **Benefits of Upskilling**



## SUB-SECTORS



TRAINING &  
ASSESSMENT



OFFICE MANAGEMENT &  
PROFESSIONAL SKILLS



PRIVATE  
SECURITY



EDUCATION SECTOR -  
NON-TEACHING



ENTREPRENEURSHIP,  
ENTERPRISE & PROFESSIONAL  
DEVELOPMENT SKILLS

## OFFICE MANAGEMENT

Office management is a profession involving the design, implementation, evaluation, and maintenance of the process of work within an office or an organization, in order to sustain and improve efficiency and productivity.

Office management is thus a part of the overall administration of business with core elements such as planning, organising, command, control and coordination.

### OCCUPATION VERTICALS UNDER OFFICE MANAGEMENT



## Job Roles under Office Management

### NSQF Level 3

- Office Assistant (MEP/Q0202)
- Receptionist (MEP/Q0204)
- Client Engagement Associate (MEP/Q0301)

### NSQF Level 4

- HR Executive - Payroll and Data Management (MEP/Q0701)
- Executive - Secretarial Services (MEP/Q0201)
- Office Operations Executive (MEP/Q0207)
- Field Survey Enumerator (MEP/Q0206)
- Hindi Typist (MEP/Q0210)
- Project Management Associate (MEP/Q1501)
- Office Executive (MEP/Q0211)
- Senior Internal Auditor (MEP/Q1206)

### NSQF Level 6

- CSR and Sustainability Head (MEP/Q1101)

### NSQF Level 7

- Environment Sustainability Governance Specialist (MEP/Q1104)

### NSQF Level 4.5

- Recruitment Executive (MEP/Q0702)
- Documentation Executive (Import-Export) (MEP/Q1205)
- Start-up Support Executive (MEP/Q1202)
- Digital Sales and Marketing Executive (MEP/Q9901)
- HR Executive - Payroll and Data Management (MEP/Q0701)
- Multifunctional Executive (MEP/Q0205)
- Human Resource Operations Executive (MEP/Q0703)
- Business Analytics Executive (MEP/Q1502)

### NSQF Level 5

- Multifunctional Office Executive (MEP/Q0205)
- CSR and Sustainability -Manager (MEP/Q1103)
- Business Support Practitioner (MEP/Q1204)
- Advance Course on Digital Sales and Marketing (MEP/Q9902)
- Design Thinking Executive (MEP/Q0501)
- Deputy HR Manager (MEP/Q0704)
- Lead Business Analyst (MEP/Q1503)

## Job Roles under Training & Assessment

### OCCUPATION VERTICALS UNDER TRAINING & ASSESSMENT



NSQF Level 4

Training Coordinator (VET and Skills) MEP/Q2801

NSQF Level 5

Training Center Manager MEP/Q2604

Trainer (VET and skills) MEP/Q2601

Assessor(VET and skills) MEP/Q2701

NSQF Level 6

Master Trainer (VET and Skills ) MEP/Q2602

Lead Assessor (VET and Skills) MEP/Q2702

Instructional Designer MEP/Q2901

Designer-Assessments Methods MEP/Q2903

## SECURITY

Private security industry provides employment to a large number of rural youth, which otherwise would have remained outside the fold of formal employment. The industry presently provides employment to over 10 million youths and has the potential to become the second largest employment generator in the country.

### OCCUPATION VERTICALS UNDER SECURITY



### Job Roles under Security

NSQF Level 2

General Duty Guard cum Watchman [MEP/Q7107]

NSQF Level 2.5

Guard - Cash Logistics [MEP/Q7106]

NSQF Level 3

Security Guard [MEP/Q7101]

NSQF Level 4

Security Supervisor (MEP/Q7201)

Armed Security Guard (MEP/Q7102)

Personal Security Officer (MEP/Q7103)

CCTV Supervisor (MEP/Q7104)

Fire Fighter (MEP/Q7301)

CCTV Video Footage Auditor (MEP/Q7204)

NSQF Level 5

Security Officer (MEP/Q7202)

Assignment Manager (MEP/Q7203)

## OCCUPATIONAL VERTICALS UNDER ENTREPRENEURSHIP



## ENTREPRENEURSHIP

Entrepreneurship is the journey of transforming innovative ideas into successful ventures. It's about taking risks, seizing opportunities, and navigating challenges to create value in the market. In which entrepreneurs are the driving force behind economic growth, as they bring fresh solutions, create jobs, and drive innovation forward.

### Job Roles under Entrepreneurship

NSQF Level 3	NSQF Level 5
Nano Entrepreneur (Street Vendor) (MEP/Q5101)	Consultant (Chartered Tax Practitioner) (MEP/Q5102)
Udyami Mitra (MEP/Q5105)	Entrepreneur (MEP/Q5103)
Sole Proprietorship Associate (MEP/Q1203)	Public Accountant (MEP/Q5104)

## NON-TEACHING

It encompasses administrative, managerial, and supportive roles vital to educational institutions, ensuring the effective functioning and advancement of educational systems without direct involvement in classroom instruction

### Job Roles Under Non-Teaching

Pre School and Day Care Facilitator (MEP/N4101) **(Level - 4)**

Career and Education Counsellor (MEP/N4401) **(Level - 5)**

## MICRO-CREDENTIALS

Micro credential are crafted within a sector or across sectors primarily focusing on upskilling. It aims to certify achievement of coherent sets of skills and knowledge, specified by a statement of purpose, learning outcomes and strong evidence of need by industry, employers, or the Government.

Critical Thinking & Problem - Solving Skills  
- MEP/MCr - 0004 **(Level - 5)**

Critical Thinking & Innovation  
- MEP/MCr - 0003 **(Level - 5)**

Fundamentals of Digital Literacy (Office Applications)  
- MEP/MCr - 0007 **(Level - 2.5)**

Office Assistant- Virtual  
- MEP/MCr - 0005 **(Level - 4)**

Licensee - Security Services  
- MEP/MCr - 0001 **(Level - 5)**

Basics of Financial Literacy  
- MEP/MCr - 0006 **(Level - 2)**

Fundamentals of Business Consulting  
- MEP/MCr-0008 **(Level - 5)**

### OCCUPATIONAL VERTICALS UNDER NON-TEACHING

EDUCATION	COUNSELLING	EDUCATIONAL INSTITUTE OFFICE MANAGEMENT	EXAMINATION
EDUCATIONAL INSTITUTE PLACEMENTS AND ALUMNI	HOSTEL MANAGEMENT	LABORATORIES	LIBRARY

## STANDALONE NOS

A Standalone National Occupational Standard (NOS) is an independent unit of competency that addresses specific skills and knowledge required for a particular job role or task, without being tied to a broader qualification. It provides targeted learning and assessment for niche or emerging industry needs, ensuring flexibility and immediate applicability in the workforce.

Basics of Leadership Development  
- MEP/N5137 **(Level - 2)**

Entrepreneurial Skills for Women  
- MEP/N5138 **(Level - 2.5)**

Drone Operations - Surveillance and Patrolling  
- MEP/N7134 **(Level - 4)**

## Available Job Roles

- Field Survey Enumerator
- Nano Entrepreneur
- Office Assistant
- Security Guard
- CCTV Supervisor
- Personal Finance
- Finance Executive
- Statutory Executive
- GST Executive



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## SKILL BASED PROGRAMS IN SCHOOLS AND COLLEGES

The Scheme for vocationalisation of Secondary Education provides vocational education to students in the 9th and 10th grades. Job roles like Office Assistant, CCTV footage auditor, Unarmed Security Guard, Office Operations Executive, and Personal Security Officer are currently part of this scheme.

With the implementation of New Education Policy (2020), multiple entry and exit options as well as certification on vocational skill sets have become part of Higher Education Institutions and Universities. This enables the graduates completing Bachelors degree to have employability skills and other vocational skills to gain appropriate employment or become entrepreneurs.

### **SALIENT FEATURES:**

- Learn mix of skills relating to a profession
- Acquire employability skills like writing CV, attending Interview, futuristic job skills and other skills
- Obtain as many vocational skills as desired along with mainstream education
- Develop professional/job oriented mindset and goals

# APPRENTICESHIP

Apprenticeship is the best pathway for learning the traits of shopfloor. National Apprenticeship Promotion Scheme (NAPS) has been launched by the Government which entails financial support to establishments undertaking apprenticeship programs.

## BENEFITS TO THE ORGANIZATION

- Address skill gap for the industry
- Industry designed customized courses to run apprenticeship
- Increases availability of industry-ready skilled manpower
- Reduces attrition and expenditure on the recruitment process
- Relatively higher loyalty factor of apprentices
- Financial support from the Government through NAPS

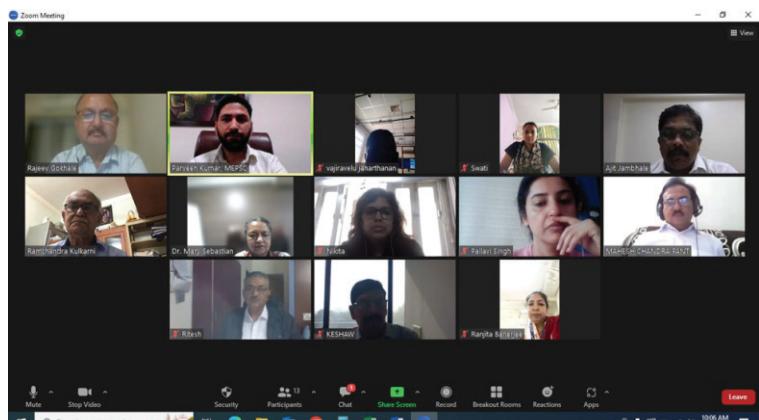
## FINANCIAL BENEFITS UNDER NAPS

- Sharing of 25% of the prescribed stipend, subject to a maximum of INR 1,500 per month per apprentice through Direct Benefit Transfer (DBT)

## Establishments under the purview of apprenticeship mandate

Employee Strength	Eligibility of Apprenticeship	Apprentice Band	Apprenticeship Duration
0-3	Not Eligible	Not Eligible	Not Eligible
4-29	Optional	2.5% - 15% of Employee Strength	6-36 months
>30	Mandatory	2.5% - 15% of Employee Strength	6-36 months

Website Link: <https://www.apprenticeshipindia.gov.in>



## Training of Master Trainers (ToMT) Program

The Training of Master Trainers (ToMT) program aims to build the capacity of Trainers who will further be creating a pool of competent and high-quality Trainers. MEPSC is the only SSC who conducts these ToMT programs on the platform skills i.e. on the job role of Master Trainer (VET & Skills) (MEP/Q2602).

### Who Can apply?

Certificate-NSQF (level 5 and above) with an experience of 5 years and having some training experience.

## SALIENT FEATURES OF THE ToMT PROGRAM:

- 01 CERTIFICATION ON PLATFORM SKILLS, RECOGNIZED ACROSS SKILLING ECOSYSTEM, CORPORATES AND TRAINING INSTITUTES OF INDIA
- 02 ENHANCE FACILITATION SKILLS, CONTENT MAPPING SKILLS, EVALUATION OF LEARNERS AND TRAINING PROGRAMS.
- 03 EXPERIENCE A BLENDED LEARNING PROGRAM
- 04 ACQUIRE EMBEDDED LEARNING OF CONDUCTING ONLINE SESSIONS
- 05 BUILD A NETWORK WITH OTHER PROFESSIONAL TRAINERS FROM DIVERSIFIED BACKGROUND

# Training of Master Assessors (ToMA) Program

Training of Master Assessors Program is aimed at building capacity of participants to undertake assessor development as well as conduct training of assessors. MEPSC is the only SSC who conducts ToMA programs on the platform skills i.e. on the job role of Lead Assessor (VET & Skills) (MEP/Q2702). The Lead Assessor/ Master Assessor has a key role in assuring the quality of the assessment tools and methodologies.

## SALIENT FEATURES OF THE ToMA PROGRAM:

**01** CERTIFICATION ON PLATFORM SKILLS, RECOGNIZED ACROSS SKILLING ECOSYSTEM, CORPORATES AND TRAINING INSTITUTES OF INDIA

**02** EXPERIENCE A BLENDED LEARNING PROGRAM

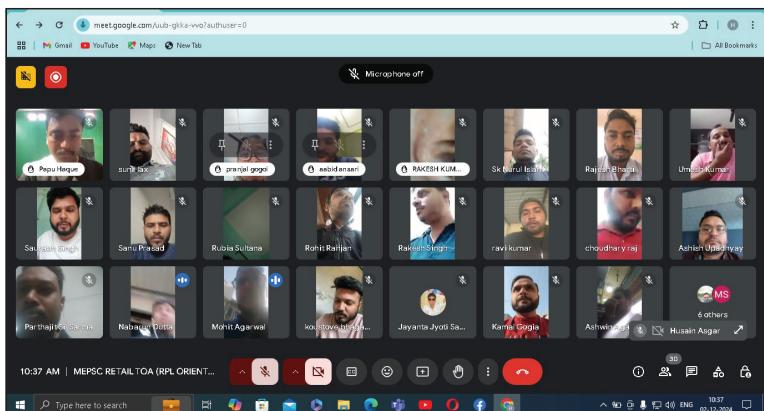
**03** ACQUIRE LEARNING OF CONDUCTING TRAINING

**04** LEARN PREPARATION OF ASSESSMENT TOOLS FOR THEORY AND PRACTICALS

**05** BUILD ASSESSOR EVALUATION AND MENTORING SKILLS

## Who Can apply?

Certificate-NSQF (level 5 and above) with an experience of 5 years



# Training of Trainers (ToT) Program

Enhance the employability of the Indian workforce with Training of Trainers (ToT) program, vital for fostering a versatile pool of skilled mentors adept at guiding individuals across diverse job roles.

## Who Can apply?

Certificate-NSQF (level 4 and above) and additional experience/academic qualification as required by the domain awarding body or certified in relevant CITS trade with an experience of 1 year.

**01** CERTIFICATION ON DOMAIN SKILLS, RECOGNIZED ACROSS THE NATION

**02** OPPORTUNITY TO HAVE IN-PERSON GUIDANCE

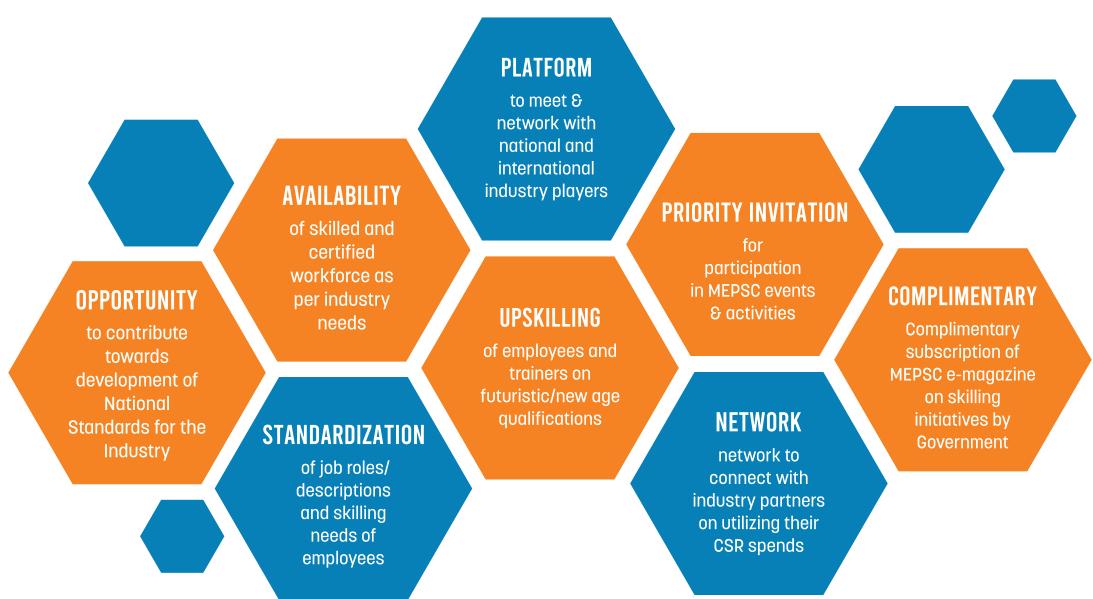
**03** REAL-TIME DEMONSTRATION OF TEACHING SKILLS AND COMPETENCIES

**04** USAGE OF INTERACTIVE PLATFORMS AND TOOLS FOR DEMONSTRATIONS

**05** OPPORTUNITY TO ENHANCE ONE'S DIGITAL LITERACY

**06** INTERACTIVE LEARNING THROUGH GROUP ACTIVITIES

## BENEFITS TO THE INDUSTRY CUM IMPLEMENTATION PARTNER (IIP)



## INDUSTRY PARTNERS



## ASSESSMENT AGENCIES



# Glimpses @MEPSC



## Industry Validation Seminar



# Youth Ideathon 2022



## Global Skills Summit



## Apprenticeship workshop



## Event at British High Commissioner's Residence



## Indian CSR conclave



Mou with JAKLI RSTC



MOU with Andhra Pradesh



MoU with Artillery - Nashik



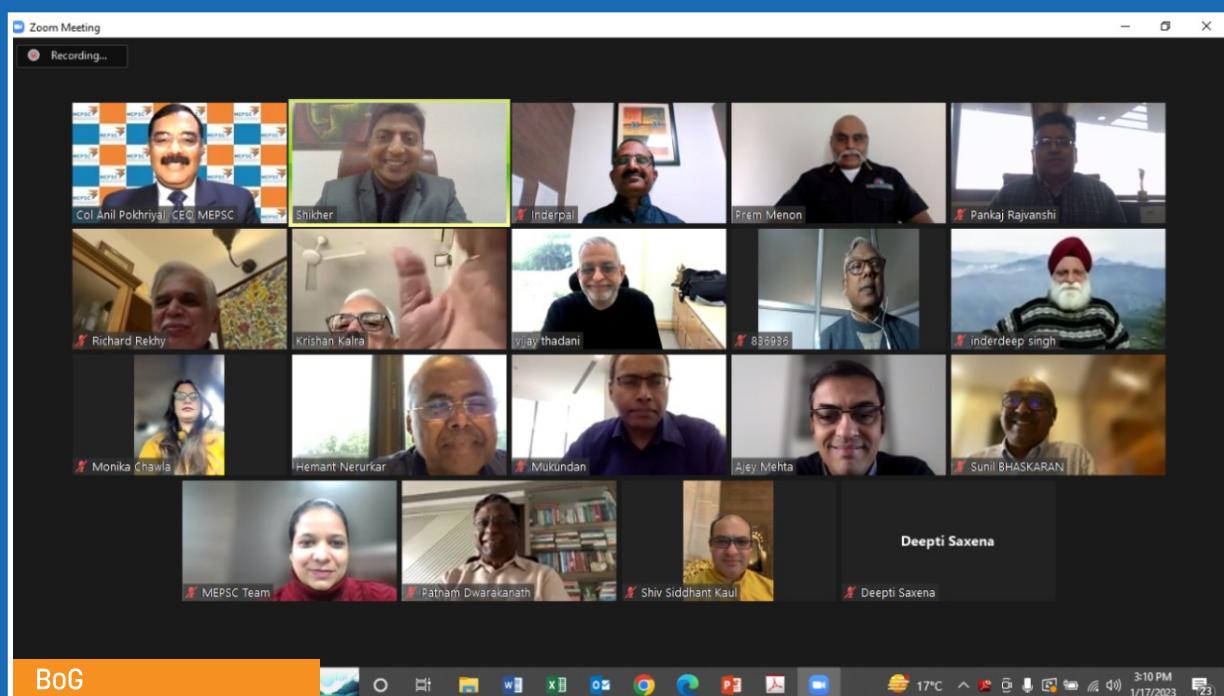
MoU with Mahajyoti



NDMC Certificate Ceremony



Training of Master Trainer



BoG







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