

Rajasthan Skill and Livelihoods Development corporation

(A Government of Rajasthan enterprise)

RAJKViK - Course Module

A - (General Information)

| | | | | |
|--|-----------|---|------------------|----------------|
| Name of the Sector | | : | MEPSC | |
| Name of the Course / Module | | : | Secretary | |
| QP Code for domain module | | : | MEP/Q0201 | |
| NSQF Level | | : | 4 | |
| Batch Size | | : | 30 Trainees Max. | |
| Total Duration of training including Softskill (Hours) | | : | 1180 Hours | |
| Theory | Practical | | IT & Softskills | Total Duration |
| 432 Hours | 648 Hours | | 100 Hours | 1180 Hours |
| Common Norms Cost Category | | : | III | |
| Content Status | | : | Yes | |
| Trainee Min. Qualification | | : | 12th Class | |

B - (Space Norms)

| | | |
|--|---|-------------------------|
| 1- Mandatory Minimum Lab size(in Square Feet for batch of 30 students) | : | 300 sq. ft. Square Feet |
| 2- Do you allow Hybrid arrangement (Lab + Classroom) Yes/ No | : | Yes |
| 3- Is there any Additional Training Area required (apart from Lab or Classroom) | : | No |
| 4- Is requirement in column 3 mandatory If Yes, TC would be rejected in case of non-compliance | : | No |
| 5- Minimum Carpet Area of additional Training Area in sq ft (Refer to point no. 3) | : | 0 |
| 6- Can the lab for this Job Role be treated as IT Lab (IT lab implies the lab for Soft Skills) | : | No |
| 7- Remarks | : | - |

Note :-

1. Class Room Size 1 Sq. Mtr. Per Trainee.
2. Hybrid arrangement is also allowed with a condition that the area of Hybrid room should be minimum of 120% of the size of the bigger of the two rooms (Classroom or Lab).
(example: if Classroom is 200 sq ft., and Lab is 400 sq. ft., then Hybrid room should be 480 sq ft at least).