MEPSC
Management & Entrepreneurship and Professional Skills Council

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

Skill India
कौशल भारत-कुशल भारत

NCVET
कौशल गुणवत्ता प्रगति



MEPSC's Qualifications Handbook V 2.0

A comprehensive information handbook to foster career in Management, Entrepreneurship and Professional Skills Sector

Management & Entrepreneurship and Professional Skills Council (MEPSC)

An NCVET Recognized Awarding Body and Sector Skill Council under Ministry of Skill Development and Entrepreneurship (MSDE)



Qualifications Handbook

Management & Entrepreneurship and Professional Skills Council (MEPSC)

www.mepsc.in | info@mepsc.in

MEPSC
Management & Entrepreneurship and Professional Skills Council

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Contact Email: info@mepsc.in
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For the latest versions of the qualifications, always refer to the National Qualifications Register (NQR) or visit the MEPSC website under Occupational Standards –> Resources at https://www.mepsc.in/.
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Shri. Narendra Modi

Hon'ble Prime Minister of India

If education provides us with the information on what we have to do, then skill teaches us how that work will be done practically on ground! The country's "Skill India Mission" is a campaign to connect with this fact or necessity to keep the pace.



Shri. Jayant Chaudhary

Hon'ble Minister of State (I/C),
Ministry of Skill Development and Entrepreneurship,
Government of India

"Every skilled Indian professional
is a changemaker
and an ambassador of India."

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Management & Entrepreneurship and Professional Skills Council

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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 recognised Awarding Body by the Skills Regulator – National Council for Vocational Education and Training (NCVET) and is supported by National Skill Development Corporation (NSDC).



MEPSC is committed to create a technically and professionally competent workforce and industry professionals for both national and international markets

MEPSC is actively engaged to improve the socio-economic conditions of the youths and communities across the country through affirmative action and inclusive development under the Government of India's flagship "Skill India Mission" so that every citizen has equal opportunity to participate actively in building a vibrant state by building "Kaushal Bharat Kushal Bharat"

MEPSC is Leading Skill Development Initiatives in Following Key Segments:

- Office Management
- Professional Skills (including Private Security)
- Entrepreneurship & Entreprise Development
- Training & Assessment
- Education Sector - Non Teaching Segment



VISION

- To create a competent workforce both technically and professionally for the domestic and international market
- To create successful and sustainable entrepreneurs thereby converting job seekers into job givers
- To achieve international quality standards in skilling, assessment and certification



MISSION

MEPSC proposes to achieve composite skilling of Indian workforce for sustainable productivity across sectors through:-

- Development of NOS/QP in collaboration with various stakeholders, particularly employers
- Work towards employer acceptability of MEPSC Certifications for induction and growth of labour
- Act as a catalyst, facilitator, aggregator with various partners for the achievement of National Skills Mission Objectives



OBJECTIVES

- Initiate, carry out, execute, implement, aid and assist activities towards skill development in the management and entrepreneurship sector in India and meeting the entire value chain's requirements of appropriately trained manpower in quantity and quality on a sustained and evolving basis.
- Establishment of a well-structured Labour Market Information System (LMIS) to assist the planning and delivery of training.
- Identification of skill needs across sectors/functions roles including the type of skills, reviewing international trends in sector skills development, range and depth of skills to facilitate Individuals and Employers.
- Development of a skill development plan and maintain skill inventory/database.
- Determining skills/competency standards and qualifications across sectors/functions.
- Standardization of affiliation, accreditation and certification process.
- Plan and execute affiliation, accreditation, examination and certification to ensure consistency and acceptability of standards.
- Plan and execute Training of Trainers
- Plan and Execute Apprenticeship Schemes.
- Promotion of academies of excellence
- Facilitate and catalyze Management, Generic/Soft Skills, Employability,
- Entrepreneurship & Training and Assessment skill development initiatives.
- Development of a partnership with various National/International stakeholders.
- IPR management in the area.
- Any other activities related to the mandate of the Sector Skill Council.
- Undertake the task of educational and vocational skill upgrade in the sector.

The Snapshot

9.63+ LAKHS Assessments Conducted

1,631 Master trainers trained under ToMT Program

445 Lead Assessors trained under ToLA Program

4,27+ Candidates Enrolled under RPL

35,661 Trainers trained under ToT Program

9,499 Assessors trained under ToA Program

79,680 Apprentices

246 IIPs and **237** SIDH Smart Centers

1,670+ schools in 18 states & UTs

100+ Associated Colleges

2600+ Training Centers

11 Active Assessment Agencies Empanelled

53 Qualifications & **7** Micro Credentials, **3** Standalone NOS

Conferred with **7** Prestigious Awards & Honours

4460 Industry Partners

Qualification/Job Role List

Training & Assessment

- Master Trainer (VET and Skills)
- Lead Assessor (VET and Skills)
- Training Centre Manager (VET and Skills)
- Instructional Designer (VET and Skills)
- Designer - Assessment Methods (VET and Skills)
- Trainer (VET and Skills)
- Assessor (VET and Skills)
- Training Coordinator (VET and Skills)



Office Management

- Multifunctional Office Executive
- Executive - Secretarial Services
- Field Survey Enumerator
- Office Operations Executive
- HR Executive – Payroll and Employee Data Management
- Recruitment Executive
- Hindi Typist
- Receptionist
- Office Assistant
- Office Executive
- Start-up Support Executive
- CSR and Sustainability Manager
- CSR and Sustainability Head
- Project Management Associate
- Business Support Practitioner
- Client Engagement Associate
- Documentation Executive (Import-Export)
- Digital Sales and Marketing Executive
- Advance Course in Digital Sales and Marketing
- Design Thinking Executive
- Environmental Sustainability Governance (ESG) Specialist
- Senior Internal Auditor
- Advance Course in Business Risk Management

Private Security

- Security Officer
- Assignment Manager
- Security Supervisor
- Personal Security Officer
- CCTV Supervisor
- Fire Fighter
- Armed Security Guard
- CCTV Video Footage Auditor
- Security Guard
- General Duty Guard cum Watchman
- Guard - Cash Logistics



Qualification/Job Role List

Entrepreneurship

- Entrepreneur
- Nano Entrepreneur (Street Vendor)
- Consultant (Chartered Tax Practitioner)
- Sole Proprietorship Associate
- Public Accountant
- Udyami Mitra



Education Sector - Non Teaching

- Pre School and Day Care Facilitator
- Career and Education Counsellor



Micro Credentials & Standalone NOS

Office Management

- Office Assistant - Virtual
- Creative Thinking and Innovation
- Critical Thinking and Problem Solving
- Basics of Financial Literacy
- Fundamentals of Digital Literacy (Office Applications)

Private Security

- Licensee - Security Services

Entrepreneruship

- Fundamentals of Business Consulting

Office Management

- Basics for Aggregator Platform Workers
- Fundamentals of Working in Gig Economy

Private Security

- Drone Operations - Surveillance and Patrolling

Entrepreneruship

- Fundamentals/Basics of Leadership Development
- Entrepreneurial Skills for Women



Advance Diploma

Office Management

- Digital Sales and Marketing Executive
- Advance Course in Digital Sales and Marketing
- Human Resource Operations Executive
- Deputy Human Resources Manager
- Business Analytics Executive
- Lead Business Analyst



Master Trainer (VET and Skills)

MEP/Q2602

NQR Code: 2022/OAFM/MEPSC/06028

Scan QR Code to access Model Curriculum



The Master Trainer (VET and Skills) conducts trainer development as well as sessions that require advanced facilitation skills. They have a key role in assuring the quality of end to end training services and providing recommendations for continuous improvement of training effectiveness. They customise training programs as per the specific needs of the target audience to enhance effectiveness.

Sub-Sector : Training & Assessment

NSQF Level : 6

Credits : 22

Version : 3.0

Validity : 30/06/2025

Course Duration : 660 (250+410) Hours

Qualification/Experience :

Certified on any domain skill of NSQF Level 5 (Technical/Vocational Standards) with 5 years of relevant experience Or Any other additional experience/academic qualification as required by the domain awarding body with 5 years of relevant experience

Min. Job Entry Age : 20 Years

NOSs :

MEP/N2605: Evaluate trainers and training programs and provide recommendations for improving training effectiveness
MEP/N2606: Plan and facilitate trainer development
MEP/N2607: Conduct trainings that require advanced facilitation skills
MEP/N2608: Customize training program as per special requirements of learners and local environment
MEP/N2609: Identify new programs for training
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0103: Employability Skills (90 Hours)

Master Trainers are required for 5500 Business Schools, 39000 Colleges, 1400 Independent institutes, 30000 VTPs

Lead Assessor (VET and Skills)

MEP/Q2702

NQR Code: 2022/OAFM/MEPSC/06026

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Lead Assessor (VET and Skills) is responsible for Assessor development and undertaking assessment training sessions. The Lead Assessor has a key role in assuring the quality of the assessment tools and methodologies. The Lead Assessor should also be able to provide recommendations for continuous improvement in effectiveness of the assessment process

Sub-Sector : Training & Assessment

NSQF Level : 6

Credits : 21

Version : 3.0

Validity : 30/06/2025

Course Duration : 630 (220+410) Hours

Qualification/Experience :

Certified on any domain skill of NSQF Level 5 (Technical/Vocational Standards) with 5 years of relevant experience Or Any other additional experience/academic qualification as required by the domain awarding body with 5 years of relevant experience

Min. Job Entry Age : 20 Years

NOSs :

MEP/N2602: Deliver competency based, instructor-led training sessions as per session plan
MEP/N2703: Evaluate on-field assessment and provide recommendations for improving assessment effectiveness
MEP/N2704: Plan and facilitate assessor development
MEP/N2705: Mobilize assessors and support in their recruitment and on-boarding
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0103: Employability Skills (90 Hours)

Approximately 200 Million Assessments take place in India annually in Education & Vocational space. There is a huge need for Assessors and Proctors

Training Centre Manager (VET and Skills)

MEP/Q2604

NQR Code: 2022/OAFM/MEPSC/06027

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A Training Centre Manager (VET and Skills) manages overall centre operations including mobilization, training quality, assessment, placement, documentation, reporting and smooth operations of a training centre. The individual is responsible for implementation of various training programs at the centre.

Sub-Sector : Training & Assessment

NSQF Level : 5

Credits : 19

Version : 3.0

Validity : 30/06/2025

Course Duration : 570 (204+366) Hours

Qualification/Experience :

3 year or 4 year UG in relevant field or equivalent with 3 years of relevant experience in training centre operations

Min. Job Entry Age : 25 Years

NOSs :

MEP/N2619: Plan for operation of a training centre
MEP/N2612: Manage routine operations of a training centre
MEP/N2613: Lead student mobilization for training centre
MEP/N2614: Monitor training quality in a training centre
MEP/N2615: Plan and implement placement activities
MEP/N2617: Carry out trainer screening and onboarding
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

There are more than 65,000+ Training companies in India

Instructional Designer (VET and Skills)

MEP/Q2901

NQR Code: 2022/OAFM/MEPSC/06023

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The Instructional Designer (VET and Skills) designs a training intervention that will ensure transfer of learning as per identified needs to the learners. They also conduct diagnostic assessments to identify individual training needs and develop and provide training materials that will assist the trainer and learner. They train the trainers who will be conducting the learning intervention.

Sub-Sector : Training & Assessment

NSQF Level : 6

Credits : 21

Version : 4.0

Validity : 30/06/2025

Course Duration : 630 (250+380) Hours

Qualification/Experience :

Graduate (in any field) with 3 Years of experience in Training and Assessment Or 10th Class (and CITS in any field) with 5 Yrs of experience in Training and Assessment Or Certificate-NSQF 5 with 3 Yrs of experience in Instructional design, Training & Assessment

Min. Job Entry Age : 23 Years

NOSs :

MEP/N2606: Plan and facilitate trainer development
MEP/N2901: Perform diagnostic assessment for individuals to be trained on expected performance outcomes
MEP/N2902: Plan and design specific learning and development interventions and programs
MEP/N2908: Review learning resources as per design document
MEP/N2909: Comply with Intellectual Property Rights (IPR), Rules, Regulations and Ethics
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0103: Employability Skills (90 Hours)

With the Indian e-learning industry gradually moving up the value chain, demand for instructional designers "whose number in India is currently estimated at 10,000" is certain to rise

Designer-Assessment Methods (VET and Skills)

MEP/Q2903

NQR Code: 2022/OAFM/MEPSC/06022

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The Designer-Assessment Methods (VET and Skills) designs and develops effective assessments and assessment tools to assess candidates against preset assessment criteria, duly incorporating the competencybased assessment guidelines and principles. The Assessment Designer also ensures that the assessors are able to use and implement these tools effectively by supporting in training them and evaluating their work.

Sub-Sector : Training & Assessment

NSQF Level : 6

Credits : 22

Version : 4.0

Validity : 30/06/2025

Course Duration : 660 (250+410) Hours

Qualification/Experience :

Graduate (in any field) with 3 Years of experience in Training and Assessment Or 10th Class (and CITS in any field) with 5 Years of experience in Training and Assessment Or Certificate-NSQF (5) with 3 Years of experience in Training and Assessment

Min. Job Entry Age : 23 Years

NOSs :

MEP/N2703: Evaluate the on-field assessment and provide recommendations for improving assessment effectiveness
MEP/N2704: Plan and facilitate assessor development
MEP/N2906: Design competency-based assessment
MEP/N2907: Develop competency-based assessment tools
MEP/N2909: Comply with Intellectual Property Rights (IPR), Rules, Regulations and Ethics
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0103: Employability Skills (90 Hours)

Approximately 200 Million Assessments take place in India annually in Education & Vocational space

Trainer (VET and Skills)

MEP/Q2601

NQR Code: 2022/OAFM/MEPSC/06024

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The Trainer trains the learners on the occupational standards, using pre-set lesson plans and training materials. They plan for and conduct sessions to impart competency-based skills and knowledge.

Sub-Sector : Training & Assessment

NSQF Level : 5

Credits : 17

Version : 3.0

Validity : 30/06/2025

Course Duration : 510 (174+336) Hours

Qualification/Experience :

Certified on any domain skills of NSQF Level 4 (Technical/Vocational Standards) Or any other additional experience/academic qualification as required by the domain awarding body or certified in relevant CITS trade with an experience of 1 year

Min. Job Entry Age : 18 Years

NOSs :

MEP/N2601: Plan and organize for facilitation of a training program
MEP/N2602: Deliver competency based, instructor-led training sessions as per session plan
MEP/N2618: Facilitate learning through on-the-job or in a simulated training
MEP/N2604: Undertake assessment of competence as per required standards
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

About 50 crore people need to be skilled in the next few years and for that there is a need of lakhs of trainers

Assessor (VET and Skills)

MEP/Q2701

NQR Code: 2022/OAFM/MEPSC/06025

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The Assessor (VET and Skills) assesses candidates in an area of subject matter expertise in a range of contexts on occupational standards. They coordinate with the assessing body, training provider, or client organization to ensure smooth and timely completion of work. The individual must have expertise in the technical/vocational domain in which the assessment is taking place. They should remain abreast with the latest trends in their domain and upgrade their assessment related skills

Sub-Sector : Training & Assessment

NSQF Level : 5

Credits : 16

Version : 3.0

Validity : 30/06/2025

Course Duration : 480 (144+336) Hours

Qualification/Experience :

Certificate (Certified on any domain skills of NSQF Level 4 (Technical/Vocational Standards) Or any other additional experience /academic qualification as required by the domain awarding body or certified in relevant CITS trade)

Min. Job Entry Age : 18 Years

NOSs :

MEP/N2701: Plan and organize for competency-based assessment
MEP/N2702: Assess vocational skills, knowledge and understanding
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

There is currently a shortage of assessors in India, a situation that is only likely to increase as the demand for 3rd party assessment grows as the level of training activity increases

Training Coordinator (VET & Skills)

MEP/Q2801

NQR Code: QG-04-ET-00242-2023-V1-MEPSC

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The Training Coordinator provides support to the trainers, learners and stakeholders so that the training and other related activities occur smoothly and as per established policy and plans. They are responsible for communications delivery, maintaining training facilities, maintaining of records and co-ordinating with various service providers like, catering, logistics, housekeeping, electricians, etc.

Sub-Sector : Training & Assessment

NSQF Level : 4

Credits : 14

Version : 3.0

Validity : 28/02/2026

Course Duration : 420 (174+246) Hours

Qualification/Experience :

12th grade OR 11th grade pass & pursuing continuous schooling OR 10th grade pass and pursuing continuous schooling (for 2yr prog) OR 10th grade pass with 2 yrs of any combination of NTC/NAC/CITS or equivalent OR Pursuing 2nd yr of 3yr regular Diploma (after 10th)

Min. Job Entry Age : 18 Years

NOSs :

MEP/N2801: Prepare and publish the training Calendar
MEP/N2802: Organize to keep the training venue and facilities ready for training
MEP/N2803: Counsel learners regarding training programs and assessment services
MEP/N2804: Prepare the Management Information System (MIS) reports
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

About 50 crore people need to be skilled in the next few years and for that there is a need of lakhs of training coordinators

Multifunctional Office Executive

MEP/Q0205

NQR Code: QG-5.5-OA-00241-2023-V1-MEPSC

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A Multifunctional Office Executive performs administrative and office support activities. It involves the upkeep and maintenance of office premises, purchases and vendor management for office supplies, stationery and upkeep, ensuring the comfort of staff and visitors by receiving and forwarding calls, coordination of incoming and outgoing mail and organizing meetings and making travel arrangements for staff.

Sub-Sector : Office Management

NSQF Level : 4.5

Credits : 19

Version : 3.0

Validity : 28/02/2026

Course Duration : 570 (280+290) Hours

Qualification/Experience :

Min. Job Entry Age : 18 Years

Completed 3rd yr diploma after 10th OR 10th Grade pass with 2 yrs of NTC plus 1 yr of NAC/CITS OR 10th Grade pass with 2 yrs of NTC plus 1 yr of NAC plus 1 yr of CITS OR 10th Grade pass with 1 yr of NTC plus CITS with 1 yr of relevant exp. OR Previous relevant qualification of NSQF level 3.5 & with minimum education as 8th grade pass with 3 yrs of relevant exp. OR Previous relevant qualification of NSQF level 4 and with minimum education as 8th grade pass with 1.5 yrs of relevant experience

NOSs :

MEP/N0215: Co-ordinate incoming and outgoing mail
MEP/N0216: Use computers to store, retrieve and communicate information
MEP/N0217: Ensure up-keep of office premises and facilities
MEP/N0218: Manage vendors for procurement of office supplies and services
MEP/N0219: Maintain and issue office stationery and supplies
MEP/N0220: Maintain official records and documentation
MEP/N0221: Organise for local transport and out-station ticketing for staff in coordination with travel vendor
MEP/N0222: Organize for meeting rooms and venues for office meetings and events
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9914: Communicate with clients, visitors and colleagues effectively
DGT/VSQ/N0103: Employability Skills (90 Hours)

Office Administration, Operations and Management roles are prevalent in every organisation

Executive - Secretarial Services

MEP/Q0201

NQR Code: QG-04-OA-02521-2024-V1-MEPSC

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The Executive – Secretarial Services serves as a pivotal support to managers and company directors, employing advanced AI technologies to efficiently manage clerical and administrative duties. Proficient in dictation and transcription, they leverage AI tools to streamline workflows, prioritize tasks effectively, and foster seamless communication within the office. Tasked with handling records, letters, and routine tasks, they play a vital role in ensuring organizational efficiency and productivity.

Sub-Sector : Office Management

NSQF Level : 4

Credits : 14

Version : 6.0

Validity : 30/04/2027

Course Duration : 420 (144+276) Hours

Qualification/Experience :

12th Grade pass with 2 yrs of relevant exp. OR 10th Grade pass with 4 yrs of relevant exp. OR Pursuing 2nd yr of 2-yr diploma after 12th with no exp. OR Previous relevant Qualification of NSQF Level 3.5 with 1.5 yr relevant exp. OR Previous relevant Qualification of NSQF Level 3 with 3 yr relevant exp.

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0709: Dictation processing, note taking and documenting
MEP/N0701: Executive support and administrative management
MEP/N0241: Maintain records and documentation
MEP/N7309: Office tools and AI technology
MEP/N9914: Communicate with clients, visitors and colleagues effectively
DGT/VSQ/N0102: Employability Skills (60 Hours)

The top managers employ small armies of staff to assist them with their busy lives, and they are desperately in need of quality secretaries and executives to help them manage it all.

Field Survey Enumerator

MEP/Q0206

NQR Code: 2020/OAFM/MEPSC/3609

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The field survey enumerator, collects or verifies data or documents from the respondents such as households / enterprises / establishments. This individual is responsible for conducting the socio-economic surveys with the help of hand-held devices / laptops and blueprint consisting of survey concepts, definitions, procedures, instructions etc. as per guidelines received from multiple clients. They work on a regular, contractual or commission basis.

Sub-Sector : Office Management

NSQF Level : 4

Credits : 13

Version : 4.0

Validity : 17/11/2025

Course Duration : 390 (174+216) Hours

Qualification/Experience :

10th Grade Pass with 2 yr relevant exp. OR 11th Grade Pass with 1 yr relevant exp. OR 11th Grade Pass and pursuing continuous schooling OR 10th grade pass and pursuing continuous schooling (for 2 yr program) OR 12th grade pass OR Pursuing 2nd year of 3-yr regular Diploma (after 10th)

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0226: Plan and prepare to conduct field work
MEP/N0227: Collect and manage data through field surveys
MEP/N0228: Verify and scrutinise background information and/or documentation of individuals through fieldwork
MEP/N0230: Manage work as a freelancer or independent worker
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

Around 1.2 million workforce, is required for the roles of Market Surveys. This sector is growing at a rate of 6-7% per annum.

Office Operations Executive

MEP/Q0207

NQR Code: 2022/OAFM/MEPSC/06409

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The Office Operations Executive is a generalist who checks and prepares documents, writes simple correspondence, maintains records as well as co-ordinates with various internal and external agencies and follows up for work completion in line with professional practices of the workplace

Sub-Sector : Office Management

NSQF Level : 4

Credits : 13

Version : 4.0

Validity : 29/09/2025

Course Duration : 390 (174+216) Hours

Qualification/Experience :

12th Grade pass OR 11th grade pass & pursuing continuous schooling OR 10th grade pass and pursuing continuous schooling (for 2 yr program) OR Pursuing 2nd yr of 3-yr regular Diploma (after 10th) OR 11th grade pass with 1 yr of relevant exp. OR 10 th grade pass with 2 yrs of relevant exp.

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0204: Managing routine office activities
MEP/N0216: Use computers to store, retrieve and communicate information
MEP/N0224: Check forms and applications for completeness as per norms
MEP/N0225: Co-ordinate with internal and external agencies to complete operational requirements
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

Nearly 11.7 million workforce is employed under Management Services & Support, Office Administration, Professional Skills with a potential to add 1.4 million more by 2025

HR Executive-Payroll & Employee Data Management

MEP/Q0701

NQR Code: QG-4.5-OA-00243-2023-V1-MEPSC

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An HR Executive-Payroll and Employee Data Management maintains employee data for the Human Resource (HR) department and compiles all necessary payroll data, enters it into the organisations data system, calculates each employees pay, computes statutory and tax related entitlements and deductions, and co-ordinates with the accounts department for disbursements and fund transfers.

Sub-Sector : Office Management

NSQF Level : 4.5

Credits : 16

Version : 3.0

Validity : 28/02/2026

Course Duration : 480 (174+306) Hours

Qualification/Experience :

Completed 1st year of 3-year/ 4-years UG OR Pursuing 1st year of 3-year/ 4-years UG and continuing education OR Pursuing 2nd year of 2- year diploma after 12 and continuing education OR 10th Grade pass with 3 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0701: Maintain employee records for compensation and benefits calculations
MEP/N0702: Process statutory entitlements for finalising compensation and benefits
MEP/N0703: Process payroll data
MEP/N0216: Use computers to store, retrieve and communicate information
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

The Human Resources Services market is estimated to be more than 35,000 crores, growing at the rate of 10-12%

Recruitment Executive

MEP/Q0702

NQR Code: QG-4.5-OA-00244-2023-V1-MEPSC

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The Recruitment Executive is responsible for sourcing, screening and connecting suitable candidates to employers and vice versa. Upon sourcing a potential match, the executive is also responsible for coordinating and processing applications as per needs of the employer organizations and subsequent coordination between the two parties.

Sub-Sector : Office Management

NSQF Level : 4.5

Credits : 16

Version : 3.0

Validity : 28/02/2026

Course Duration : 480 (174+306) Hours

Qualification/Experience :

Completed 1st year of 3-year/ 4-years UG OR Pursuing 1st year of 3-year/ 4-years UG and continuing education OR Pursuing 2nd year of 2- year diploma after 12 and continuing education OR 10th Grade pass with 3 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0705: Gather job related information from employer organizations
MEP/N0706: Source candidates for recruitment based on client requirement
MEP/N0707: Coordinate between candidates and employer organisations for the selection process
MEP/N0708: Execute post-selection recruitment processes and reviews
MEP/N0216: Use computers to store, retrieve and communicate information
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

HR is a rewarding career field poised for growth. Almost every company, large and small, needs HR professionals to manage employee relations, oversee recruitment and administer benefits.

Hindi Typist
MEP/Q0210
NQR Code: 2020/OAFM/MEPSC/03792

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The Hindi Typist is responsible for formatting and typing various types of documents in Hindi with speed and accuracy. The individual types of letters, reports, forms, correspondence, policies, tabular statements, or other documents from rough drafts, handwritten copies, dictated notes, or voice recordings using word processing software or typewriter. The individual also checks documents for errors in spelling, grammar, punctuation and format, and corrects identified errors.

Sub-Sector : Office Management

NSQF Level : 4

Credits : 13
15 (with Option)

Version : 3.0

Course Duration : 390 (174+216) Hours
450 (174+216+60) including Optional NOS of 60 hours

Validity : 17/11/2025

Qualification/Experience :
12th Grade Pass (Hindi as one subject) OR Previous relevant Qualification of NSQF Level 3.0 (Hindi as one subject) with 3 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0216: Use Computers to store, retrieve and communicate information
MEP/N0236: Install and use various Hindi fonts and typing tools
MEP/N0238: Prepare various types of Hindi documents
MEP/N0239: Proofread Hindi documents
MEP/N0241: Maintain records and documentation
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

Option (not mandatory):
MEP/N0237: Use Hindi Shorthand/Hindi Stenography to prepare documents

There is a huge requirement of Clerks, Asst. Section Officers, Section Officers, etc. with the knowledge of Rashtrabhasha "Hindi", across Government and Private Organizations

Receptionist
MEP/Q0204
NQR Code: 2022/OAFM/MEPSC/05518

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The Receptionist receives visitors at the reception and ensures that they are attended to as per their requirements, while assisting them in fulfilling the administrative and security processes of entry and exit. The receptionist also receives calls on the board or EPAX system and forwards them to respective departments or persons. This person co-ordinates the reception of incoming and outgoing mails and maintains necessary registers.

Sub-Sector : Office Management

NSQF Level : 3

Credits : 10
13 (with recommended OJT)

Version : 4.0

Course Duration : 300 (122 + 178) Hours
390 (122+178+90) including OJT (R) of 90 hours

Validity : 25/11/2024

Qualification/Experience :

10th Pass OR Previous relevant qualification of NSQF level 2.5 with 1.5 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0213: Receive visitors and direct them as per requirement
MEP/N0214: Respond to phone calls received at the reception as per caller requirement
MEP/N0215: Co-ordinate incoming and outgoing mail
MEP/N0216: Use computers to store, retrieve and communicate information
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
MEP/N9914: Communicating with clients, visitors and colleagues effectively
DGT/VSQ/N0101: Employability Skills (30 Hours)

A receptionist is required in every organization irrespective of its size

Office Assistant

MEP/Q0202

NQR Code: QG-03-OA-02520-2024-V1-MEPSC

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The Office Assistant, equipped with AI-enhanced productivity tools, assists colleagues with clerical and administrative tasks, optimizing workflows and enhancing office efficiency.

Sub-Sector : Office management and Professional Skills

NSQF Level : 3

Credits : 11

Version : 5.0

Validity : 30/04/2027

Course Duration : 330 (144+186) Hours

Qualification/Experience :

Grade 10 pass; OR
Previous relevant Qualification of NSQF Level 2.5 with 1.5 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0711: Computer application and information security standards
MEP/N0203: Operate various office equipment
MEP/N0204: Manage routine office activities
MEP/N7308: AI enhanced office productivity management
DGT/VSQ/N0102: Employability Skills (60 Hours)

Office Administration, Operations and Management roles are prevalent in every organization

Office Executive

MEP/Q0211

NQR Code: QG-04-OA-00110-2023-V1-MEPSC

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The Office Executive is a generalist who checks and prepares documents, writes simple correspondence, maintains records as well as co-ordinates with various internal and external agencies and follows up for work completion in line with professional practices of the workplace

Sub-Sector : Office Management

NSQF Level : 4

Credits : 13

Version : 2.0

Validity : 05/01/2026

Course Duration : 390 (174+216) Hours

Qualification/Experience :

12th Grade pass, OR 11th grade pass and pursuing continuous schooling, OR 10th grade pass and pursuing continuous schooling (for 2 year program), OR Pursuing 2nd year of 3 year regular diploma (after 10th), OR 11th grade pass with 1 year relevant experience, OR 10th grade pass with 2 year relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0204: Managing routine office activities
MEP/N0216: Use computers to store, retrieve and communicate information
MEP/N0248: Manage e-office
MEP/N0249: Carry out documentation
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

Did you know that the role of an Office Executive often involves being a "jack of all trades" in office? They are skilled in various areas and wear multiple hats to ensure smooth functioning of office.

Start-up Support Executive

MEP/Q1202

NQR Code: QG-4.5-OA-00108-2023-V1-MEPSC

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Start-up Support Executive are those professionals who are readily deployable in the supporting services. The Individual plays an important role in providing information and assistance to company and partnership queries. The job role offers assistance to registration of company and partnership registration.

Sub-Sector : Office management and Professional Skills

NSQF Level : 4.5

Credits : 15

Version : 2.0

Validity : 05/01/2026

Course Duration : 450 (144 +306) Hours

Qualification/Experience :

Pursuing 3rd yr of 3-yr diploma after 10th (and continuous education) Or Completed 3-yr diploma (after 10th) Or 10th grade pass with 1 yr NTC plus CITS with 1 Yr of exp. Or Certificate-NSQF (Level 4) with 1-2 Yrs of exp. 1.5 yr of relevant exp.

Min. Job Entry Age : 18 Years

NOSs :

MEP/N1211: Plan for Start-up
MEP/N1212: Registration of Partnership
MEP/N1213: Company Registration
MEP/N9914: Communicate with visitors and colleagues effectively
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

The role of Start-up Support Executives continues to be recognized as vital in helping start-ups thrive & navigate the complex start-up landscape through their knowledge, support, & network connections

CSR and Sustainability-Manager

MEP/Q1103

NQR Code: 2022/OAFM/MEPSC/06150

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A CSR and Sustainability Associate performs developmental activities aimed at increasing diversity and inclusivity. The work involves developing CSR and Sustainability programs for the company, increasing internal engagement and ensuring a positive impact on all stakeholders.

Sub-Sector : Office Management

NSQF Level : 5

Credits : 20

Version : 2.0

Validity : 28/07/2025

Course Duration : 600 (294+306) Hours

Qualification/Experience :

Graduation or 3-year Diploma (after class 12th) in CSR field, Or Graduation or 3-year Diploma (after 12th class) with 1 year of relevant experience in CSR field, OR Previous relevant Qualification of NSQF Level 4.5 with 1.5 years of relevant experience in CSR field OR, Previous relevant Qualification of NSQF Level 4 with 3 years of relevant experience in CSR field

Min. Job Entry Age : 18 Years

NOSs :

MEP/N1136: Social Entrepreneurship for CSR management
MEP/N1109: Change Management
MEP/ N1111 : Align with sustainability indices
MEP/N1110: Sustainability Reporting
MEP/N1132: Assessment
MEP/N1131: Investment in social value innovation
MEP/N1130: Measurement
MEP/N1115: Align with Human Rights
MEP/N1128: Sustainable Finance
MEP/N1127: Sustainable Operations
MEP/N1126: Integration of CSR and Sustainability
MEP/N1108: Governance
MEP/N1106: Management
MEP/N1105: Strategic CSR Communication
MEP/N1107: Fundraising and Fund Allocation
MEP/N1104: Project Management
MEP/N1103: Application - CSR and Sustainability in Management
MEP/N1101: Climate Change
DGT/VSQ/N0102: Employability Skills (60 Hours)

The study reveals that of the large 301 companies actually spent Rs 12,260 Cr. over prescribed CSR budget of Rs 12,119 Cr in FY 21-22. This indicates demand in CSR departments and need of resources.

CSR and Sustainability Head

MEP/Q1101

NQR Code: 2022/OAFM/MEPSC/06151

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A CSR and Sustainability Head performs social and sustainable development activities aimed at increasing diversity and inclusivity. The work involves developing CSR programs for the company, increasing internal engagement, and ensuring a positive impact on all stakeholders.

Sub-Sector : Office Management

NSQF Level : 6

Credits : 21

Version : 2.0

Validity : 28/07/2025

Course Duration : 630 (174 +456) Hours

Qualification/Experience :

Post-Graduation in social work or any other relevant field with no experience, OR Post-Graduation in any other field with 1 year of experience in CSR field, OR Graduation or 3-year diploma after 12th in CSR field or any other relevant field with 1 year of experience in CSR field, OR Graduate or 3-year diploma in any other field with 3 years of experience in CSR field, OR Previous relevant qualification of NSQF level 5 with 3 years of relevant experience in CSR field

Min. Job Entry Age : 21 Years

NOSs :

MEP/N1126: Integration of CSR and Sustainability
MEP/N1119: Project Management in CSR
MEP/N1105: Strategic CSR communication
MEP/N1111: Align with sustainability indices
MEP/N1110: Sustainability Reporting
MEP/N1120: SDG Mapping and Measurement
MEP/N1121: ESG Integration and Implementation
MEP/N1122: NGO Fundraising and Proposal Writing
MEP/N1123: Impact Assessment
MEP/N1124: Social Entrepreneurship
MEP/N1125: Build Corporate Energy Management
MEP/N1115: Align Business with Human Rights
DGT/VSQ/N0102 Employability Skills (60 Hours)

CSR spending in India has increased in recent years, with corporate India contributing 28% of India's total philanthropy expenditure, which equates to roughly Rs 17,000 crores in 2020

Project Management Associate

MEP/Q1501

NQR Code: QG-04-PS-00245-2023-V1-MEPSC

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The Project Management Associate assists the project manager in project activities such as planning, leading the team members and implementing the best practices of project management.

Sub-Sector : Office Management

NSQF Level : 4

Credits : 15

Version : 2.0

Validity : 28/02/2026

Course Duration : 450 (204+246) Hours

Qualification/Experience :

12th grade pass with 1 year of relevant experience, OR Completed 2nd year of 3-year diploma (after 10th), OR Previous relevant Qualification of NSQF Level 3.5 with 1.5 years of relevant experience, OR Previous relevant Qualification of NSQF Level 3 with 3 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N1501: Assist in initiating the project
MEP/N1502: Assist in planning the projects
MEP/N1503: Assist in implementing the project plan
MEP/N1504: Check the project performance as per plan and take appropriate actions
MEP/N1505: Assist in concluding the project
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

It is estimated that almost 54% of all organizations working on projects fail to effectively track their KPIs in real-time. With effective project management, this number can be brought down significantly.

Business Support Practitioner

MEP/Q1204

NQR Code: QG-05-OA00374-2023-V1-MEPSC

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Business Support Practitioners are professionals entitled to provide tax planning, management, statutory filing and financial services. Providing financial services and filing of statutory compliances fall under some of the major responsibilities of a Business Support Practitioner.

Sub-Sector : Office Management

NSQF Level : 5

Credits : 22 (with single elective)
29 (with both electives)

Version : 1.0

Course Duration : 660 (310+350) Hours (with single elective)
870 (400+470) Hours (with both electives)

Validity : 03/05/2026

Qualification/Experience :

12th Grade Pass with 3 years of relevant experience, OR Previous relevant Qualification of NSQF Level 4.5 with 1.5 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N1214: Perform Financial Management support activities of Business
MEP/N1215: Managing Tax Deducted at Source and Tax Collected by the seller
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0103: Employability Skills (90 hours)
Elective 1: Taxation and Import Compliance
MEP/N1216: Manage Indirect Tax
MEP/N1217: Ensure Compliance of GST
MEP/N1218: Online Application of Customs
Elective 2: Employment Statutory Compliance
MEP/N1219: Manage Employees Provident Fund
MEP/N1220: Assist with ESIC submission of employees
MEP/N1221: Manage filing of Income Tax Returns of Individuals

India has emerged as one of the most attractive destinations not only for investments but also for doing business. India jumps 79 positions from 142nd (2014) to 63rd (2019) in 'World Bank's Ease of Doing Business Ranking 2020'.

Client Engagement Associate

MEP/Q0301

NQR Code: QG-03-OA-02868-2024-V1-MEPSC

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The Client Engagement Associate uses 21st-century life and employability skills to provide services and/or products to the company's customers. They are responsible for optimizing the last-mile delivery of the company's products and/or services and enhancing the happiness quotient of its customers. They must ensure that all quality and safety parameters of their job role are adhered to. They must strive to create a positive work environment by working with teams, being adaptable and imbibing a growth mindset.

Sub-Sector : Office Management

NSQF Level : 3

Credits : 11

Version : 1.0

Validity : 27/08/2027

Course Duration : 330 (62+208+60) Hours including OJT (M) of 60 Hours

Qualification/Experience :

10th grade pass with no experience; OR Previous relevant Qualification of NSQF Level 2.5 with relevant experience as per NSQF level descriptor

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0301: Social and emotional proficiency at the workplace
MEP/N0302: Basic cognitive and meta-cognitive abilities
MEP/N0303: Career readiness and personal finance
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0101: Employability Skills (30 Hours)

The demand for Client Engagement Associates has grown by 25% from year 2021 to 2023, with companies increasingly focusing on customer retention. Around 60% of organizations report higher client satisfaction through proactive engagement strategies, driving repeat business.

Documentation Executive (Import-Export)

MEP/Q1205

NQR Code: QG-4.5-OA-02869-2024-V1-MEPSC

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

Sub-Sector : Office Support and Professional Skills

NSQF Level : 4.5

Credits : 18

Version : 1.0

Validity : 27/08/2027

Course Duration : 540 (234+306) Hours

Qualification/Experience :

UG Certificate or Equivalent, OR 12th Grade pass with 1.5 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N1222: Plan for Import – Export Applications
MEP/N1223: Apply for Certificates through the Online Process
MEP/N1224: Prepare Export and Logistic Documents
MEP/N1218: Online Application of Customs
DGT/VSQ/N0102: Employability Skills (60 Hours)

From 2021 to 2023, the role of Documentation Executives in India's import-export sector saw a 40% rise in demand, as digital documentation systems gained popularity. Approximately 65% of businesses report improved efficiency and reduced errors due to the adoption of paperless trade practices.

Security Officer
MEP/Q7202
NQR Code: QG-05-OA-04025-2025-V2-MEPSC

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Security Officers organize security as per organizational procedure and site instructions. They are responsible for deployment and utilization of manpower and resources and managing security operations. They organise security units guarding operations, training and response to emergencies. Reporting and documentation of operations and incidents, training and administration of personnel and maintaining liaison with stakeholders are the important tasks of security officers.

Sub-Sector : Security

NSQF Level : 5

Credits : 20

Version : 4.0

Validity : 08/05/2028

Course Duration : 600 (194+346+60) Hours

Qualification/Experience :

12th grade with 5 years of relevant experience in man guarding services/ ex-service-men/Armed/ Para-military forces OR Previous relevant qualification of NSQF level 4.5 (Security Supervisor) with 3 Years of relevant experience in man guarding services/ ex-servicemen/Armed/ Para-military forces

Min. Job Entry Age : 24 Years

NOSs :

MEP/N7101: Perform security tasks in accordance with basic security practices
MEP/N7103: Provide guarding services to people, property and premises
MEP/N7206: Manage security unit
MEP/N7207: Organise training of personnel
MEP/N7208: Administration of security unit
MEP/N7210: Handle emergencies and security incidents
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
MEP/N9914: Communicate with visitors and colleagues effectively
DGT/VSQ/N0102: Employability Skills (60 Hours)

On an average 15,000 Security Officers are required in the Indian Industry. This is growing at a rate of 10% per annum.

Security Supervisor
MEP/Q7201
NQR Code: QG-4.5-OA-04023-2025-V2-MEPSC

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A Security Supervisor in the Private Security Sector is the first executive, who apart from his own duties has operational and administrative responsibilities towards a security unit comprising of 6-15 unarmed and armed security guards. They take over a shift, organize guarding duties as per organizational procedure and instructions from superiors, deploy manpower and resources optimally, allot duties to individuals and supervise their work. Supervisors also carry out security documentation, report security incidents to designated superior & agencies like police, fire and medical as the case may be.

Sub-Sector : Security

NSQF Level : 4.5

Credits : 15

Version : 5.0

Validity : 08/05/2028

Course Duration : 450 (154+236+60) Hours

Qualification/Experience :
10th grade pass with 5 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces OR 12th grade pass with 3 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces OR Previous relevant Qualification of NSQF Level 3 with 5 years relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces OR Previous relevant Qualification of NSQF Level 4 with 4 years relevant experience in man guarding services ex-servicemen (Agniveer)/ Armed/Para-military forces

Min. Job Entry Age : 22 Years

NOSs :
MEP/N7101: Perform security tasks in accordance with basic security practices
MEP/N7103: Provide guarding services to people, property and premises
MEP/N7201: Supervise a security unit
MEP/N7202: Carry out job-specific security duties
MEP/N7203: Process lost and found property
MEP/N7222: Carry out administration and welfare of personnel
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
MEP/N9914: Communicate with visitors and colleagues effectively
DGT/VSQ/N0102: Employability Skills (60 Hours)

The 1 Lakh crores private security sector in India, which has over 28,000 security services firms, operates across 600 districts and directly employs about 90 lakh individuals, and plans to achieve robust growth on the back of rising demand for manned guarding and cash services business.

Personal Security Officer
MEP/Q7103
NQR Code: QG-4.5-OA-04026-2025-V2-MEPSC

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Personal Security Officer (PSO) protects the principal against possible threats. A PSO is required to operate within the confines of the assigned tasks and are required to operate alone or as part of a team both in armed and unarmed roles.

Sub-Sector : Security

NSQF Level : 4.5

Credits : 14

Version : 4.0

Validity : 24/02/2025

Course Duration : 420 (114+256+50) Hours

Qualification/Experience :

12th Class with 4.5 years of experience as Security Guard (Unarmed/ Armed)/ ex-service-men/Armed/ Para-military forces OR Previous relevant qualification of NSQF level 4 with 3 years of relevant experience as Security Guard (Unarmed/ Armed)/ ex-service-men/Armed/ Para-military forces

Min. Job Entry Age : 21 Years

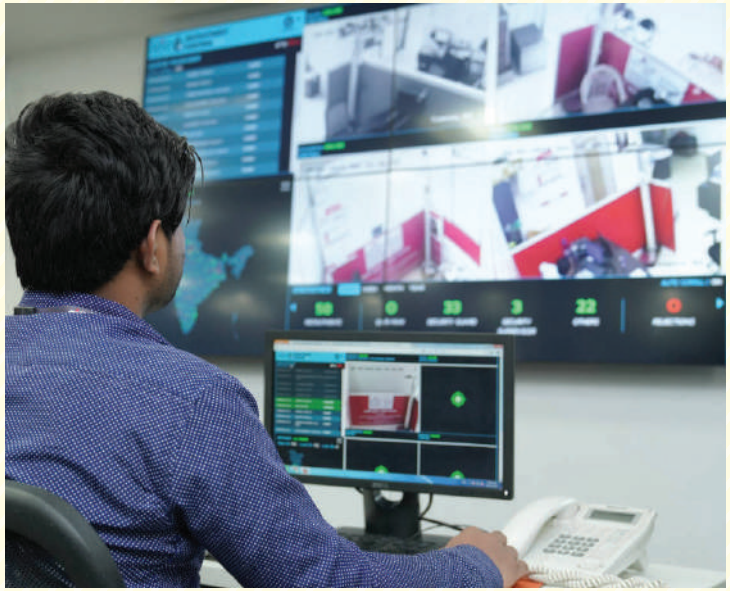
NOSs :

MEP/N7101: Perform security tasks in accordance with basic security practices
MEP/N7103: Provide guarding services to people, property and premises
MEP/N7122: Prepare to minimise threats and risks to principal
MEP/N7124: Maintain personal security awareness and respond to threats and risks
MEP/N7125: Use physical intervention for protection of principal
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

The domestic private security services industry aims at registering over 20 per cent growth in the next few years and expects to double its market size to 99,000 crores

CCTV Supervisor
MEP/Q7104
NQR Code: QG-4.5-OA-04024-2025-V2-MEPSC

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A CCTV Supervisor is responsible for using CCTV to monitor the security of designated premises, pick up early indications of problems pertaining to security and safety, respond to threats and risks and manage incidents with the assistance of other relevant personnel as per set procedures. The individual need to handle minor maintenance, do routine check of equipment and keep them in good working condition always.

Sub-Sector : Security

NSQF Level : 4.5

Credits : 16

Version : 5.0

Validity : 08/05/2028

Course Duration : 480 (134+246+100) Hours

Qualification/Experience :

10th Grade Pass with 5 years relevant experience in man guarding services/ ex-service-men/Armed/ Para-military forces OR 12th Grade Pass with 3 years relevant experience in man guarding services/ ex-servicemen/Armed/ Para-military forces OR Previous relevant qualification of NSQF Level 3 with 5 years of relevant experience in man guarding services/ ex-servicemen/Armed/ Para-military forces OR Previous relevant qualification of NSQF Level 4 with 3 years of relevant experience in man guarding services/ ex-service-men/Armed/ Para-military forces

Min. Job Entry Age : 18 Years

NOSs :

MEP/N7127: Supervise CCTV operations to secure premises
MEP/N7128: Maintain operational performance of CCTV system
MEP/N7223: Maintain recorded media and manage requests for data
MEP/N7101: Perform security tasks in accordance with basic security practices
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
MEP/N9914: Communicate with visitors and colleagues effectively
DGT/VSQ/N0102: Employability Skills (60 Hours)

Approx 20,000- 30,000 CCTV operators/auditors are required across India. This rate is increasing with rapid urbanisation.

Firefighter
MEP/Q7301
NQR Code: QG-04-OA-04027-2025-V2-MEPSC

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Firefighters deal with a wide range of emergency situations like fires, oil and chemical spills, natural disasters like floods and earthquake, traffic accidents and rescue of trapped persons by using appropriate fire-fighting equipment and safety devices. They also give advice to people and organisations on how to prevent fires and accidents.

Sub-Sector : Security

NSQF Level : 4

Credits : 21

Version : 4.0

Course Duration : 630 (214+356+60) Hours

Validity : 08/05/2028

Qualification/Experience :

10th grade pass with 3 years of relevant experience in firefighting

Min. Job Entry Age : 18 Years

NOSs :

MEP/N7301: Identify type of fire and response required
MEP/N7302: Carry out first-aid firefighting using portable extinguishers
MEP/N7303: Respond to the fire incident using firefighting systems
MEP/N7304: Carry out rescue operations and administer medical first-aid
MEP/N7305: Inspect installed fire safety equipment and systems and ensure their operational readiness
MEP/N7306: Maintain health and safety of self and others as a firefighter
MEP/N7307: Work effectively in a team as a firefighter
DGT/VSQ/N0102: Employability Skills (60 Hours)

A recent study shows that Fire Stations across India faces approx 90% shortage of manpower

Armed Security Guard
MEP/Q7102
NQR Code: QG-04-OA-04022-2025-V2-MEPSC

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Armed Security Guard is designated at premises and for people by manning the first tier of protection aided by appropriate security devices/equipment and by timely and efficient use of firearms. The core responsibility includes guarding against theft, criminal acts, emergencies, fire and other contingencies.

Sub-Sector : Security

NSQF Level : 4

Credits : 13

Version : 4.0

Validity : 08/05/2028

Course Duration : 390 (94+246+50) Hours

Qualification/Experience :

10th pass and 4 years of prior experience with Armed Forces/ Paramilitary forces/ Agniveer

Min. Job Entry Age : 21 Years

NOSs :

MEP/N7101: Perform security tasks in accordance with basic security practices
MEP/N7103: Provide guarding services to people, property and premises
MEP/N7113: Observe safety norms while handling firearms
MEP/N7114: Deal with security situations warranting use of firearms
MEP/N7118: Support cash and valuables in in-transit operations
MEP/N7224: Adapt to private Security norms
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

Private Security Industry employs almost 9 million workforce in more than 30,000 Private Security Agencies (PSAs). Potential to employ 3.1 million more by 2025

CCTV Video Footage Auditor

MEP/Q7204

NQR Code: 2022/SEC/MEPSC/06149

Scan QR Code to access Model Curriculum



A CCTV Video Footage Auditor audits, reviews, examines, and minutely inspects CCTV footage daily, at periodic intervals, as per set guidelines, SOPs, and situational awareness. Using specialized CCTV video footage auditing and investigation tools, the auditor looks out for exceptions, process violations, abnormalities, performance lapses, behavioral patterns, potential threats, risks, and so on.

Sub-Sector : Security

NSQF Level : 4

Credits : 16

Version : 3.0

Validity : 17/11/2025

Course Duration : 480 (234+246) Hours

Qualification/Experience :

12th grade, OR 11th grade pass and pursuing continuous schooling, OR 10th grade pass and pursuing continuous schooling (for 2-year program), OR 10th grade pass with two years of any combination of NTC/NAC/CITS or equivalent, OR Pursuing 2nd year of 3-year regular Diploma (after 10th)

Min. Job Entry Age : 18 Years

NOSs :

MEP/N7225: Audit CCTV video footage
MEP/N7226: Reporting and documentation
MEP/N7227: Backup CCTV video footage
MEP/N0216: Use of computers to store, retrieve and communicate information
MEP/N9912: Apply principles of professional practice at the workplace
MEP/N9914: Communicating with clients, visitors and colleagues effectively
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

India's surveillance systems market is currently estimated to be a $2.5 billion industry. It is largely comprised of video surveillance and is expected to grow at 25-30% annually.

Security Guard
MEP/Q7101
NQR Code: QG-03-OA-04021-2025-V2-MEPSC

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The Security Guard has to guard designated premises and people by manning the first tier of protection aided by appropriate security devices/ equipment. The core responsibility includes guarding against theft, criminal acts, emergencies, fire and other contingencies.

Sub-Sector : Security

NSQF Level : 3

Credits : 9 (with single elective)
10 (with both electives)
12 (with both electives & option)

Version : 6.0

Validity : 08/05/2028

Course Duration :
with single elective 270 (92+118+60) Hours
with both electives : 300 (102+128+70) Hours
with both electives : 360 (122+158+80) Hours
& optional (includes OJT M)

Qualification/Experience :
10th Grade Pass; OR Previous relevant qualification of NSQF Level 2.5 with 1.5 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces ; OR Previous relevant qualification of NSQF Level 2 with 3 years of relevant experience in man guarding services or ex-servicemen (Agniveer)/ Armed/Para-military forces

NOSs :

Min. Job Entry Age : 18 Years

MEP/N7101: Perform security tasks in accordance with basic security practices
MEP/N7103: Provide guarding services to people, property and premises
MEP/N7104: Control access to the assigned premises
MEP/N7105: Carry out screening and search activities to maintain security
MEP/N7106: Control parking in designated areas
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0101: Employability Skills (30 Hours)
Elective 1: Security Guard-Unarmed
MEP/N7107: Provide security escort
Elective 2: Security Guard-Armed (Freshers)
MEP/N7113: Observe safety norms while handling firearms

Private Security Industry employs almost 9 million workforce in more than 30,000 Private Security Agencies (PSAs). Potential to employ 3.1 million more by 2025

General Duty Guard cum Watchman
MEP/Q7107
NQR Code: QG-02-PS-00995-2023-V1-MEPSC

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General Duty Guard cum Watchman is entry level staff for assets, which have limited/ no threat. This person should be able to maintain a high degree of alertness and vigilance and report any untoward incident/ observation/ emergency to his/ her superior/ owner. In some cases, he/ she should also be able to intervene/ prevent an untoward incident/ emergency.

Sub-Sector : Security

NSQF Level : 2

Credits : 7

Version : 1.0

Validity : 29/09/2026

Course Duration : 210 (50+100+60) Hours including OJT '(M) of 60 hours

Qualification/Experience :

No formal education with no experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N7237: Perform security tasks in accordance with basic security practices under supervision
MEP/N7130: Provide watch and ward services to people, property and premises
MEP/N7131: Access control of premises for people and vehicles
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0101: Employability Skills (30 Hours)

The demand for certified General Duty Guards cum Watchmen rose by 25% from 2020 to 2023, driven by increased security needs across sectors. Around 70% of those with formal certification reported better job placements and wages compared to non-certified counterparts.

Guard - Cash Logistics
MEP/Q7106
NQR Code: QG-2.5-PS-00996-2023-V1-MEPSC

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Guard - Cash Logistics/ Cash Transportation Guard is required to identify the threats and risks on the given routes. The person handles cash in transit; protects and manages the operation of the Cash Vans, as part of the Security Services in terms of the Cash in Transit. Guard - Cash Logistics also should have knowledge of the road.

Sub-Sector : Security

NSQF Level : 2.5

Credits : 8

Version : 2.0

Validity : 28/09/2026

Course Duration : 240 (57+93+90) Hours including OJT '(M) of 90 hours

Qualification/Experience :

Ability to read and write with 4 years of relevant experience, OR 5th Grade pass with 4 years of relevant experience.

Min. Job Entry Age : 18 Years

NOSs :

MEP/N7233: Cash handling and cash transportation activities
MEP/N7234: Identify threats and risks with a view to minimize them
MEP/N7235: Safety and security of cash van
MEP/N7236: Dealing with Stakeholders/ Agencies
MEP/N7113: Observe safety norms while handling firearms
MEP/N7210-: Handle emergencies and security incidents
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0101: Employability Skills (30 Hours)

India's cash logistics industry handles around ₹15,000 crore daily, employing 40,000 individuals and servicing 80,000 ATMs. New RBI guidelines are expected to improve safety and increase job opportunities in the sector.

Entrepreneur

MEP/Q5103

NQR Code: QG-05-ET-02715-2024-V1-MEPSC

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An Entrepreneur starts and manages businesses with the purpose of making financial gains by providing products or services to customers. The individual is responsible for securing funds and appropriate authorisation or licenses for starting the business. The person hires and manages personnel and manages various aspects of the business, such as supply, marketing, sales, risks, compliance with regulations, business expansion, etc.

Sub-Sector : Entrepreneurship

NSQF Level : 5

Credits : 16 (with elective 1)
19 (with both electives)

Version : 2.0

Course Duration : 480 (160+320) Hours (with single elective)
570 (190+380) Hours (with both electives)

Validity : 29/09/2025

Qualification/Experience :

12th grade with 2 years of relevant experience (Entrepreneurship), OR 10th grade with 4 years of relevant experience (Entrepreneurship), OR 12th pass with 2 years of any combination of NTC/NAC/CITS or equivalent, OR Previous relevant NSQF Level 4 with 3 years experience in Entrepreneurship

Min. Job Entry Age : 18 Years

NOSs :

MEP/N5101: Use mentor support and networks
MEP/N5102: Utilise government schemes and perform financial management of the business
MEP/N5103: Start and manage an enterprise
MEP/N5104: Manage the sales, supplies, marketing and customer service operations
MEP/N5105: Ensure growth and manage risks
MEP/N9912: Apply principles of professional practice at the workplace
MEP/N9903: Apply health and safety practices at the workplace
Elective 1: Women Entrepreneurship
MEP/N5110: Set up an enterprise by overcoming the challenges
Elective 2: Gender Sensitivity
MEP/N5111: Practice gender sensitivity while setting up an enterprise

The workforce in the age group of 25-34 years with 72% are most interested in starting their own business, age group of 35-44 years with 61% and the age group of 45-54 years with 37%.

Nano Entrepreneur (Street Vendor)

MEP/Q5101

NQR Code: 2022/US/MEPSC/06471

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A Nano Entrepreneur (Street Vendor) is a person who offers goods for sale to the public without having a permanent built up structure but with a temporary static structure or mobile stall, headload etc. Street vendors may be stationary by occupying space on the pavements or other public/private areas, or may be mobile in the sense that they move from place to place carrying their wares on push carts or in cycles or baskets on their heads, or may sell their wares in moving trains, bus etc.

Sub-Sector : Entrepreneurship

NSQF Level : 3

Credits : 10

Version : 2.0

Validity : 17/11/2025

Course Duration : 300 (102+198) Hours

Qualification/Experience :

5th grade pass with 5 yrs of relevant experience, OR 8th grade pass with 2 yrs of relevant experience, OR 9th grade pass with 1 yr of relevant experience, OR Grade 10th pass with no experience, OR Previous relevant qualification of NSQF Level 2.5 with 1.5 yrs of experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N5114: Select a vending business
MEP/N5115: Carry out business planning and financial estimations
MEP/N5116: Conduct customer analysis and build customer relations
MEP/N5117: Execution of basic vending operation
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0101: Employability Skills (30 Hours)

There are close to 10 million street vendors in India. Roughly 2% of entire city population are street vendors. 30 per cent of vendors are in the age group of 21-30 years and 51% in the age group of 31-50 years. It also has higher percentage of older street vendors with 12% being in the age group of 61-80.

Consultant (Chartered Tax Practitioner)

MEP/Q5102

NQR Code: 2022/BFSI/MEPSC/06472

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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

Sub-Sector : Entrepreneurship

NSQF Level : 5

Credits : 17
19 (with optional)

Version : 2.0

Course Duration : 510 (190+320) Hours
570 (220+350) Hours
(with optional)

Validity : 17/11/2025

Qualification/Experience :

Graduation in commerce/Business Management/ Administration/Accounting/Finance, OR
Graduation in any field with 1 year of experience

Min. Job Entry Age : 21 Years

NOSs :

MEP/N5122: Manage payroll and other statutory compliances
MEP/N5121: Prepare GST returns and other tax compliances
MEP/N5120: Prepare income tax return & other compliances
MEP/N5119: Prepare financial statements of the clients
MEP/N9912: Apply principles of professional practice at the workplace
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0103: Employability Skills (90 Hours)
Optional: Computer Applications
MEP/N0202: Application of Computers

According to a report the latest tax regime - GST in 2017 created the need for 1.3 mn professionals.

Sole Proprietorship Associate

MEP/Q1203

NQR Code: QG-04-OA-00109-2023-V1-MEPSC

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Sole Proprietorship Associate are those professionals who are readily deployable in the consulting services. The Individual play an important role in providing information and assistance to those single individual who wishes to start their entities. The individual provides services for Registration of PAN, TAN, DSC, and GSTIN.

Sub-Sector : Office Management

NSQF Level : 4

Credits : 14
16 (with optional)

Version : 2.0

Course Duration : 420 (174+246) Hours
480 (with optional of 60 Hours)

Validity : 05/01/2026

Qualification/Experience :

10th Class (pursuing continous schooling) Or 10th grade pass with 2 Years of experience relevant experience Or Certificate-NSQF (3.5) with 1-2 Years of experience 1.5 years relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N1205: Plan for Sole Proprietorship
MEP/N1206: Apply for PAN, TAN, and DSC through the online process
MEP/N1207: Generate GSTIN
MEP/N1208: Registration of ESIC and EPFO
MEP/N1209: Enterprise registration and required licenses
MEP/N1210: Apply for current account and Business loan
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

Optional: MEP/N0202: Application of computers

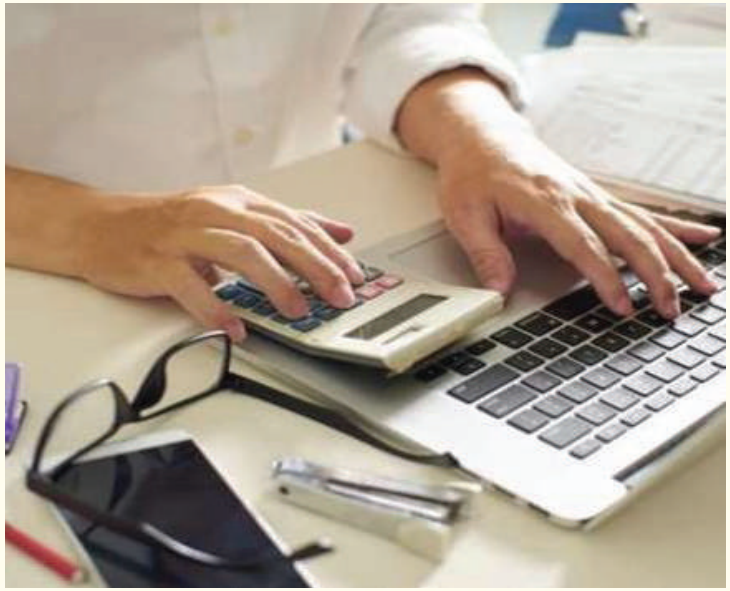
According to the Ministry of Corporate Affairs, over two million companies were converted to Sole Proprietorships in 2019 alone. This trend is due to the numerous advantages of becoming a Sole Proprietorship, such as simplified business registration and fewer paperwork requirements.

Public Accountant

MEP/Q5104

NQR Code: QG-06-OA-00546-2023-V1-MEPSC

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A Public Accountant is the person who effectively manages financial accounting and reporting, auditing, legal compliance, taxation, finance, and strategic management related functions of the entity and helps management in decision making and financial planning. This qualification leads to the professional membership of The Institute of Certified Public Accountants (www.icpaindia.org)

Sub-Sector : Entrepreneurship

NSQF Level : 6

Credits : 22

Version : 1.0

Validity : 28/02/2026

Course Duration : 660 (400+260) Hours

Qualification/Experience :

Pursuing first yr of 2-yr PG program after completing 3yr UG degree in relevant area Or Pursuing PG diploma after 3-yr UG degree in relevant area Or 12th grade pass with Commerce with 4 yrs of relevant experience Or Previous relevant Qualification of NSQF Level 5 (Consultant (Chartered Tax Practitioner) with 3 yrs of relevant experience

Min. Job Entry Age : 21 Years

NOSs :

MEP/N5123: Manage and Advise on business regulatory compliances
MEP/N5124: Direct & indirect tax planning & advisory including international taxes
MEP/N5125: Manage Corporate Financial Reporting
MEP/N5126: Assist in Audit & Assurance Services
MEP/N5127: Manage, Plan & Prepare for Financial Advice & Investment decisions
MEP/N5128: Manage strategic decisions using budgeting & other management accounting techniques
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0103: Employability Skills (90 Hours)

A recent survey predicts a 7% increase in the demand for accountants and auditors between the years 2020 to 2030. They also project an average of 135,000 job openings for these positions each year, making this a high-demand job.

Udyami Mitra

MEP/Q5105

NQR Code: QG-03-ET-03013-2024-V1-MEPSC

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Udyami Mita is a community-based mentor who will assist women to become entrepreneurs through conducting entrepreneurship awareness programs, and entrepreneurship development programs and individually assisting women with information and links to resources to start and run an enterprise.

Sub-Sector : Entrepreneurship

NSQF Level : 3

Credits : 8

Version : 1.0

Validity : 27/09/2027

Course Duration : 240 (82+158) Hours

Qualification/Experience :

Class 10 pass, OR Previous relevant qualification of NSQF Level 2.5

Min. Job Entry Age : 18 Years

NOSs :

MEP/N5132: Discover the Entrepreneur in self
MEP/N5133: Understand Financial & Digital Literacy Skills
MEP/N5134: Develop Life Skills
MEP/N5135: Support women through mentoring
MEP/N5136: Promote entrepreneurial activities of the women
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0101: Employability Skills (30 Hours)

The initiative supports entrepreneurs across India, with over 100 professionals designated in states like Uttar Pradesh to help facilitate business setups and investment processes. This program plays a key role in advancing industrial projects linked to major investment initiatives.

Pre School and Day Care Facilitator

MEP/Q4101

NQR Code: 2022/ETR/MEPSC/06473

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Pre School and Day Care Facilitator is responsible for the education, care and holistic development of children 3-6 years old. This is done in a variety of settings, including pre-schools and day care institutions. They use various early child care and education methodologies and techniques for the purpose. This person should also maintain necessary records and registers.

Sub-Sector : Non-teaching

NSQF Level : 4

Credits : 14

Version : 2.0

Validity : 17/11/2025

Course Duration : 420 (174+246) Hours

Qualification/Experience :

12th grade pass with 6 months of relevant experience, OR Previous relevant qualification of NSQF Level 3.5 with 1.5 years of relevant experience, OR Previous relevant qualification of NSQF Level 3 with 3 years relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N4101: Ensure child welfare and safety
MEP/N4102: Provide learning experiences for holistic development in children
MEP/N4103: Collaborate with parents/family in childs learning
MEP/N4104: Assess learning progress of children
MEP/N9914: Communicating with clients, visitors and colleagues effectively
MEP/N9903: Apply health and safety practices at the workplace
MEP/N9912: Apply principles of professional practice at the workplace
DGT/VSQ/N0102: Employability Skills (60 Hours)

The importance of early childhood educators is undeniable, and it is only growing. The demand for educators is increasing. By the year 2029, it is predicted that over 30,000 jobs will open up for childcare workers and preschool teachers. The time is now to get started.

Career and Education Counsellor
MEP/Q4401

NQR Code: QG-05-MG-046202025-V2-MEPSC

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A Career and Education Counsellor is responsible for providing guidance and support to students and/or job seekers on career and/or educational selection by determining their interest and aptitude. Not only do they give one-on-one support, but also arrange information sessions, orientation program and other services as required. They keep abreast with developments in the education and labour market to link candidates to career and education opportunities in India and abroad. They also provide advice and information to employer clients regarding employment issues and human resources.

Sub-Sector : Non-Teaching

NSQF Level : 5

Credits : 18

Version : 4.0

Validity : 07/10/2028

Course Duration : 540 (270+270) Hours

Qualification/Experience :
Completed PG in relevant field OR Completed 3-year/ 4-years UG in with 1.5 years experience in relevant field OR Previous relevant qualification of NSQF Level 4.5 with 1.5 years of relevant experience OR Previous relevant qualification of NSQF Level 4 with 3 years of relevant experience (Psychology, sociology, counselling, social work, education, career services or behavioral science etc.)

Min. Job Entry Age : NA

NOSs :
MEP/N4401: Manage information for career and education counselling
MEP/N4402: Elicit information from career and education counselling consumers and employer clients
MEP/N4403: Provide career and education counselling
MEP/N4404: Provide post- counselling services
MEP/N9914: Communicate with clients, visitors and colleagues effectively
MEP/N9912: Apply principles of professional practice at the workplace
MEP/N9903: Apply health and safety practices at the workplace
DGT/VSQ/N0102: Employability Skills. V 1.0

A recent survey showed that 93% of Indian students are aware of just seven career options. In comparison, India offers over 250 career options in various domains. This is where career counselling proves to be extremely helpful.

Design Thinking Executive

MEP/Q0501

NQR Code: QG-05-OA-03865-2025-V1-MEPSC

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A professional practicing design thinking can apply a human-centred approach effectively at workplace for problem solving, generating new ideas, implementing projects innovatively with a high level of empathy for all involved in the process including users and non-users. The individual would be more hands-on in their approach towards presenting & implementing ideas, working with prototypes from initial stages itself and use both analytical and intuitive capabilities for achieving desired outcomes.

Sub-Sector : Office Management

NSQF Level : 5

Credits : 18

Version : 1.0

Validity : 18/02/2028

Course Duration : 540 (174+276+90) Hours

Qualification/Experience :

Completed UG with 2 years of relevant experience in product/ service designing, learning designing, or user experience designing in IT, R&D, Consumer product manufacturing sectors and consultancy
OR
Previous relevant qualification of NSQF Level 4.5 with 1.5 years of relevant experience in product/ service designing, learning designing, or user experience designing in IT, R&D, Consumer product manufacturing sectors

Min. Job Entry Age : 20 Years

NOSs :

MEP/N0503, v1: Develop a Design Thinking Mindset
MEP/N0504, v1: Follow the Process of Design Thinking During Managing a Project
MEP/N0505, v1: Implement Design Solutions and Evaluate Impact
DGT/VSQ/N0102, v1: Employability Skills

Did you know that a professional practicing design thinking uses a human-centred approach to solve problems, generate new ideas, and implement projects with empathy for all involved, including users and non-users? They work hands-on with prototypes from the start, blending analytical and intuitive skills to achieve the best outcomes.

Environment Sustainability Governance Specialist
MEP/Q1104

NQR Code: QG-07-OA-03864-2025-V1-MEPSC

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This qualification helps the professional oversee the development and implementation of strategies to integrate sustainability principles into the organization's operations and decision-making processes. Responsibilities include establishing ESG goals, tracking performance metrics, engaging with stakeholders, ensuring regulatory compliance, and fostering a culture of corporate responsibility. They also collaborate with senior management to align ESG initiatives with overall business objectives.

Sub-Sector : Office Management

NSQF Level : 7

Credits : 13

Version : 1.0

Validity : 18/02/2028

Course Duration : 390 (132+198+60) Hours

Qualification/Experience :

Graduate with 9 years of relevant experience
Completed PG with 7 years of relevant experience
Previous relevant Qualification of NSQF Level 6 with 3 years relevant experience

Min. Job Entry Age : 20 Years

NOSs :

MEP/N1137, v1: Integrate ESG in Business
MEP/N1138, v1: Develop ESG Frameworks, Disclosures and Ratings
MEP/N1139, v1: Manage Sustainable Finance
MEP/N1140, v1: Manage GHG Accounting and Governance
MEP/N1141, v1: Mitigate Risk and Manage Climate-Related Disclosures
DGT/VSQ/N0104, v1: Employability Skills

Did you know that professionals with expertise in ESG (Environmental, Social, and Governance) play a vital role in integrating sustainability principles into business strategies, ensuring regulatory compliance, and fostering a culture of corporate responsibility?

Senior Internal Auditor
MEP/Q1206

NQR Code: QM-06-OA-03636-2025-V1-MEPSC

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Senior Internal Auditor assesses management systems, internal controls, and processes to ensure they align with organizational goals and compliance standards. Once areas for improvement are identified, this person recommends solutions and contributes to enhancing overall organizational performance. The individual also assesses risk management practices, financial controls, and governance structures, providing valuable insights to support informed decision-making of management.

Sub-Sector : Office Management

NSQF Level : 6

Credits : 22

Version : 1.0

Validity : 18/02/2028

Course Duration : 660 (280+320+60) Hours

Qualification/Experience :

"Graduate (Commerce) with 5 years of relevant experience; OR
Completed 3-Year UG Degree (for non-commerce) with 7 years of relevant experience; OR
Previous relevant qualification of NSQF Level 5 with 2 Years of auditing experience"

Min. Job Entry Age : 20 Years

NOSs :

MEP/N1225 - Plan and prepare for management audit
MEP/N1226 – Evaluate internal controls and risk management
MEP/N1227 - Audit financial policies, procedures and performance
MEP/N1228 - Document audit findings and prepare reports
MEP/N9903 - Apply health and safety practices at the workplace
DGT/VSQ/N0103: Employability Skills (90 Hours)

Did You Know? A Senior Internal Auditor plays a key role in strengthening an organization! They evaluate internal controls, risk practices, and governance to ensure everything runs smoothly and aligns with compliance. Their insights help management make smart, informed decisions and boost overall performance.

Advance Course in Business Risk Management

MEP/Q0503

NQR Code: QG-6.5-OA-04241-2025-V1-MEPSC

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The individual at work is responsible for reviewing businesses across diverse industries to identify and analyse risk factors and assess and develop mitigation strategies.

Sub-Sector : Office Management

NSQF Level : 6.5

Credits : 40

Version : 1.0

Validity : 08/05/2028

Course Duration : 1200 (340+580+280) Hours

Qualification/Experience :

4-year UG Degree or Equivalent (or) 1st year of PG after 3-year UG Degree OR Previous NSQF qualification of level 6 with 1.5 years of relevant experience in FMCG, BFSI, IT, Manufacturing, ESG-driven, and Service industries. OR Previous NSQF qualification of level 5.5 with 3 years of relevant experience in FMCG, BFSI, IT, Manufacturing, ESG-driven, and Service industries.

Min. Job Entry Age : NA

NOSs :

MEP/N0506: Perform Business Value Chain and Operation
MEP/N0507: Process Mapping Techniques
MEP/N0508: Apply Process Assurance and Operational Efficiency Methodologies
MEP/N0509: Manage Internal Controls Over Financial Reporting
MEP/N0510: Carryout Market, Credit and Operational Risk Management
MEP/N0511: Drive Strategic Thinking Process
MEP/N0512: Implement Human Resource Management Process
MEP/N0513: Analyze Organizational Behaviour
MEP/N0514: Apply Third-Party Risk Management Techniques
MEP/N0515: Evaluate Enterprise Risk Management Methodologies
MEP/N0516: Manage Regulatory, Ethical and Compliance Risks
MEP/N0517: Analyze Information Technology Risk Management Strategies
MEP/N0518: Apply Cyber Security Principles and Practices
MEP/N0519: Implement Data Analytics Techniques
MEP/N0520: Implement Environmental, Social and Governance Frameworks and Practices
MEP/N0521: Use Research Methodology Techniques
MEP/N9914: Communicate effectively with colleagues, customers and other stakeholders

Did you know, There are professionals whose job is to review businesses across diverse industries, identify potential risk factors, and develop strategies to mitigate them.

Office Assistant - Virtual

MEP/MCr-0005

NQR Code: NM-04-ET-02714-2024-V1-MEPSC

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An Office Assistant - Virtual is responsible for helping with day-to-day operations by remotely assisting businesses with their daily functioning. An Office Assistant-Virtual Specialist specializes in a broad range of skills from administrative tasks, data entry, content marketing, lead generation, and more.

Sub-Sector : Office Management

NSQF Level : 4

Credits : 1

Version : 1.0

Validity : 03/05/2026

Course Duration : 30 (15+15) Hours

Qualification/Experience :

12th Grade Pass, OR Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma, OR Previous relevant Qualification of NSQF Level 3.0 (Office Assistant) with minimum education as 8th Grade pass with 3 year of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0502: Office Assistant - Virtual
Module 1: Office Assistant – Virtual

Recent studies show that Virtual Office Assistants experience increased job satisfaction and productivity, with 78% reporting a preference for remote work, highlighting the positive impact of virtual roles on employee well-being.

Creative Thinking & Innovation

MEP/MCr-0003

NQR Code: NM-05-ET-02712-2024-V1-MEPSC

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A professional practicing creative thinking is able to apply new approaches effectively at workplace for problem solving, generating new ideas and implementing projects effectively. The individual is able to express new ideas and thoughts clearly for product or service enhancements and is able to drive change for innovation. The creative thinking skills are used further for dealing with rapid changes in the industry, technology and needs of the customer. To move towards innovation, creative thinkers make use of both analytical and intuitive capabilities. They take calculated risks and are open to experimenting with new ideas to achieve goals which could be innovation in product, process, technology or systems.

Sub-Sector : Office Management

NSQF Level : 5

Credits : 0.5

Version : 1.0

Validity : 03/05/2026

Course Duration : 15 (8+7) Hours

Qualification/Experience :

Completed Under-graduate (UG) program/ Graduate, OR Pursuing 2nd year of UG and continuous education, OR Completed 2nd year of diploma (after 12th), OR Pursuing 2nd year of 2-year diploma after 12th

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0501: Creative Thinking and Innovation

Module 1: Concept of creative thinking & Innovation

Module 2: Applying creative thinking to innovate

Recent studies indicate that companies fostering a culture of creative thinking and innovation are 3.5 times more likely to outperform their industry peers, emphasizing the significant impact of creativity on organizational success.

Critical Thinking and Problem Solving

MEP/MCr-0004

NQR Code: NM-05-ET-02713-2024-V1-MEPSC

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A professional practicing critical thinking is able to use knowledge, facts and data effectively to solve a problem at workplace. The individual would be able to skillfully conceptualize, apply, analyse, synthesize and evaluate information gathered from, or generated by observation, experience, reflection, reasoning, or communication, as a guide to belief and action

Sub-Sector : Office Management

NSQF Level : 5

Credits : 0.5

Version : 1.0

Validity : 03/05/2026

Course Duration : 15 (8+7) Hours

Qualification/Experience :

Completed Under-graduate (UG) program/ Graduate, OR Pursuing 2nd year of UG and continuous education, OR Completed 2nd year of diploma (after 12th), OR Pursuing 2nd year of 2-year diploma after 12th

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0502: Critical Thinking and Problem-solving
- Module 1: Concepts of Critical Thinking & Problem-solving
- Module 2: Apply Critical Thinking to solve a problem

A recent study reveals that 90% of hiring managers prioritize critical thinking skills over specific academic qualifications, underlining the pivotal role of critical thinking and problem-solving abilities in today's competitive job market.

Licensee – Security Services

MEP/MCr-0001

NQR Code: NM-05-PS-01053-2023-V1-MEPSC

Scan QR Code to access Model Curriculum



To establish and manage a commercial security agency for provision of various corporate and industrial security services to the various clients in the market.

Sub-Sector : Security

NSQF Level : 5

Credits : 1

Version : 1.0

Validity : 28/09/2026

Course Duration : 30 Hours

Qualification/Experience :

Graduation with 3 years of relevant experience required; or 12th grade pass with 5 years of relevant experience required; or 10th grade pass with 7 years of relevant experience required.

Min. Job Entry Age : 18 Years

NOSs :

MEP/MCr-0001
Module 1: Licensee - Security Services

India's private security industry is growing rapidly, valued at over ₹40,000 crore as of 2023. It employs around 9 million people, with the sector expected to expand at a rate of 20% annually. The introduction of PSARA regulations has led to a focus on formal training and licensing

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

NQR Code: NM-2.5-ET-02919-2024-V1-MEPSC

Scan QR Code to access Model Curriculum



Equips learners with essential skills in using the most common and basic Microsoft Office applications such as Word, Excel, and PowerPoint. Participants will gain proficiency in creating and managing documents, spreadsheets, and presentations, enhancing their digital productivity in various professional settings.

Sub-Sector : Office Management

NSQF Level : 2.5

Credits : 1

Version : 1.0

Validity : 27/08/2027

Course Duration : 30 (10+20) Hours

Qualification/Experience :

5th grade pass with 4.5 years of relevant experience, OR 8th grade pass with 1.5 year of relevant experience, OR 8th grade pass and pursuing continuous schooling with No experience, OR 9th grade pass with No experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/MCr-0007: Fundamentals of Digital Literacy (Office Applications)
- Module 1: Basics of MS Word
- Module 2: Basics of MS Excel
- Module 3: Basics of MS PowerPoint (PPT)

Initiatives like Pradhan Mantri Gramin Digital Saksharta Abhiyan (PMGDISHA) aim to make 60 million people digitally literate, fostering employment opportunities and economic growth. This digital push helps individuals gain access to services like e-governance, banking, and online education.

Basics of Financial Literacy

MEP/MCr-0006

NQR Code: NQR - NM-02-ET-02991-2024-V1-MEPSC

Scan QR Code to access Model Curriculum



The basics of financial literacy qualification equips individuals with a comprehensive understanding of essential financial concepts, encompassing banking, loans, financial planning, digital payments, insurance, currency management, and safety protocols. This qualification empowers participants to navigate the intricacies of personal finance, and fostering a strong foundation for sound financial decision-making.

Sub-Sector : Office Management

NSQF Level : 2

Credits : 1

Version : 1.0

Validity : 27/08/2027

Course Duration : 30 (15+15) Hours

Qualification/Experience :

Ability to read and write, No experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/MCr-0006: Basics of Financial Literacy
- Module 1: Essential Financial Skills
- Module 2: Secure Currency Practices and Fraud Mitigation

In India, financial literacy is on the rise, with programs like Pradhan Mantri Jan Dhan Yojana playing a key role in financial inclusion. Over 470 million bank accounts have been opened under this initiative, empowering individuals with access to banking, insurance, and pension services.

Fundamentals of Business Consulting

MEP/MCr-0008

NQR Code: NM-05-OA-03843-2025-V1-MEPSC

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Fundamentals of Business Consulting equips individuals with the skills to analyse client needs, develop customized solutions, and enhance business performance across various industries. This role involves strategic planning, client relationship management, and the application of consulting frameworks to address complex challenges. Participants will be prepared to provide impactful advice, drive operational improvements, and support clients in achieving their business goals through a mix of analytical, communication, and problem-solving skills.

Sub-Sector : Entrepreneruship

NSQF Level : 5

Credits : 1

Version : 1.0

Validity : 18/02/2025

Course Duration : 30 (11+19) Hours

Qualification/Experience :

Completed UG Diploma; OR
Pursuing 2nd year of 3-year/ 4-years UG and continuing education

Min. Job Entry Age : 20 Years

NOSs :

Fundamentals of Business Consulting

Module 1: Introduction to consultancy
Module 2: Setting up a consulting business
Module 3: Automating and Optimizing Business
Module 4: Client Acquisition and Management
Module 5: Marketing and Branding of Business
Module 6: Pricing of consulting services

Did You Know? Business Consulting isn't just about giving advice! It teaches you how to analyse client needs, craft smart solutions, and boost business performance. With strong strategy, communication, and problem-solving skills, consultants help clients overcome challenges and reach their goals.

Fundamentals/Basics of Leadership Development

MEP/N5137

NQR Code: NG-02-ET-03011-2024-V1-MEPSC

Scan QR Code to access Model Curriculum



Imparts skills and competencies required to develop leadership qualities of beneficiaries from marginalized sectors.

Sub-Sector : Entrepreneurship

NSQF Level : 2

Credits : 2

Version : 1.0

Validity : 27/09/2027

Course Duration : 60 (32+28) Hours

Qualification/Experience :

No formal education

Min. Job Entry Age : 18 Years

NOSs :

MEP/N5137: Leadership and Basic Entrepreneurship Development

- Module 1: Introduction to different government the Schemes and program objectives
- Module 2: Basic Leadership Skills
- Module 3: Personality Development
- Module 4: Women empowerment and gender sensitization
- Module 5: Health and hygiene linked to Swachh Bharat
- Module 6: Financial, digital literacy, and legal awareness
- Module 7: Basics of crisis (natural) management
- Module 8: Life skills
- Module 9: Community Advocacy
- Module 10: Introduction to basic entrepreneurship

Leadership training programs in India saw a significant uptake, with over 50,000 professionals participating in leadership & management courses in 2023 alone. The increased focus reflects the growing need to equip leaders with adaptive skills for managing advancements & market changes.

Entrepreneurial Skills for Women

MEP/N5138

NQR Code: NG-2.5-ET-03012-2024-V1-MEPSC

Scan QR Code to access Model Curriculum



Provides a comprehensive framework for individuals aspiring to excel in entrepreneurship with a focus on enterprise incubation, setting up an enterprise, entrepreneurial operations, credit linkages, and e-commerce. This standard delineates the essential competencies and skills required to navigate the complexities of establishing and managing successful ventures, offering guidance for training and certification programs aimed at fostering entrepreneurial growth and innovation in diverse contexts.

Sub-Sector : Entrepreneurship

NSQF Level : 2.5

Credits : 4

Version : 1.0

Validity : 27/09/2027

Course Duration : 120 (50+70) Hours

Qualification/Experience :

9th-grade pass with no experience, OR 8th-grade pass with 1 year of relevant experience
OR, Previous relevant qualification of NSQF Level 2

Min. Job Entry Age : 18 Years

NOSs :

MEP/N5138: Entrepreneurial Skills for Women
- Module 1: Introduction to various government schemes and the objective of the program
- Module 2: Enterprise Incubation and Set up
- Module 3: Entrepreneurial Operations
- Module 4: Establishing Credit Linkages and Entrepreneurship through E-commerce

Nearly 15 million women-led businesses are currently operational, contributing significantly to job creation and economic growth. These businesses not only employ around 30 million people but also play a vital role in uplifting communities and driving innovation.

Drone Operations - Surveillance and Patrolling

MEP/N7134

NQR Code: NG-04-PS-03784-2025-V1-MEPSC

Scan QR Code to access Model Curriculum



A drone operator in surveillance and patrolling would develop competency to possess a blend of technical, operational, and limited analytical skills. The learner would be expected to efficiently monitor designated areas, ensure real time, situation, awareness, and rapid response to suspected potential threats or anomalies by following requisite aviation regulations, security guidelines and data protection protocols while ensuring safe operations and minimal risk to public safety.

Sub-Sector : Security

NSQF Level : 4

Credits : 4

Version : 1.0

Validity : 18/02/2028

Course Duration : 120 (45+75) Hours

Qualification/Experience :

10th Grade Pass with 2 years of NTC, OR 12th grade pass, OR Previous relevant qualification of NSQF level 3.5 with 1.5 years of relevant experience, OR Previous relevant qualification of NSQF level 3 with 3 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

Drone Operations - Surveillance and Patrolling

Module 1: Drone Piloting and Compliance
Module 2: Drone Software Operations
Module 3: Sensor Operations and Data Management
Module 4: Emergency Response and Incident Reporting

Did You Know? A drone operator in surveillance isn't just flying drones—they master technical, operational, and quick analysis skills to monitor areas in real time, detect threats, and respond swiftly, all while following strict safety, aviation, and data protection protocols!

Basics for Aggregator Platform Workers

MEP/N0304

NQR Code: NG-03-OA-04239-2025-V1-MEPSC

Scan QR Code to access Model Curriculum



Basics for Aggregator Platform Workers help an individual understand and navigate the gig economy by equipping them with essential skills in platform registration, task execution, financial transactions, and customer engagement. It enables gig workers to manage work efficiently, use digital tools, handle payments securely, and follow legal and ethical guidelines. By developing professionalism, service quality, and compliance awareness, this NOS helps individuals enhance job opportunities, maintain steady earnings, and sustain long-term success in the gig economy.

Sub-Sector : Office Management

NSQF Level : 3

Credits : 4

Version : 1.0

Validity : 08/05/2028

Course Duration : 120 (50+70) Hours

Qualification/Experience :

10th Grade Pass with No experience; OR
Previous relevant qualification of NSQF level 2 with 3 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0304: Basics of Platform Workers

Did You Know? There's a training standard that equips gig workers with the skills to register on platforms, execute tasks, manage payments securely, and engage with customers effectively helping them boost professionalism, service quality, and long-term success in the gig economy.

Fundamentals of Working in Gig Economy

MEP/N0306

NQR Code: NG-04-OA-04240-2025-V1-MEPSC

Scan QR Code to access Model Curriculum



Fundamentals of Working in Gig Economy equips individuals with the skills to effectively manage their work, secure clients, optimize earnings, and navigate financial and legal aspects of independent work. It covers essential areas such as profile building, project management, client communication, digital marketing, and secure payment handling to enhance professional credibility. Designed for national and international gig markets, it enables individuals to leverage digital tools, negotiate contracts, and build sustainable careers across diverse industries.

Sub-Sector : Office Management

NSQF Level : 4

Credits : 5

Version : 1.0

Validity : 08/05/2028

Course Duration : 150 (60+90) Hours

Qualification/Experience :

11th Grade Pass and pursuing continuous schooling; OR 12th grade pass; OR Completed 2nd year of 3-year diploma (after 10th); OR Previous relevant qualification of NSQF level 3.5 with 1.5 years of relevant experience; OR Previous relevant qualification of NSQF level 3 with 3 years of relevant experience

Min. Job Entry Age : 18 Years

NOSs :

MEP/N0306: Fundamentals of Working in Gig Economy

Do you know that mastering the fundamentals of the gig economy can help you secure clients, optimize earnings, and build a sustainable career in both national and international markets?

Digital Sales and Marketing Executive
MEP/Q0401

NQR Code: QG-4.5-OA-02870-2024-V1-MEPSC

Scan QR Code to access Model Curriculum



The Digital Sales and Marketing Executive course prepares individuals to take on key roles in developing and managing digital marketing initiatives. It covers essential topics such as SEO, SEM, content marketing, social media marketing, and data analytics, along with foundational knowledge in management, commerce, and business communication, enabling them to lead and optimize digital marketing efforts.

Sub-Sector : Office Management

NSQF Level : 4.5

Credits : 40

Version : 1.0

Validity : 25/07/2027

Course Duration : 1200 (600+600) Hours (Sem I + Sem II)
Sem 1 with single elective : 600 (510+90) Hours
Sem 2 with single elective : 600 (300+300) Hours

Qualification/Experience :
12th Grade Pass (Any stream)

Min. Job Entry Age : 17+ years

NOSs :

Sem 1
MEP/N0401: Principles of Management-I
MEP/N0402: Fundamentals of Commerce and Accounting-I
MEP/N0403: Marketing Management-I
Elective 1:
MEP/N0404: Sales Management
Elective 2:
MEP/N0405: Consumer Behaviour
MEP/N0406: Business Communication-I
MEP/N0407: Computer Skills for Business Professionals
DGT/VSQ/N0104: Employability Skills-I (8 modules)

Sem II
MEP/N0408: Introduction to Search Engine Optimisation (SEO) and Search Engine Marketing (SEM)
MEP/N0409: Email and Content Marketing-II
MEP/N0410: Social Media Marketing-II
Elective 1:
MEP/N0411: Web Designing with Content Management System (CMS) and Web Analytics
Elective 2:
MEP/0412: Mobile Marketing and Online Reputation Management (ORM)
MEP/N0413: Business Communication-II
MEP/N0414: Environment Studies
DGT/VSQ/N0104: Employability Skills-II (4 modules)

In India, over 50,000 Digital and Sales Marketing Executive roles were created between 2021 and 2023, driven by the booming digital economy. Companies investing in digital marketing reported up to a 25% rise in revenue, with nearly 70% attributing success to targeted online strategies.

Advance Course on Digital Sales and Marketing
MEP/Q0402

NQR Code: QG-05-OA-02871-2024-V1-MEPSC

Scan QR Code to access Model Curriculum



The Advance Course in Digital Sales and Marketing equips learners with comprehensive skills in digital marketing strategies, including SEO, SEM, email marketing, social media marketing, and the application of generative AI. This course also covers e-commerce marketing, branding, and analytics, preparing individuals to effectively plan and execute digital marketing campaigns and drive online sales.

Sub-Sector : Office Management

NSQF Level : 5

Credits : 40

Version : 1.0

Validity : 25/07/2027

Course Duration : 1200 (600+600) Hours (Sem III + Sem IV)

Sem III with single elective : 600 (450+150) Hours

Sem IV [OJT '(M)] : 600 (120+480) Hours (Project report + Industrial training)

Qualification/Experience :
12th grade pass (any stream)

Min. Job Entry Age : 18 Years

NOSs :

Sem III
MEP/N0415: Digital Marketing Planning and Display Advertising
MEP/N0416: E-Commerce Marketing
MEP/N0417: Branding and Marketing Communications
MEP/N0420: Introduction to Generative AI
MEP/N0421: Marketing Analytics
MEP/N0422: Entrepreneurhsip Development & Innovation (EDI)

Elective 1: MEP/N0418: Introduction to Affiliate Marketing
Elective 2: MEP/N0419: Basics of Advertising

Sem IV
Project Report (120 hours)
Industrial Training (480 hours)

In India, enrollments in Advanced Courses in Digital Sales and Marketing grew by 45% between 2021 and 2023. Around 80% of graduates reported securing higher-paying jobs or promotions within six months of completion.

Human Resource Operations Executive

MEP/Q0703

NQR Code: QG-4.5-OA-03429-2024-V1-MEPSC

Scan QR Code to access Model Curriculum



The Human Resource Operations Executive is responsible for managing and overseeing various HR functions including recruitment, selection, employee onboarding, training and development, performance appraisal, and employee relations. This role requires a blend of strategic planning, effective communication, and organizational skills to ensure smooth HR operations and contribute to the overall success of the organization.

Sub-Sector : Office Management

NSQF Level : 4.5

Credits : 40

Version : 1.0

Validity : 17/12/2027

Course Duration : 1200 (820+380) Hours

Qualification/Experience :

12th grade pass

Min. Job Entry Age : 17+ years

NOSs :

SEM 1

MEP/N0712, v1: Organizational Behavior
MEP/N0401, v1: Principles of Management
MEP/N0713, v1: Introduction to Business Economics
MEP/N0714, v1: Statistics for Business Decisions
Elective 1:
MEP/N0715, v1: Business Environment OR
Elective 2:
MEP/N0716, v1: Professional Ethics
MEP/N1142, v1: Fundamentals of Environment Studies
MEP/N0406, v1: Business Communication Skills-I
DGT/VSQ/N0104, V1.0: Employability Skills - I

SEM 2

MEP/N0717, v1: Recruitment and Selection
MEP/N0718, v1: Compensation Management
MEP/N0719, v1: Industrial Relations
MEP/N0720, v1: Employee Training and Development
Elective 1:
MEP/N0721, v1: Guidance and Counselling Skill OR
Elective 2:
MEP/N0606, v1: Public Relations
MEP/N0255, v1: Computer Application
MEP/N0413, v1: Business Communication Skills-II
DGT/VSQ/N0104, V1.0: Employability Skills - II

Did you know that a Human Resource Operations Executive handles tasks like recruitment, onboarding, and employee training to keep HR functions running smoothly?

Deputy Human Resource Manager

MEP/Q0704

NQR Code: QG-05-OA-03430-2024-V1-MEPSC

Scan QR Code to access Model Curriculum



The Advanced Course in Human Resource Operations is designed to deepen students' expertise in strategic HR practices and prepare them for high-level operational roles. It focuses on advanced topics such as HR analytics, labour relations, and strategic manpower planning, equipping students with the skills to manage complex HR challenges. Students engage exclusively in industrial training and a comprehensive project report, applying their acquired knowledge in real-world settings to gain practical experience and insights into the HR industry.

Sub-Sector : Office Management

NSQF Level : 5

Credits : 40

Version : 1.0

Validity : 17/12/2027

Course Duration : 1200 (480+120+600) Hours

Qualification/Experience :

Previous Human Resource Operations Executive qualification of NSQF Level 4.5

Min. Job Entry Age : 18 Years

NOSs :

SEM 3

MEP/N0722, v1: Human Resource Information System (HRIS)
MEP/N0723, v1: Labour and Corporate Law
MEP/N0724, v1: HR Analytics
MEP/N0725, v1: Advance Manpower Planning
MEP/N0258, v1: Elective 1: Management Information System (MIS) OR
MEP/N0726, v1: HR Audit and Accounting
MEP/N0727, v1: Performance Management
MEP/N0256, v1: Personality Development
MEP/N0257, v1: Advanced MS Excel

SEM 4

MEP/N0728, v1: OJT Mandatory – Human Resource Operations

Did you know that an Advanced Course in Human Resource Operations equips students with strategic skills like HR analytics and manpower planning, preparing them to tackle complex HR challenges in real-world settings?

Business Analytics Executive

MEP/Q1502

NQR Code: QG-4.5-OA-03431-2024-V1-MEPSC

Scan QR Code to access Model Curriculum



The Business Analytics Executive qualification equips learners with essential skills in data analysis, statistical techniques, and business analysis tools such as Power BI, enabling them to support data-driven decision-making in organizations. This qualification focuses on practical applications of analytics in various business domains, preparing individuals for entry-level roles in business analytics

Sub-Sector : Office Management

NSQF Level : 4.5

Credits : 40

Version : 1.0

Validity : 17/12/2027

Course Duration : 1200 (750+450) Hours

Qualification/Experience :

12th Grade pass

Min. Job Entry Age : 17+ Years

NOSs :

SEM 1

MEP/N1506, v1: Fundamentals of Business Analytics
MEP/N1507, v1: Web & Social Media Analytics
MEP/N1508, v1: Statistical Analysis for Business Analytics

Elective 1:

MEP/N1509, v1: Micro-Economics OR

Elective 2:

MEP/N1510, v1: Digital Transformation of Business
MEP/N1142, v1: Fundamentals of Environment Studies
MEP/N0406, v1: Business Communication Skills-I
DGT/VSQ/N0104, V1.0: Employability Skills - I

SEM 2

MEP/N1511, v1: Data Visualization Tools - MS Power BI
MEP/N0724, v1: HR Analytics
MEP/N1512, v1: Business Research Methods

Elective 3:

MEP/N1513, v1: Macro-Economics OR

Elective 4:

MEP/N1514, v1: Finance Analytics
MEP/N0255, v1: Computer Application
MEP/N0413, v1: Business Communication Skills-II
DGT/VSQ/N0104, V1.0: Employability Skills - II

Did you know that a Business Analytics Executive uses tools like Power BI and statistical techniques to turn data into actionable insights, driving smarter decisions for organizations?

Lead Business Analyst

MEP/Q1503

NQR Code: QG-05-OA-03432-2024-V1-MEPSC

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The Advanced Course on Business Analytics at NSQF Level 5 equips learners with in-depth skills in data analysis, big data technologies, machine learning, and business intelligence tools such as Python, R, SQL, Tableau, and Hadoop. This qualification is designed to prepare individuals for advanced roles in business analytics, enabling them to lead data-driven decision-making processes and optimize business strategies through sophisticated analytical techniques. It is ideal for those seeking to enhance their expertise in the rapidly evolving field of business analytics.

Sub-Sector : Office Management

NSQF Level : 5

Credits : 40

Version : 1.0

Validity : 17/12/2027

Course Duration : 1200 (670+350) Hours

Qualification/Experience :

Business Analytics Executive qualification of NSQF Level 4.5

Min. Job Entry Age : 18 Years

NOSs :

SEM 3

MEP/N1515, v1: Basics of R Programming for Analytics
MEP/N1516, v1: Database Management System
MEP/N1517, v1: Data Visualization Tools – Tableau

Elective 1:

MEP/N1518, v1: Logistics and Supply Chain Analytics OR

Elective 2:

MEP/N1519, v1: Marketing & Retail Analytics
MEP/N0259, v1: Excel for Business Applications
MEP/N0256, v1: Personality Development
MEP/N0422, v1: Entrepreneurship Development & Innovation (EDI)

SEM 4

MEP/N1520, v1: Basics of Python for Business Analytics
MEP/N1521, v1: Data Warehousing and OLAP
MEP/N1522, v1: Big Data Analytics
MEP/N1523, v1: OJT Mandatory – Business Analytics

The Advanced Business Analytics course equips learners with skills in big data, machine learning, and tools like Python, R, and Tableau to drive data-driven decisions and optimize business strategies.

Acronyms

MSDE - Ministry of Skill Development and Entrepreneurship
NCVET - National Council for Vocational Education and Training
NSDC - National Skill Development Corporation
AIMA - All India Management Association
NSQF - National Skills Qualification Framework
NQR - National Qualification Register
PMKVY – Pradhan Mantri Kaushal Vikas Yojana
RPL – Recognition of Prior Learning
ToT – Training of Trainers
ToA – Training of Assessors
ToMT – Training of Master Trainers
VET – Vocational Education and Training
PSA – Private Security Agency
Q - Qualification
NOS - National Occupational Standards
MCr - Micro Credential
OJT (M) - On the Job Training (Mandatory)
OJT (R) - On the Job Training (Recommended)



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For any queries or more information, feel free to contact us at:

Management & Entrepreneurship and Professional Skills Council (MEPSC)

20th Floor, Amba Deep, 14, KG Marg, Connaught Place, New Delhi-110001

www.mepsc.in | info@mepsc.in

011-41003504, 011-41003505

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