

खाजगी सुरक्षा रक्षक आणि पर्यवेक्षक
यांच्या प्रशिक्षणासंबंधीत प्रशिक्षण संस्था
यांना परवाना देण्याची कार्यपद्धती
(SOP) प्रकाशित करण्याबाबत.

महाराष्ट्र शासन

गृह विभाग

शासन परिपत्रक क्र.पीएसए-०१२४/प्र.क्र.५६/विशा-४

मादाम कामा मार्ग, हुतात्मा राजगुरू चौक,

मंत्रालय, मुंबई-४०० ०३२

दि.३० जुलै, २०२५

वाचा :-

१. खाजगी सुरक्षा यंत्रणा (नियमन) अधिनियम, २००५ (PSARA)
२. महाराष्ट्र खाजगी सुरक्षा यंत्रणा (नियमन) नियम, २०२२
३. शासन अधिसूचना क्र.No.PSA0124/CR No.56/Spl-4, दिनांक ०८.०५.२०२५
(Controlling Authority बाबत अधिसूचना)

शासन परिपत्रक :-

खाजगी सुरक्षा रक्षक आणि पर्यवेक्षक यांच्या प्रशिक्षणासंबंधीत राज्यात कार्यरत किंवा नवीन स्थापन होणाऱ्या खाजगी सुरक्षा रक्षक प्रशिक्षण संस्थांना परवाना देण्याच्या प्रक्रियेत एकरूपता, पारदर्शकता व कार्यक्षमतेची अंमलबजावणी सुनिश्चित करण्याच्या उद्देशाने, शासनामार्फत एक "मानक कार्यपद्धती (Standard Operating Procedure - SOP)" तयार करण्यात आलेली आहे. सदर कार्यपद्धती मध्ये प्रशिक्षण संस्थांनी परवाना प्राप्त करण्यासाठी अनुसरावयाची प्रक्रिया, आवश्यक कागदपत्रांची यादी, पायाभूत सुविधा, प्रशिक्षकांची अर्हता, प्रशिक्षण अभ्यासक्रम, मूल्यमापन पद्धती, तसेच नुतनीकरणाची प्रक्रिया यांचा सविस्तर उल्लेख करण्यात आलेला आहे.

०२. खाजगी सुरक्षा यंत्रणा (नियमन) अधिनियम, २००५ अंतर्गत राज्य शासनाने प्रसिद्ध केलेल्या अधिसूचनेनुसार प्रधान सचिव(विशेष), गृह विभाग, मंत्रालय, मुंबई हेच खाजगी सुरक्षा रक्षक प्रशिक्षण संस्था यांना परवाना प्रदान करण्यासाठी सक्षम नियंत्रण प्राधिकारी (Controlling Authority) राहतील.

०३. सर्व संबंधित प्रशिक्षण संस्था यांनी सदर कार्यपद्धतीचा काटेकोरपणे अवलंब करावा. प्रशिक्षण संस्थासाठी परवाना मंजूरी अथवा नुतनीकरण प्रक्रियेमध्ये ही कार्यपद्धती अनिवार्यपणे विचारात घेतली जाईल. यानंतर सर्व परवाने सदर कार्यपद्धती नुसारच मंजूर केले जातील. सदर SOP परिशिष्ट स्वरूपात संलग्न असून शासनाच्या अधिकृत संकेतस्थळावरही उपलब्ध करून देण्यात येत आहे.

खाजगी सुरक्षा रक्षक व पर्यवेक्षक यांच्या प्रशिक्षणासंबंधीत प्रशिक्षण संस्था यांना परवाना देण्याबाबतची मानक कार्यपद्धती (SOP) या शासन परिपत्रकाच्या दिनांकापासून राज्यभरात लागू असेल.

सदर शासन परिपत्रक महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२५०७३०१५३६२७९१२९ असा आहे. हा आदेश डिजिटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(अनूप कुमार सिंग)
प्रधान सचिव (विशेष), गृह विभाग
महाराष्ट्र शासन

प्रत,

१. मा.मुख्यमंत्री यांचे प्रधान सचिव, मुख्यमंत्री कार्यालय, मंत्रालय, मुंबई
२. मुख्य सचिव, यांचे सह सचिव, मुख्य सचिव, कार्यालय, मंत्रालय, मुंबई
३. अपर मुख्य सचिव (गृह), गृह विभाग, मंत्रालय, मुंबई
४. प्रधान सचिव (विशेष), गृह विभाग, मंत्रालय, मुंबई
५. पोलीस महासंचालक, महाराष्ट्र राज्य, मुंबई
६. पोलीस महासंचालक तथा महासमादेशक, गृहरक्षक दल, महाराष्ट्र राज्य, मुंबई
७. उप सचिव (विशा-४), गृह विभाग, मंत्रालय, मुंबई.
८. निवडनस्ती. (विशा-४)



Government Of Maharashtra

Home Department, Mantralaya, Mumbai

Dated, 30 July, 2025

Subject: Standard Operating Procedure (SOP) for license/recognition to training institutes by the Controlling Authority for imparting trainings under the Private Security Agencies (Regulation) Act, 2005 [PSAR Act].

I. Statutory Guidelines

1. Provisions under the PSAR Act, 2005:

1.1 "Private Security Agency" means a person or body of persons other than a government agency, department or organisation engaged in the business of providing private security services including training to private security guards or their supervisor or providing private security guards to any industrial or business undertaking or a company or any other person or property. [Section 2(g)].

1.2 No person shall carry on or commence the business of private security agency, unless he holds a licence issued under this Act. [Section 4]

1.3 An application for grant of licence to a private security agency shall be made to the Controlling Authority in such form as may be prescribed. [Section 7(1)]

1.4 Every private security agency shall ensure imparting of such training and skills to its private security guards and supervisors as may be prescribed. [Section 9(2)]

1.5 Training of licensee is a condition for grant of licence. [Section 11(1)]

1.6 The State Government may make provision in the rules to verify about imparting of required training by the private security agency under sub-section (2) of section 9 and to review continuation or otherwise of license of such private security agency which may not have adhered to the condition of ensuring the required training. [Section 11(2)]

1.7 Any person or private security agency, who contravenes the provisions of sections 9, 10 and 12 of the Act, shall be punishable with a fine which may extend to twenty-five thousand rupees, in addition to suspension or cancellation of the license. [Section 20(2)]

2. Provisions under the Maharashtra Private Security Agencies (Regulation) Rules, 2022:

2.1 The Rules provide the subjects and minimum duration of trainings for guards/supervisors and licensees as below:

Sr. No.	Type of training	Minimum training period	Training Subjects
1	Licensee's training	6 working days	As prescribed under Rule 4(3) of Maharashtra Private Security Agencies (Regulation) Rules, 2022.
2	Guards (entry level)/Supervisors	20 working days (classroom instruction-100 hours & field training -60 hours) [Rule 8(1)]	As prescribed under Rule 8(2) of Maharashtra Private Security Agencies (Regulation) Rules, 2022.
3	Guards (ex-servicemen and former police personnel)	7 working days (classroom instruction -40 hours & field training-16 hours) - [Rule 8(1)]	

2.2 The Controlling Authority has framed the detailed training syllabus (Annexure I) required for training the Security Guards in accordance with National Skill Qualification Framework (NSQF). [Rule 8(1)]

2.3 The Controlling Authority has framed the detailed training syllabus (Annexure II) required for training the Licensee (of Private Security Agency). [Rule 4(3)]

2.4 On completion of the training, each successful trainee shall be awarded a training certificate in Form VIII by the training institute. **[Rule 8(4)]**

2.5 The training certificates issued to the guards/ supervisors from Training Institutes in one State shall be accepted in other State also. It is valid for the entire Country. [Rule 8(5)]

2.6 The Controlling Authority will inspect the functioning of training facility from time to time either by itself or through concerned District Superintendent of Police or

Zonal Deputy Commissioner of Police. Normally such inspection will be conducted at least two times every year. [Rule 8(6)]

2.7 All the training agencies shall submit a list of successful trainees to the Controlling Authority every three months, in the format and manner (Annexure III) as prescribed by the Controlling Authority. The training institute should maintain the training records of each trainee for at least 3 years.

2.8 The Controlling Authority either by itself or through concerned District Superintendent of Police or Zonal Deputy Commissioner of Police will verify the training and skills imparted to the private security guards and supervisors of any private security agency. [Rule 8(9)]

II. Application for license/recognition of a training institute with the Controlling Authorities

1. The procedure for application and renewal of license for a training institute shall be the same as that prescribed for private security agencies, with necessary modifications as applicable. The following points are noteworthy in this regard:

1.1 Every training institute imparting trainings in the sector of private security services (regulated under the PSAR Act, 2005) shall apply for its Recognition with the Controlling Authority concerned in the prescribed forms Form-I (Application for licence), along with the licence fee as per Rule 3 of the Maharashtra Private Security Agencies (Regulation) Rules, 2022.

1.2 The Controlling Authority shall recognize/grant licence to a training institute for a period of Five years and it can be renewed further for another five years and so on.

1.3 Renewal of license of a training institute shall be as per Rule 5 and 6 of the Maharashtra Private Security Agencies (Regulation) Rules, 2022.

2. Processing of applications for license/recognition and renewal of training institute will be as below:

2.1 The Controlling Authority shall process the applications for license/recognition of a training institute in the same manner as followed for grant of licence to a private security agency.

2.2 The Controlling Authority shall pass an order on applications for fresh license/recognition of training institute within sixty days from the date of receipt of it, complete in all respects. In case of renewal of license/recognition, the time limit shall be thirty days.

2.3 In case of rejection of the application, no order of rejection shall be made unless, -
(a) the applicant has been given a reasonable opportunity of being heard; and (b) the grounds on which licence is refused is mentioned in the order.

2.4 The Controlling Authority shall update the database of recognized training institutes in their respective State/UT on the PSARA portal (psara.gov.in) under the head "know your training institutes" on their recognition.

2.5 The Controlling Authorities shall give a notice to the training institutes running without licence/recognition asking them to apply for licence immediately. Reasonable time of six months may be given before taking action for contravention of section 4 of the PSAR Act as per section 20(1) of the Act.

III. Conditions of license/recognition to training institutes

1. The following are the conditions of license/recognition to training institutes

1.1 Training institute shall conduct the training courses as per the syllabus prescribed by the Controlling Authority as provisioned under Rule 8 (for private security guards/Supervisor) and/or Rule 4 (for licensees). Appropriate action for taking approval under NSQF is being taken by the Ministry of Home Affairs.

1.2 The Controlling Authority shall satisfy himself of the minimum infrastructure required, based on training capacity, to run the training institute for which license/recognition is issued by him.

1.3 Trainees who comply with the provisions of Rule 8 and 9 of the Maharashtra Private Security Agencies (Regulation) Rules, 2022, should be issued a certificate of successfully completing the training.

1.4 On completion of the training, each successful trainee shall be awarded a training certificate in the prescribed format (Form VIII) by the training institute.

1.5 All the training institute shall submit a list of successful trainees to the Controlling Authority in the manner prescribed by it.

1.6 The training institute must maintain training record of each trainee in the format prescribed in the Annexure IV.

IV. Monitoring & Review:

1. Controlling Authority will monitor working of training institutes and compliance of training provisions by the private security agencies in the following manner:

1.1 Working of the training institutes under their jurisdiction would be reviewed regularly by the Controlling Authority.

1.2 The Controlling Authority shall inspect the functioning of training facility from time to time either by itself or through concerned District Superintendent of Police or Zonal Deputy Commissioner of Police at least two times every year.

1.3 The Controlling Authority either by itself or through concerned District Superintendent of Police or Zonal Deputy Commissioner of Police shall verify the training and skills imparted to the private security guards and supervisors by the training agency.

1.4 Regular review must be taken in respect of implementation of Section 9(2), since such contraventions attract punishment under Section 20(2). Contravention of the provisions of sections 9(2) by private security agency, i.e., non-imparting of training and skills to private security guards and supervisors is punishable with a fine which may extend to twenty-five thousand rupees, in addition to suspension or cancellation of the license of such agency.

Application: Prescribed Form I

Regarding starting a Private Security Guard Training Centre/Institute under the Private Security Agencies (Regulation) Act, 2005

To,

The Controlling Authority,

PSARA, Maharashtra State,

Home Department, Mantralaya, Mumbai.

The undersigned hereby applies for obtaining a licence to run a Private Security Guard Training Centre/Institute in the State of Maharashtra.

1) Name of the Organisation :-

2) Type of Application (New or Renewal) :-

3) Registration number of the Organisation :-

with the competent authority

(Registration under Shop Act)

4) Address of the Organisation :-

5) Telephone/Mobile number :-

6) Copy of the Objectives and Articles :-

of Association of the Organisation

7) Income Tax Return of the Organisation :-

for the last three years

8) Number of Directors and Office :-

bearers of the Organisation

9) Details of Directors and Office

bearers of the Organisation :-

i. Name of the Directors :-

ii. Current residential address :-

iii. Permanent residential address :-

iv. Date of Birth and Age :-

v. Educational Details :-

vi. Period of residence in Maharashtra :-

vii. Self-declaration Affidavit of the Directors :-

viii. Police background check certificate of the Directors:-

10) Capacity of the Institution to provide training to trainees(number) in one batch:-

11) Number of Trainers :-

12) Details of Trainers :-

(Attach separate sheets)

i. Name

ii. Date of Birth and Age :-

iii. Educational Qualification :-

iv. Training experience certificates

v. Area of specialization? :-

13) Facilities available in the Institution

i. Details of indoor and outdoor training space (own or rented) :-

ii. List of outdoor training materials :-

iii. List of Indoor training materials

iv. List of Training equipment in the Institution

v. Facilities for Refreshments :-

vi. Health Facilities :-

vii. Number of Classrooms and Seating capacity in the Classrooms :-

viii. Is there any reading material on training? If so, list

14) Fee Amount Rs.----- Cash/DD ----- Name of Bank ----- D.D. No.-----

Date of Issue-----

15) Operational Area :

Signature Of Director:

Name of the Organisation:

Date:

Enclosure :

1.Photo of the Premises of the Training Institute, Ground & Facilities.

2.ID Proof all Directors/Trainers/Management Personnel.

3.Self-declaration Affidavit of the Directors.

4.Copy of current Income tax Clearance Certificate.

5.Other enclosures.

Annexure I

Model Curriculum

Unarmed Security Guard

SECTOR: PRIVATE SECURITY SECTOR
OCCUPATION: GUARDING
NSQF LEVEL: 4

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	08
3. Annexure: Assessment Criteria	09

Unarmed Security Guard

CURRICULUM /SYLLABUS

This program is aimed at training candidates for the job of a “Unarmed Security Guard”, in the “Private Security” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	<Unarmed Security Guard>		
Qualification Pack Name & Reference ID.	SSS/Q0101		
Version No.	1.0	Version Update Date	01/06/2013
Pre-requisites to Training	Preferably equivalent to 8th (Normal literacy of reading, writing and understanding)		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Perform basic security tasks: Be able to perform security tasks in accordance with basic security practices. • Understand the legal requirements: Understand the legal requirements and work within the law when undertaking private security tasks. • Provide private guarding service: Provide private guarding service to people, property, premises and businesses. • Control access: Control access to guarded premises. • Perform screening and search: Carry out screening and search operations • Manage traffic: Manage traffic and control parking. • Perform security escort: Perform security escort duties. • Observe personal hygiene and occupational health and safety: Maintain personal hygiene and observe occupational health and safety practices at work place. • Perform domain-specific security tasks: Carry out private security tasks in commercial and industrial deployments. • Communicate effectively: Communicate effectively with stakeholders. • Respond to emergencies: Identify and operate security, safety, fire-fighting and communication equipment effectively and respond to emergencies. • Render first aid: Provide basic first aid. • Image building: Project positive image of self and the organization. 		

This course encompasses 11 out of 11 National Occupational Standards (NOS) of “Unarmed Security Guard” Qualification Pack issued by “SSC: Security Sector Skill Development Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code SSS/N0101	<ul style="list-style-type: none"> • Introduction to course and ice-breaking • Learn about role of an Unarmed Security Guard and job opportunities in the Private Security Sector 	Computer, projector, blackboard, classroom, classroom furniture
2	Physical Training Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code SSS/N0111	<ul style="list-style-type: none"> • Improve physical health, strength and dexterity in trainees • Inculcate good personal hygiene practices 	PT field, running track, vertical rope, beam, 9" ditch, balance, mat
3	Drill Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code SSS/N0111	<ul style="list-style-type: none"> • Improve bearing and deportment and grooming trainees into smart individuals 	Drill ground, full length mirror, drill charts
4	Unarmed Combat Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 05:00	<ul style="list-style-type: none"> • Introduce trainees to unarmed combat techniques for self defence 	Mat, lathi, baton, other weapons

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code SSS/N0111		
5	Security and security practices and tasks Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 03:00 Corresponding NOS Code SSS/N0101	<ul style="list-style-type: none"> Learn about - <ul style="list-style-type: none"> Security organisations Private Security Sector (PSS) Private security tasks and guarding duties Risks, Threats, Hazards/ Disasters and Emergencies Weapons and firearms Improvised explosive devices (IED) Military and police ranks 	Charts – weapon and firearm, badges of rank, security organisation, risks and threats
6	Basic rules pertaining to private security service and security personnel Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code SSS/N0102	<ul style="list-style-type: none"> Learn about - <ul style="list-style-type: none"> Right to private defence, important body and property offences and cognisable and non-cognisable offences Aid to magistrate, duty of public to inform about certain offences, arrest by private person, complaints and first information report and warrants and summons Difference between legal and illegal activities; take cognisance of offences and report to superiors and police Basics of Human Rights; obligations of the holder of an arms licence, explosives and explosive substances Physical standards, security training, verification, uniform, ID cards for security guards as per PSARA – 2005 Rights and entitlements of workers Roles and responsibilities of unarmed security guard Internal or police investigations and giving evidence in the court Lodging of complaints or assisting others in filing first information report 	Classroom training
7	Private guarding services to people, property and premises Theory Duration (hh:mm) 08:00	<ul style="list-style-type: none"> Learn about - <ul style="list-style-type: none"> Types of buildings and premises and visitors Risk and threats to life, property and premises and security breaches Taking briefing and instructions, assuming charge of area of responsibility and carrying out guarding operations 	Personal protective equipment – helmet, goggles, gloves, ERP jacket, boots, knee cap, carabiner, torch, rope, ladder. Forms for recording incidents

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Practical Duration (hh:mm) 04:00 Corresponding NOS Code SSS/N0103	<ul style="list-style-type: none"> ○ Carryout patrolling ○ Search of a place and area ○ Prevent tampering of evidence ○ Personal and stakeholder's safety ○ Identify, understand characteristics, and operate safety and security equipment. ○ Reporting and recording incidents and visits as per formats and procedures accurately 	
8	Control access Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code SSS/N0104	<ul style="list-style-type: none"> • Understand organisational procedure on access control • Know types of visitors, vehicles and material entering or exiting a premises • Identify, read, interpret identification and authorisation documents issued to employees, visitors, vehicles and material • Prepare, issue and collect permit and passes to visitors, vehicles and material • Understand capability and limitation of equipment • Check and report functioning of equipment • Discern signals emanating from the Equipment and respond accordingly • Understand methods adopted by criminals for gaining access to premises • Identify and operate access control equipment • Be able to carry out manual operation if needed • Manage adverse situations arising during access control operations • Direct or escort visitors to their destination • Receive mail and parcel from couriers • Secure received mail and parcel and deliver to the designated person • Discern suspicious packages, segregate the same and report to superiors • Report cases of infringement to superiors 	Access control equipment – gate, barrier, etc. Sample of ID cards, visitor/ vehicle/ material forms and passes

Sr. No.	Module	Key Learning Outcomes	Equipment Required
9	Screening and search Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 03:00 Corresponding NOS Code SSS/N0105	<ul style="list-style-type: none"> Understand organisational procedure on screening and search Understand capability and limitation of equipment Check and report functioning of equipment Discern signals emanating from the equipment and respond accordingly Items and persons who cannot be put through the equipment Be able to carry out manual operation if needed Manage adverse situations arising during screening and search operations Search and screening of people, vehicle and material Read authorisation documents Understand visitor's right to privacy, religious and gender Understand prohibited and unauthorised items Understand methods adopted by criminals to hoodwink the system Manage adverse situations arising operations Report cases of infringement to superiors 	Screening & search equipment – hand-held metal detector, doorframe metal detector, Under chassis inspection mirror, torch, chart of prohibited items
10	Parking and traffic management Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 03:00 Corresponding NOS Code SSS/N0106	<ul style="list-style-type: none"> Understand organisational procedure on parking and traffic management Familiarise with layout, capacity, traffic, lighting and other infrastructure and conditions in parking area Identify various types of vehicles Identify and use various traffic control equipment Identify and use security, safety and communication equipment necessary for operations Identify and use personal protective equipment Report functioning of equipment Familiarise with signage and other fixtures in the parking area Guide and communicate with drivers effectively Understand irregular situations and control defaulting persons and vehicles Control emergency arising from incidents and seek assistance 	Chart of parking layout, traffic markings, signals, cones, barriers, marking tape, signage, jackets, batons, whistle, lights, and communication. Chart on traffic signals and symbols.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
11	Security Escort Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code SSS/N0107	<ul style="list-style-type: none"> Learn about - <ul style="list-style-type: none"> Organisational procedure regarding security escort Risk and threat during escorting Readiness of vehicle, driver and guard for assignment Understand equipment and document required for assignment Communicate and report effectively Response to risks and emergencies Assist person (s) being escorted 	Duty chart, first aid kit, route chart, torch, walkie-talkie, mobile, communication diagram, baton and other non-lethal weapons
12	Health and Safety Theory Duration (hh:mm) 18:00 Practical Duration (hh:mm) 16:00 Corresponding NOS Code SSS/N0108	<ul style="list-style-type: none"> Understand, follow and enforce organisational procedures and instructions on workplace health and safety Ensure health and safety of self and others Understand about risks, hazards, accidents And emergencies concerning life at workplace and their management and mitigation Understand details of floor plan, emergency exit, alarm, signage and fire-fighting equipment at workplace Maintain safety equipment Report malfunctioning of equipment Check and report about non-adherence of rules by workers and other stakeholders and give report Identify and use safety and personal protection equipment Understand and identify types and causes of fire Understand, identify and operate fire-fighting equipment and participate in training and drills Understand, identify and deal with medical emergencies occurring at workplace Render first-aid at workplace Participate in training and drills and evacuation of premises and casualties Keep hazards away from workplace Raise alarm and call for help from Emergency service organisations 	Charts regarding health & hygiene, fire-fighting, first aid. First aid kit, stretcher, blanket, splints, etc. Fire-fighting – extinguishers, fire tray, hose reel, hose pipe assembly, sensor, smoke detector, fire alarm, sprinkler, fire axe, fire beater, fire bucket, etc

Sr. No.	Module	Key Learning Outcomes	Equipment Required
13	Provide security in commercial and industrial deployments Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code SSS/N0109 & N0110	<ul style="list-style-type: none"> Understand types and peculiarities of commercial and industrial deployments Follow organisational procedure and instructions Understand domain-specific risks and threats Provide guarding services at the commercial and industrial deployments Show desired behavioural standards while carrying out guarding duties 	Charts of various commercial and industrial domains
14	Image projection Theory Duration (hh:mm) 07:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code SSS/N0111	<ul style="list-style-type: none"> Comply with organisation's standards of grooming and personal behaviour Wear organisation's uniform correctly and smartly Carry and use personal protection gear and equipment Observe organisation's 'Meet and Greet Procedure' Observe confidentiality as per organisational procedure Observe discipline and punctuality Communicate effectively and assertively 	Male and female mannequins draped in security guard's uniform and accoutrements, personal protection gear. Communication equipment
	Total Duration: Theory Duration 80:00 Practical Duration 80:00	Unique Equipment Required: Security, safety, first aid, fire fighting, communication equipment	

Grand Total Course Duration: 160 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by SSC: Security Sector Skill Development Council)

Trainer Prerequisites for Job role: “Unarmed Security Guard” mapped to Qualification Pack: “SSS/Q0101”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “SSS/Q0108”.
2	Personal Attributes	A Physical Security Trainer should be free from socio-economic preferences and prejudice. He/ she should be safety conscious and proficient in handling and use security/ safety equipment and firearms. Besides being knowledgeable, he/ she should be energetic, motivating, innovative and good at communication. The trainer should be able to establish rapport with the trainees and employ innovative methods to impart instructions.
3	Minimum Educational Qualifications	Class XII
4a	Domain Certification	Certified for Job Role: “Physical Security Trainer” mapped to QP: “SSS/Q0108”. Minimum accepted score as per respective SSC guidelines 70%.
4b	Platform Certification	Required that the Trainer be certified for the QP Code: SSC/ Q 1402 with a minimum accepted score of 70%.
5	Experience	<ul style="list-style-type: none"> Qualified on “Train-the-trainer” course from SSSDC.

Annexure: Assessment Criteria

Assessment Criteria for Unarmed Security Guard	
Job Role	Unarmed Security Guard
Qualification Pack	SSS/Q0101
Sector Skill Council	Security

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for Qualification Pack has been created based on the NOSs and performance criteria by Security Sector Skill Development Council (SSSDC). Each Performance Criteria (PC) has been assigned marks proportional to its importance within NOS and weightages have also been given among the NOSs accordingly. SSSDC has laid down the proportion of marks for Skills, Theory/Knowledge and Behaviour/ Attitudes for each PC.
2	The assessment of the theory/knowledge will be based on written test/viva-voce or both while skill test shall be hands on practical. Behaviour and attitude will be assessed while performing the task.
3	The assessment shall be done as per the assessment sheets devised by SSSDC and accordingly the assessment agencies in consultation with SSSDC will create unique question papers for theory/knowledge and attitude for each candidate at each SSSDC accredited testing centres (as per assessment criteria below)
4	The assessment agencies will conduct the assessment as per the guidelines given by SSSDC having unique evaluations for skill practical for every student at each SSSDC accredited testing centre based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in Skill, 60% in Knowledge and 60% in Behaviour separately in each attributes.
6	Each trainee at Level-4 has to pass in Skill, Knowledge and Behaviour as per the percentage given below in totality.

Sr. No.	NOS No.	NOS Name	Total Marks	Marks Allocation: Skills	Marks Allocation: Knowledge	Marks Allocation: Behavior
1	SSS/N0101	Security tasks in accordance with basic security practices	45	20	20	05
2	SSS/N0102	Conform to rudimentary legal requirements of Private Security Agencies (Regulation) Act – 2005 when undertaking security tasks	25	05	15	05
3	SSS/N0103	Provide private guarding service to people, property and premises	70	30	20	20
4	SSS/N0104	Control access to the assigned premises	40	15	20	05
5	SSS/N0105	Carry out screening and search activities to maintain security	40	15	15	10
6	SSS/N0106	Control parking in designated areas	40	15	15	10
7	SSS/N0107	Security escort	30	10	15	05
8	SSS/N0108	Health and safety	80	35	30	15
9	SSS/N0109	Security in commercial deployments	40	15	15	10
10	SSS/N0110	Security in industrial deployments	40	15	15	10
11	SSS/N0111	Positive projection of self and the organisation	50	15	20	15
Total:			500	190	200	110
Percentage Weightage:				38%	40%	22%
Minimum Pass% to qualify:				60%	60%	60%



Home Department, Second Floor,

Madam Cama Marg, Hutatma Rajguru Chowk, Mantralaya, Mumbai-32

Annexure II



Model Curriculum

NOS Name: Licensee - Security Services

Table of Contents

Training Parameters.....	4
Module Details.....	4
Module 1: Licensee – Security Services	5

Training Parameters

Sector	Security
Occupation	Private Security
Pre-Requisite License or Training	Training in subjects stipulated in Private Security Agencies (Regulation) Act-2005 requirements
Minimum Job Entry Age	18 Years
Minimum Duration of the Course	30 hours
Maximum Duration of the Course	30 hours

Module Details

Module 1: Licensee - Security Services

Terminal Outcome:

- Describe setting up a security agency
- Describe management of security services.
- Maintain records and documentation.

Duration: 30:00	
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ol style="list-style-type: none"> 1. List various actions required to set up a security agency. Theory Duration: 00:30 (hh:mm) Practical Duration: 00:00 (hh:mm) 2. Describe applicable laws (e.g. PSARA, minimum wages act, rights of PwD etc.) Theory Duration: 05:00 (hh:mm) Practical Duration: 00:00 (hh:mm) 3. List stakeholders and clients associated with security agency. Theory Duration: 00:30 (hh:mm) Practical Duration: 00:00 (hh:mm) 4. List various manuals and policy documents required for smooth functioning of agency. Theory Duration: 01:00 (hh:mm) Practical Duration: 00:00 (hh:mm) 5. Describe interaction and management required with stakeholders. Theory Duration: 01:00 (hh:mm) Practical Duration: 00:00 (hh:mm) 6. Explain the various departments of the agency and their functions. Theory Duration: 01:00 (hh:mm) Practical Duration: 00:00 (hh:mm) 7. Describe networking and interactions required to get clients and business. Theory Duration: 01:00 (hh:mm) Practical Duration: 00:00 (hh:mm) 	<ul style="list-style-type: none"> • Set Up Agency: Plan and execute steps for legally establishing a security agency with required infrastructure. • Understand Laws: Apply PSARA, Minimum Wages Act, EPF, ESIC, and Rights of PwD in day-to-day operations. • Know Stakeholders: Identify and engage with clients, police, government bodies, and vendors. • Maintain Documentation: Prepare SOPs, HR policies, contracts, duty manuals for smooth operations and compliance. • Handle Stakeholders: Communicate professionally with authorities and clients, manage feedback effectively. • Manage Departments: Organize operations, HR, admin, and accounts with defined roles and responsibilities. • Grow Business: Network with industry bodies and clients to acquire contracts and expand business. • Deploy Guards: Ensure proper training, posting, supervision, and performance tracking of guards.

<p>8. Describe activities for deployment of security guards. Theory Duration: 01:00 (hh:mm) Practical Duration: 00:00 (hh:mm)</p> <p>9. Discuss associations with trade and commerce bodies, sector skill councils, police, fire brigade and the like. Theory Duration: 01:00 (hh:mm) Practical Duration: 00:00 (hh:mm)</p> <p>10. Prepare application to apply for license and different permissions. Theory Duration: 00:30 (hh:mm) Practical Duration: 00:00 (hh:mm)</p> <p>11. Demonstrate managing interviews to hire staff. Theory Duration: 01:00 (hh:mm) Practical Duration: 00:00 (hh:mm)</p> <p>12. Demonstrate checking stock register and inventory and overseeing staff activities. Theory Duration: 01:00 (hh:mm) Practical Duration: 00:00 (hh:mm)</p> <p>13. Prepare sample policies and guidelines for the agency's functioning. Theory Duration: 00:30 (hh:mm) Practical Duration: 00:00 (hh:mm)</p>	<ul style="list-style-type: none"> • Build Partnerships: Collaborate with skill councils, police, fire brigade, and trade bodies. • Recruit Staff: Conduct structured interviews and hire qualified staff as per legal norms.
Classroom Aids:	
Computer, projector, white board/ flip chart, marker and duster	
Tools, Equipment and Other Requirements	

Annexure: III

Format for Submitting detail records of trainees by Training institute to controlling Authority

Name of Training Institute:-

Address:-

Licence Details & Validity:-

Sr.No.	Name of Trainee	Mobile Number	Type of Trainee (Licensee/Security Guard)	Name of Private Security Agency	Period of Training

Annexure: IV

Format for keeping detail records of trainees by Training institute

Name of Training Institute:-

Address:-

Licence Details & Validity:-

Sr. No.	Name of Trainee	Address of Trainee	Mobile Number	Type of Trainee (Licensee/Security Guard)	Name of Private Security Agency	Period of Training Theory/Pr actical