Essentials of Digital Statutory e-Filing

QP Code: BSC/N8114

Version: 1.0

NSQF Level: 4.5

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BSC/N8114: Essentials of Digital Statutory e-Filing

Brief Job Description

This NOS covers the development of a systematic planning strategy for Statutory e-filings. It discusses the collection and verification of documents and provides guidelines to maintain regulatory compliance properly.

Personal Attributes

undefined

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. BSC/N8114: Essentials of Digital Statutory e-Filing

Qualification Pack (QP) Parameters

Sector	BFSI
Sub-Sector	
Occupation	Finance and Accounts
Country	
NSQF Level	4.5
Credits	2
Aligned to NCO/ISCO/ISIC Code	
Minimum Educational Qualification & Experience	Pursuing 1st year of UG and continuous education with NA of experience OR Completed 1st year of UG (UG Certificate) with NA of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA

Minimum Job Entry Age	Years
Last Reviewed On	NA
Next Review Date	27/08/2027
NSQC Approval Date	18/09/2024
Version	1.0
Reference code on NQR	NG-4.5-BF-02973-2024-V1-BFSISSC
NQR Version	1

BSC/N8114: Essentials of Digital Statutory e-Filing

Description

This NOS covers the development of a systematic planning strategy for Statutory e-filings. It discusses the collection and verification of documents and provides guidelines to maintain regulatory compliance properly.

Scope

The scope covers the following :

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- Verify and prepare documents for registration and filings
- Apply for e-PAN
- File Income Tax Return through e-Filing portal
- Application of EPFO and ESIC
- Register for digital signature certificate
- Generate GSTIN and file returns
- Manage tax deducted at source and tax collected by the seller
- Verify and prepare documents for MSME registration
- Assist with MCA registration

Elements and Performance Criteria

Verify and prepare documents for registration and filings

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

PC1. collect Aadhar and other necessary documents

PC2. verify documents

PC3. prepare and maintain documents for online submission

Apply for e-PAN

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

PC4. submit the application with requested documents for e-PAN

PC5. check the application status as mentioned in the application

PC6. generate or obtain e-Pan

File Income Tax Return through e-Filing Portal

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

PC7. identify the assesse and ITR forms

PC8. prepare file of Income Tax Return

PC9. register for Income Tax Return at the e-Portal

PC10. follow login guidelines to login to the e-filing portal

PC11. fill the forms as per Income Tax Act's requirements

PC12. verify the ITR amount and the deductions made

PC13. submit the Income Tax Return forms with e-verification

Application of EPFO and ESIC

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

PC14. create the account and login

PC15. fill the application form for ESPFO and ESIC as per the norms

PC16. submit the application after attaching necessary documents

PC17. follow-up the application

Register for Digital Signature Certificate

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

PC18. login to the portal and enroll for DSC

PC19. submit the application and attach the documents as per the norms

PC20. record and upload the video on the online platform as per the guideline

Generate GSTIN and File Returns

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

PC21. identify the applicability of GSTIN

PC22. obtain TRN Number

PC23. register for GSTIN as per procedure

PC24. login GST portal

PC25. fill the forms as per guideline

PC26. verify the ledger accounts and payment modes

PC27. submit the forms and collect the acknowledgement

Manage Tax Deducted at Source and Tax collected by the seller

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

PC28. verify TAN and other Documents

PC29. deduct the TDS as per the rules

PC30. maintain record of tax deducted at source

PC31. collect the TCS from various sources

PC32. prepare statutory reports

Verify and prepare documents for MSME Registration

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

PC33. collect Aadhar and PAN details for enterprise registration

PC34. Submit Application for enterprise registration through online process as per the set guidelines

Assist with MCA Registration

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

PC35. examine Laws for formation of entity

PC36. identify the registration requirements and required documents

PC37. fill the requisite forms as per the guidelines

PC38. submit the application

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- **KU1.** digital skill
- **KU2.** online application process and its various steps
- **KU3.** importance of having PAN
- **KU4.** the difference in steps for applying for PAN
- **KU5.** conceptual knowledge on documents
- **KU6.** understand data entry techniques
- **KU7.** GST rate calculation
- **KU8.** GST laws and applicability
- **KU9.** understand EPFO and ESIC applicability and calculations
- **KU10.** income tax laws and filings
- **KU11.** importance of DSC
- **KU12.** basic accounting concepts
- **KU13.** Companies Act 2013
- **KU14.** importance of MCA filings
- **KU15.** overview of MSME
- **KU16.** IT skills and operating procedures of computers and other electronic devices

Generic Skills (GS)

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

- **GS1.** write texts with accuracy and brevity
- **GS2.** write name, place etc. correctly
- **GS3.** fill in relevant forms and formats clearly and accurately
- **GS4.** document and maintain the records
- **GS5.** read and extract relevant information from documentation including purpose, nature of the document, etc.
- **GS6.** determine the level of confidentiality and security requirements of the document and store accordingly
- **GS7.** breakdown relevant work process into its constituent activities for ease of analysis
- **GS8.** estimate time and effort required to complete a task accurately
- **GS9.** avoid distractions
- **GS10.** seek clarification and assistance from others when assistance is required

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Verify and prepare documents for registration and filings	**5**	**-**	**-**	**-**
PC1. collect Aadhar and other necessary documents	-	-	-	-
PC2. verify documents	-	-	-	-
PC3. prepare and maintain documents for online submission	-	-	-	-
Apply for e-PAN	**5**	**5**	**-**	**-**
PC4. submit the application with requested documents for e-PAN	-	-	-	-
PC5. check the application status as mentioned in the application	-	-	-	-
PC6. generate or obtain e-Pan	-	-	-	-
File Income Tax Return through e-Filing Portal	**10**	**10**	**-**	**-**
PC7. identify the assesse and ITR forms	-	-	-	-
PC8. prepare file of Income Tax Return	-	-	-	-
PC9. register for Income Tax Return at the e-Portal	-	-	-	-
PC10. follow login guidelines to login to the e-filing portal	-	-	-	-
PC11. fill the forms as per Income Tax Act's requirements	-	-	-	-
PC12. verify the ITR amount and the deductions made	-	-	-	-
PC13. submit the Income Tax Return forms with e-verification	-	-	-	-
Application of EPFO and ESIC	**5**	**10**	**-**	**-**
PC14. create the account and login	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. fill the application form for ESPFO and ESIC as per the norms	-	-	-	-
PC16. submit the application after attaching necessary documents	-	-	-	-
PC17. follow-up the application	-	-	-	-
Register for Digital Signature Certificate	**5**	**10**	**-**	**-**
PC18. login to the portal and enroll for DSC	-	-	-	-
PC19. submit the application and attach the documents as per the norms	-	-	-	-
PC20. record and upload the video on the online platform as per the guideline	-	-	-	-
Generate GSTIN and File Returns	**10**	**20**	**-**	**-**
PC21. identify the applicability of GSTIN	-	-	-	-
PC22. obtain TRN Number	-	-	-	-
PC23. register for GSTIN as per procedure	-	-	-	-
PC24. login GST portal	-	-	-	-
PC25. fill the forms as per guideline	-	-	-	-
PC26. verify the ledger accounts and payment modes	-	-	-	-
PC27. submit the forms and collect the acknowledgement	-	-	-	-
Manage Tax Deducted at Source and Tax collected by the seller	**5**	**10**	**-**	**-**
PC28. verify TAN and other Documents	-	-	-	-
PC29. deduct the TDS as per the rules	-	-	-	-
PC30. maintain record of tax deducted at source	-	-	-	-
PC31. collect the TCS from various sources	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC32. prepare statutory reports	-	-	-	-
Verify and prepare documents for MSME Registration	**5**	**10**	**-**	**-**
PC33. collect Aadhar and PAN details for enterprise registration	-	-	-	-
PC34. Submit Application for enterprise registration through online process as per the set guidelines	-	-	-	-
Assist with MCA Registration	**10**	**15**	**-**	**-**
PC35. examine Laws for formation of entity	-	-	-	-
PC36. identify the registration requirements and required documents	-	-	-	-
PC37. fill the requisite forms as per the guidelines	-	-	-	-
PC38. submit the application	-	-	-	-
NOS Total	**60**	**90**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	BSC/N8114
NOS Name	Essentials of Digital Statutory e-Filing
Sector	BFSI
Sub-Sector	
Occupation	Finance and Accounts
NSQF Level	4.5
Credits	2
Version	1.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

(Mention the detailed assessment strategy in the provided template.)

1. Assessment System Overview:

• Batches assigned to the assessment agencies for conducting the assessment on SID or email

• Assessment agencies send the assessment confirmation to VTP/TC looping SSC

• Assessment agency deploys the ToA certified Assessor / PROCTOR for executing the assessment

• SSC monitors the assessment process & records

2. Testing Environment:

• Check the Assessment location, date and time

• If the batch size is more than 30, then there should be 2 Assessors.

• Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

• Question bank is created by the Subject Matter Experts (SME) are verified by BFSI SSC

• Questions are mapped to the specified assessment criteria

• Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

• Time-stamped & geotagged reporting of the assessor from assessment location

• Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

• Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

• Hard copies of the documents are stored

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/N8114.Essentials of Digital Statutory e-Filing	60	90	-	-	150	100
Total	**60**	**90**	**-**	**-**	**150**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

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

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.