

# Competence & Qualification Matrix Framework

## Instructions

- / Fill in actual competence details per department.
- / Identify gaps between required skills and current skills.
- / Plan training/awareness programs accordingly.
- / Update at least once a year or when new processes are introduced.

 Inpaspages.com

Department	Designation	Education	Experience	Skills Required	Training Required	Assessment Method	Remarks
Production	Machine Operator	ITI / Diploma	2+ Years	Machine Handling, Safety Knowledge, Basic Maintenance	Safety Training, OJT	Practical Test, Observation	Meets criteria
Quality	Quality Inspector	B.Sc. / Diploma	3+ Years	Inspection Tools, ISO Standards, Report Writing	ISO 9001 Awareness	Written Test, Audit	Needs ISO Training
HR	HR Executive	MBA (HR)	1+ Year	Recruitment, Payroll, Communication Skills	Labor Law Training	Interview, HR Review	Suitable
Maintenance	Electrical Eng.	B.Tech Electrical	4+ Years	PLC, Troubleshooting, Preventive Maintenance	PLC Advanced Training	On-job Eval.	Good
Sales	Sales Officer	Graduate (Any)	2+ Years	Negotiation, Market Analysis, CRM Tools	CRM Software Training	Interview, KPI Review	Excellent
R&D	Design Engineer	B.E. Mechanical	3+ Years	CAD/CAM, Product Design, Innovation	CAD Advanced Course	Project Review	Training Required

Use for: HR planning, recruitment, training, and compliance with international standards.