Qualification Pack

GST Assistant

QP Code: BSC/Q8102

Version: 2.0

NSQF Level: 4

Banking, Financial Services and Insurance || 1407, Lodha Supremus Powai, Opp Saki Vihar Telephone Exchange, Saki Vihar Road, Powai
Mumbai - 400072 || email:neha.dave@bfsissc.com

Contents

BSC/Q8102: GST Assistant

Brief Job Description

The person appointed by any company, is responsible for maintaining records of accounts for the purpose of making preparing periodic reports around GST from time to time. Individual is authorized to perform functions relating to filling returns by the applicable due dates.

Personal Attributes

The individual needs to have excellent understanding of accounting processes. In addition to have problem solving skills, the individual must be self-driven and organized with his work and act with integrity while performing multiple tasks for the organization.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. BSC/N8106: Identifying GST Taxable Event

2. BSC/N8107: Maintaining Tax Records and Filing Returns

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

Qualification Pack (QP) Parameters

Sector	BFSI
Sub-Sector	BFSI
Occupation	Finance and Accounts, Finance and Accounts
Country	India
NSQF Level	4
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4313.0201

Minimum Educational Qualification & Experience	12th grade Pass OR 11th grade pass with 1.5 years of experience relevant experience OR 10th grade pass with 3 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level with 1.5 years of experience relevant experience OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience relevant experience
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	07/10/2028
NSQC Approval Date	07/10/2025
Version	2.0
Reference code on NQR	QG-04-BF-04469-2025-V2-BFSI
NQR Version	2

BSC/N8106: Identifying GST Taxable Event

Description

This OS unit is about compliance to Direct Tax and Indirect Tax. The candidate will be trained to help in preparing and filing returns, paying taxes and looking after the operational aspects related to Tax Compliances.

Scope

The scope covers the following :

- Recognize the applicability of GST
- Incidence of Taxation

Elements and Performance Criteria

Recognize the applicability of GST

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

PC1.   Recognize the applicability of GST

PC2.   Define the concept of Taxation.

PC3.   Differentiate between Direct Tax and Indirect Tax

Incidence of Taxation

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

PC4.   Define the taxable event with respect to GST

PC5.   Identify the applicability of the tax

PC6.   Define the contextual application of GST.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1.   Company's reporting structure

KU2.   Individual's role in process flow

KU3.   Company's policies, standard operating procedures and governance structure

KU4.   Action taken in case of breach of defined procedures/work instructions

KU5.   Company personnel management and incentive rules

KU6.   Clients and suppliers of the company

KU7.   The products/services the company deals in

KU8.   Different accounting system/procedure/processes that are followed by the company

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

KU10. Company policies regarding the mode of receipts

KU11. Processes and methods of collections and payments to different customers/suppliers national

KU12. Basic accounting principles

KU13. Accounting concepts and techniques for recording transactions

KU14. Financial concepts such as calculation of interest

KU15. Taxational concept

KU16. List of Direct and Indirect taxes.

KU17. • Applicability of GST
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KU18. Invoice and particulars thereof

KU19. Accounting processes and procedures to record the details of invoice

KU20. The difference between invoice and other supported documents like purchase order, delivery challan, etc.

KU21. IT skills and operating procedures of computers and other electronic devices

KU22. Use of computers and have working knowledge of MS excel, MS word, etc.

Generic Skills (GS)

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

GS1. Read about various accounting procedures and updates

GS2. Read mails and information related to various types of documents

GS3. Read forms and policy directives

GS4. Maintain records of work assigned as per company policy

GS5. Update information

GS6. Send and reply to mails

GS7. Prepare miss reports as per company accounting policy

GS8. Communicate and share knowledge with peers and supervisors

GS9. Inform about any work-flow concerns

GS10. Seek required information from employee, management, suppliers

GS11. Handle auditor queries

GS12. Distinguish between what entry/ amount is taxable and what is not

GS13. Determine taxes as per updated norms

GS14. Prioritize and execute tasks such that the work-flow is not disrupted

GS15. Organize work and time in order to maximize overall productivity

GS16. Ensure that tax deducted is correct

GS17. Inform about any errors or refunds to be sought and extra taxes to be paid

GS18. Resolve tax related issues and concerns

GS19. Avoid work-flow concerns

GS20. Escalate problems beyond control

GS21. Analyses tax norms and accounting information

GS22. Prepare useful reports for management and regulator as per company policy

GS23. Improve work so that there are zero errors

GS24. Avoid any penalties to firm because of poor or inadequate reporting

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Recognize the applicability of GST	**24**	**9**	**-**	**-**
PC1. Recognize the applicability of GST	10	4	-	-
PC2. Define the concept of Taxation.	7	4	-	-
PC3. Differentiate between Direct Tax and Indirect Tax	7	1	-	-
Incidence of Taxation	**16**	**51**	**-**	**-**
PC4. Define the taxable event with respect to GST	6	21	-	-
PC5. Identify the applicability of the tax	6	20	-	-
PC6. Define the contextual application of GST.	4	10	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N8106
NOS Name	Identifying GST Taxable Event
Sector	BFSI
Sub-Sector	Lending, Fund Investment & Services, Payments, Broking
Occupation	Finance and Accounts, Finance and Accounts
NSQF Level	4
Credits	6
Version	3.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

BSC/N8107: Maintaining Tax Records and Filing Returns

Description

This OS unit is about compliance to Tax. The candidate will be trained to help in preparing and filing returns, paying taxes and looking after the operational aspects related to Tax Compliances

Scope

The scope covers the following :

- Registration Process under GST
- Calculation of Tax Liability
- Maintenance of Books and Records and Filing of Returns
- Payment under Tax

Elements and Performance Criteria

Registration under GST

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

PC1. List down the registration process for single or separate business

PC2. Note down the details to be furnished during the registration

PC3. Differentiate between taxable people versus registered person

PC4. Understand the benefits of registration

Calculation of Tax Liability

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

PC5. Register an assessed under Tax independently

PC6. Identify instances for eligibility of input credit

PC7. Identify set-offs under Tax wherever applicable

PC8. Identify in detail carry over credit, capital goods credit, embedded credits etc

PC9. Differentiate between consideration and valuation

Maintenance of Books & Records and Filing of Returns

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

PC10. Maintain the different types of ledgers

PC11. Prepare different types of periodic returns to be filed

PC12. File returns online

Payment under GST

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

PC13. List the different type of payment, due date, modes of payment with rules and collection of tax, penalties etc.

PC14. Differentiate on TDS versus TCS

PC15. Calculate the amount of tax payable

PC16. Make the payment online

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1.	Company reporting structure
KU2.	Company policies, standard operating procedures and governance structure
KU3.	Action taken in case of breach of defined procedures/work instructions
KU4.	Company personnel management and incentive rules
KU5.	Clients and suppliers of the company
KU6.	The products/services the company deals in
KU7.	Different accounting system/procedure/processes that are followed by the company
KU8.	Organizational guidelines for dealing with different types of receipts and payments
KU9.	Company policies regarding the mode of receipts
KU10.	Processes and methods of collections and payments to different customers/suppliers
KU11.	Basic accounting principles
KU12.	Accounting concepts and techniques for recording transactions
KU13.	Financial concepts such as calculation of interest
KU14.	Rules and regulations GST and knowledge of GST laws and tariffs relevant to the business
KU15.	Invoice and particulars thereof
KU16.	Accounting processes and procedures to record the details of invoice
KU17.	The difference between invoice and other supported documents like purchase order, delivery challan, etc.
KU18.	Procedures for digitally updating customer details
KU19.	IT skills and operating procedures of computers and other electronic devices
KU20.	Use of computers and have working knowledge of MS excel, MS word, etc.

Generic Skills (GS)

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

GS1.	Read about various accounting procedures and updates
GS2.	Read mails and information related to various types of documents
GS3.	Read forms and policy directives
GS4.	Maintain records of work assigned as per company policy
GS5.	Update information
GS6.	Send and reply to mails
GS7.	Prepare mis reports as per company accounting policy
GS8.	Communicate and share knowledge with peers and supervisors
GS9.	Inform about any work-flow concerns
GS10.	Seek required information from employee, management, suppliers, regulator, etc.
GS11.	Handle auditor queries
GS12.	Distinguish between what entry/ amount is taxable and what is not

GS13. Determine taxes as per updated norms

GS14. Prioritize and execute tasks such that the work-flow is not disrupted

GS15. Organize work and time in order to maximize overall productivity

GS16. Ensure that tax deducted is correct

GS17. Inform about any errors or refunds to be sought and extra taxes to be paid

GS18. Inform about tax savings scheme

GS19. Resolve tax related issues and concerns

GS20. Avoid work-flow concerns

GS21. Escalate problems beyond control

GS22. Analyses tax norms and accounting information

GS23. Prepare useful reports for management and regulator as per company policy

GS24. Improve work so that there are zero errors

GS25. Avoid any penalties to firm because of poor or inadequate reporting

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Registration under GST	**10**	**16**	**-**	**-**
PC1. List down the registration process for single or separate business	3	4	-	-
PC2. Note down the details to be furnished during the registration	3	4	-	-
PC3. Differentiate between taxable people versus registered person	3	4	-	-
PC4. Understand the benefits of registration	1	4	-	-
Calculation of Tax Liability	**10**	**15**	**-**	**-**
PC5. Register an assessed under Tax independently	2	3	-	-
PC6. Identify instances for eligibility of input credit	2	3	-	-
PC7. Identify set-offs under Tax wherever applicable	2	3	-	-
PC8. Identify in detail carry over credit, capital goods credit, embedded credits etc	2	3	-	-
PC9. Differentiate between consideration and valuation	2	3	-	-
Maintenance of Books & Records and Filing of Returns	**8**	**9**	**-**	**-**
PC10. Maintain the different types of ledgers	3	2	-	-
PC11. Prepare different types of periodic returns to be filed	2	3	-	-
PC12. File returns online	3	4	-	-
Payment under GST	**12**	**20**	**-**	**-**
PC13. List the different type of payment, due date, modes of payment with rules and collection of tax, penalties etc.	3	5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. Differentiate on TDS versus TCS	3	5	-	-
PC15. Calculate the amount of tax payable	3	5	-	-
PC16. Make the payment online	3	5	-	-
NOS Total	**40**	**60**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N8107
NOS Name	Maintaining Tax Records and Filing Returns
Sector	BFSI
Sub-Sector	Lending, Fund Investment & Services, Payments, Broking
Occupation	Finance and Accounts, Finance and Accounts
NSQF Level	4
Credits	8
Version	3.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. identify employability skills required for jobs in various industries

PC2. identify and explore learning and employability portals

Constitutional values – Citizenship

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

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

PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

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

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

Basic English Skills

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

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

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

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

Career Development & Goal Setting

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

PC10. understand the difference between job and career

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

Communication Skills

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

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

PC13. work collaboratively with others in a team

Diversity & Inclusion

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

PC14. communicate and behave appropriately with all genders and PwD

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

Financial and Legal Literacy

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

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

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

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

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

Essential Digital Skills

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

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

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

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

Entrepreneurship

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

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

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

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

Customer Service

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

PC26. identify different types of customers

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

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

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

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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

GS3. behave politely and appropriately with all

GS4. how to work in a virtual mode

GS5. perform calculations efficiently

GS6. solve problems effectively

GS7. pay attention to details

GS8. manage time efficiently

GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

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

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

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

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

2. The assessment for the theory part will be based on knowledge bank of questions created by theSSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

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

5. SSC/Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. To pass the Qualification assessment, every trainee should score the Recommended Pass % aggregate for the Qf.

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

Minimum Aggregate Passing % at QP Level : 50

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
BSC/N8106.Identifying GST Taxable Event	40	60	0	0	100	40
BSC/N8107.Maintaining Tax Records and Filing Returns	40	60	0	0	100	40
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	20
Total	**100**	**150**	**-**	**-**	**250**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
Qf	Qualification
TVET	Technical and Vocational Education and Training
DD	Demand Draft
HR	Human Resource
MIS	Management Information System
NEFT	National Electronic Funds Transfer
PAN	Permanent Account Number
TAT	Turnaround time

Glossary

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

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
DD	Demand Draft
HR	Human Resource
MIS	Management Information System
NEFT	National Electronic Funds Transfer
PAN	Permanent Account Number
TAT	Turnaround time
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.

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

Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (G	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today world. These skills are typically needed in any work environment in today world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a Qf for each specialized job role. Trainees must select at least one elective for the successful completion of a Qf with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a Qf. It is not mandatory to select any of the options to complete a Qf with Options.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry