

Qualification Pack



Conventional Surface Grinding Machines - Operator

QP Code: CSC/Q0109

Version: 4.0

NSQF Level: 3

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CSC/Q0109: Conventional Surface Grinding Machines - Operator

Brief Job Description

An Conventional Surface Grinding Machines - Operator is responsible for carrying out surface grinding operations on a variety of component surfaces following the approved procedures, and using different types of grinding machines such as horizontal, vertical, cylindrical grinding machines.

Personal Attributes

The individual must have attention to detail, problem-solving skills, along with basic numerical abilities and communication skills. The person must be able to work as per the given instructions and in coordination with others.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CSC/N0109: Carry out grinding operations using conventional grinding machines](#)
2. [CSC/N1335: Follow the health and safety practices at the work](#)
3. [CSC/N1336: Coordinate with co-workers to achieve work efficiency](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Capital Goods
Sub-Sector	Machine Tools
Occupation	Machining
Country	India
NSQF Level	3
Credits	12
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7224.0400

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Minimum Educational Qualification & Experience	10th Class (or equivalent) OR Grade 8 pass with 2 years of (NTC/ NAC) after 8th (or equivalent) OR 9th Class (pass) with 1.5 years of experience relevant OR 8th Class pass with 3 Years of experience relevant OR Previous relevant Qualification of NSQF Level 2.5 with 1.5 years of experience relevant OR Previous relevant Qualification of NSQF Level 2 with 3 Years of experience relevant
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/04/2028
NSQC Approval Date	08/05/2025
Version	4.0
Reference code on NQR	QG-03-CG-03942-2025-V2-CGSSC
NQR Version	4.0

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CSC/N0109: Carry out grinding operations using conventional grinding machines

Description

This OS unit is about carrying out surface grinding operations on a variety of components using conventional grinding machines as per the approved procedures.

Scope

The scope covers the following :

- Carry out grinding operations
- Use resources optimally

Elements and Performance Criteria

Carry out grinding operations

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

- PC1. determine the job specification by referring to a valid source, such as worksheet/job card, operational drawings, approved sketches/illustrations, work drawings, instructions from the supervisor/person-in-charge, etc.
- PC2. check the process sheet and match it with the received drawings and other specifications
- PC3. check the availability of the required tools and measuring instruments
- PC4. check the measuring instruments to ensure they are within the calibration date
- PC5. select and prepare the appropriate materials, tools and equipment required for the grinding operations
- PC6. check the raw material/ components to ensure they are free from foreign objects, dirt and contamination
- PC7. check the post-machining sheet to determine if the component meets the applicable quality standards from the previous machining operations
- PC8. mount the workpiece safely and secure it on the grinding machine
- PC9. prepare the grinding wheels following the applicable methods, such as dressing, truing up, wheel forming, etc.
- PC10. check for safe resting of the component on the resting pads and clamping load of fixture
- PC11. grind the components to produce a variety of features such as flat, parallel, vertical, angular faces; steps and shoulders; counter, tapered, parallel bores; slots; parallel, stepped, tapered diameters; etc.
- PC12. use the machine tool controls safely and correctly as per the applicable operational procedures
- PC13. adjust the machine tool speed and feed rate as per the requirement
- PC14. identify abnormal noises coming from the machine and component, and adjust the feed and Revolutions Per Minute (RPM), as required
- PC15. check the condition of the tools being used and repair them, as required

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- PC16. check the quality of grinding on machined components, using the measuring instruments appropriate to the aspects being checked and the tolerances to be achieved, such as dimensional tolerance and accuracy; flatness and squareness; surface texture; etc.
- PC17. ensure the machined components are free from false grinding cuts, wheel marks, burrs and sharp edges
- PC18. record the measured values as per the organisational standards and complete the post-machining inspection sheet
- PC19. ensure adherence to the relevant quality control procedures and International Organization for Standardization (ISO) standards concerning the grinding operations
- PC20. identify issues with grinding operations such as defects caused by glazed wheels; inappropriate feeds/speeds; damage by work holding devices, and take the appropriate actions as per the Standard Operating Procedure (SOP) to resolve them
- PC21. use the relevant Industry 4.0 manufacturing technologies to ensure interconnectivity, automation, machine learning, and real-time data collection and analysis
- PC22. follow the manufacturer's instructions to shut down and isolate the grinding machine safely in case of emergencies
- PC23. carry out regular repair and maintenance of the grinding machine and coordinate with an expert to resolve complex issues
- PC24. collect and dispose of the industrial waste in compliance with the applicable regulations and organisational procedures

Use resources optimally

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

- PC25. use electricity and other resources optimally in various tasks and processes
- PC26. connect electrical tools and equipment safely and turn them off when they are not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. applicable documentation requirements in the job role
- KU2. how to extract and use information from engineering drawings and related specification
- KU3. how to use the safety mechanisms available on different types of grinding machines, and the process of checking them for the correct functioning
- KU4. correct operation of machine controls in hand and power modes
- KU5. how to stop and restart grinding machines during emergencies
- KU6. the importance of maintaining cleanliness in the work area
- KU7. how to carry out minor repair and maintenance of grinding machines
- KU8. how to ensure safety from spilt cutting fluids
- KU9. applicable ISO standards, symbols and abbreviations
- KU10. the concepts and benefits of Industry 4.0 and Industrial Internet of Things (IIoT)
- KU11. the imperial and metric systems of measurement
- KU12. workpiece reference points and system of tolerance
- KU13. how to mount a workpiece in the work holding devices such as magnetic chuck or blocks, angle plates, fixed vice, V-block and clamps swivel or universal vice fixtures mandrels, etc.

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- KU14. the importance of clamping the workpiece in a chuck/work holding device, and the effect of improper clamping such as distortion on the components
- KU15. the process of checking the grinding wheels for recommended balance, and damage and cracks
- KU16. the importance of truing up and dressing grinding wheels to prevent glazing and burning of the workpiece
- KU17. methods of forming the wheels according to the required profile such as the use of pantograph, and diamond dressing units
- KU18. how to overcome the effects of backlash in machine slides and screws
- KU19. the techniques of taking trial cuts and checking dimensional accuracy
- KU20. the application of roughing and finishing cuts, and their effect on tool life surface finish and dimensional accuracy
- KU21. types of grinding wheels, cutting feeds and speeds to be used, and the depth of cut that can be taken
- KU22. application of cutting fluids concerning a range of different materials
- KU23. relevant materials that do not require cutting fluids to be used
- KU24. the importance of checking the process sheet and matching it with the received drawings and other material
- KU25. the importance and process of checking the quality of machined components according to the post-machining sheet to ensure conformance to the applicable quality standards
- KU26. how to run the part program in single block mode and the importance of checking the tool condition after each operation
- KU27. the importance of maintaining the recommended coolant levels and positioning the coolant nozzles appropriately
- KU28. the importance of checking the sequence of the program as per the process sheet
- KU29. the importance of checking for the presence of appropriate tools in the relevant pocket of Automatic Tool Changer (ATC)
- KU30. how to identify abnormal noises coming from the machine and component
- KU31. how to adjust the feed and Revolutions Per Minute (RPM)
- KU32. the importance of checking the condition of tools being used in machining at appropriate intervals during the process
- KU33. how to identify inconsistencies in the dimensions due to tool wear and the process of correcting the offsets accordingly
- KU34. how to adjust the machine settings to maintain the desired accuracy
- KU35. the process of sharpening or replacing the worn-out/ damaged tools, using the necessary equipment
- KU36. the importance of modifying the tool offsets according to the new tools replacing them
- KU37. the relevant safety guidelines to be followed while sharpening/ replacing the worn-out/damaged tools
- KU38. how to identify grinding faults and the need of dressing the grinding wheels
- KU39.
 - relevant checks to be carried out on the components before removing them from the grinding machine as the dimensional and surface finish check
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- KU40. how to address the common issues encountered during grinding operations, such as defects caused by glazed wheels inappropriate feeds/speeds damage by work holding devices
- KU41. the importance of isolating the grinding machine before mounting the work holding devices and workpiece, and on the completion of daily activities
- KU42. how to fit and adjust machine guards and dust extraction equipment
- KU43. how to secure workpiece on the grinding machine
- KU44. the importance and process of ensuring grinding wheels are free from damage and no workpieces are loaded on the machine before starting the machine
- KU45. how to minimise various hazards associated with the grinding operations, such as revolving/moving parts of the machinery sparks/airborne particles bursting grinding wheels insecure components burrs and sharp edges on components, etc.
- KU46. the importance of using the relevant PPE during the grinding operations, such as overalls, face shields, safety glasses, gloves made from the recommended material steel toe shoes, etc.
- KU47. the benefits and methods of resource optimisation

Generic Skills (GS)

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

- GS1. maintain appropriate notes and records as per the organisational procedures
- GS2. read the relevant literature to learn about the latest developments in the field of work
- GS3. communicate politely and professionally
- GS4. perform work-related calculations
- GS5. listen attentively to understand the information/ instructions being shared
- GS6. plan and schedule tasks to ensure their timely completion with effective time management
- GS7. organise and analyse information and data relevant to work
- GS8. coordinate with the co-workers to achieve the work objectives
- GS9. identify work-related hazards and issues and take appropriate preventive measures to deal with them
- GS10. take quick decisions to deal with workplace emergencies and accidents
- GS11. evaluate all possible solutions to a problem to select the best one

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out grinding operations</i>	28	62	-	-
PC1. determine the job specification by referring to a valid source, such as worksheet/ job card, operational drawings, approved sketches/illustrations, work drawings, instructions from the supervisor/person-in-charge, etc.	2	2	-	-
PC2. check the process sheet and match it with the received drawings and other specifications	1	2	-	-
PC3. check the availability of the required tools and measuring instruments	2	2	-	-
PC4. check the measuring instruments to ensure they are within the calibration date	2	2	-	-
PC5. select and prepare the appropriate materials, tools and equipment required for the grinding operations	2	2	-	-
PC6. check the raw material/ components to ensure they are free from foreign objects, dirt and contamination	1	2	-	-
PC7. check the post-machining sheet to determine if the component meets the applicable quality standards from the previous machining operations	1	2	-	-
PC8. mount the workpiece safely and secure it on the grinding machine	1	2	-	-
PC9. prepare the grinding wheels following the applicable methods, such as dressing, truing up, wheel forming, etc.	1	2	-	-
PC10. check for safe resting of the component on the resting pads and clamping load of fixture	1	2	-	-
PC11. grind the components to produce a variety of features such as flat, parallel, vertical, angular faces; steps and shoulders; counter, tapered, parallel bores; slots; parallel, stepped, tapered diameters; etc.	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. use the machine tool controls safely and correctly as per the applicable operational procedures	1	3	-	-
PC13. adjust the machine tool speed and feed rate as per the requirement	1	3	-	-
PC14. identify abnormal noises coming from the machine and component, and adjust the feed and Revolutions Per Minute (RPM), as required	1	3	-	-
PC15. check the condition of the tools being used and repair them, as required	1	3	-	-
PC16. check the quality of grinding on machined components, using the measuring instruments appropriate to the aspects being checked and the tolerances to be achieved, such as dimensional tolerance and accuracy; flatness and squareness; surface texture; etc.	1	3	-	-
PC17. ensure the machined components are free from false grinding cuts, wheel marks, burrs and sharp edges	1	3	-	-
PC18. record the measured values as per the organisational standards and complete the post-machining inspection sheet	1	3	-	-
PC19. ensure adherence to the relevant quality control procedures and International Organization for Standardization (ISO) standards concerning the grinding operations	1	3	-	-
PC20. identify issues with grinding operations such as defects caused by glazed wheels; inappropriate feeds/speeds; damage by work holding devices, and take the appropriate actions as per the Standard Operating Procedure (SOP) to resolve them	1	3	-	-
PC21. use the relevant Industry 4.0 manufacturing technologies to ensure interconnectivity, automation, machine learning, and real-time data collection and analysis	1	3	-	-
PC22. follow the manufacturer's instructions to shut down and isolate the grinding machine safely in case of emergencies	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. carry out regular repair and maintenance of the grinding machine and coordinate with an expert to resolve complex issues	1	4	-	-
PC24. collect and dispose of the industrial waste in compliance with the applicable regulations and organisational procedures	1	2	-	-
<i>Use resources optimally</i>	2	8	-	-
PC25. use electricity and other resources optimally in various tasks and processes	1	4	-	-
PC26. connect electrical tools and equipment safely and turn them off when they are not in use	1	4	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0109
NOS Name	Carry out grinding operations using conventional grinding machines
Sector	Capital Goods
Sub-Sector	Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery, Electrical and Power Machinery, Light Engineering Goods
Occupation	Machining
NSQF Level	3
Credits	7
Version	3.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

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CSC/N1335: Follow the health and safety practices at the work

Description

This OS unit is about following the appropriate health and safety practices at work. It covers responsibilities towards self and others to ensure a safe work environment.

Scope

The scope covers the following :

- Maintain personal health and safety
- Assist in hazard management
- Check the first aid box, firefighting and safety equipment
- Assist in waste management
- Follow the fire safety guidelines
- Follow the emergency and first-aid procedures
- Carry out relevant documentation and review

Elements and Performance Criteria

Maintain personal health and safety

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

- PC1. follow the recommended practices to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask
- PC2. check the work conditions, assess the potential health and safety risks, and take appropriate measures to mitigate them
- PC3. select and use the appropriate Personal Protective Equipment (PPE) relevant to the task and work conditions
- PC4. follow the recommended techniques while lifting and moving heavy objects to avoid injury
- PC5. follow the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment

Assist in hazard management

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

- PC6. identify existing and potential hazards at work
- PC7. assess the potential risks and injuries associated with the identified hazards
- PC8. coordinate with the supervisor or other relevant personnel to prevent or minimise the identified hazards
- PC9. handle hazardous materials safely and store them in the designated storage

Check the first aid box, firefighting and safety equipment

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

- PC10. check the first aid box to ensure it is updated with the relevant first aid supplies
- PC11. check and test the firefighting and various safety equipment to ensure they are in usable condition

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PC12. coordinate with the supervisor for the repair and replacement of firefighting and safety equipment

Assist in waste management

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

PC13. segregate waste into appropriate categories

PC14. recycle the recyclable waste appropriately

PC15. dispose of the non-recyclable waste in an environment-friendly manner, complying with the applicable regulations

Follow the fire safety guidelines

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

PC16. use the appropriate type of fire extinguisher to extinguish different types of fires safely

PC17. follow the recommended practices for a safe rescue during a fire emergency

PC18. coordinate with the fire department to request assistance to extinguish a serious fire

Follow the emergency and first-aid procedures

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

PC19. follow the organisational health and safety guidelines during workplace emergencies to ensure own and co-workers' safety

PC20. follow the recommended practices to minimise loss to organisational property during an emergency

PC21. follow the recommended procedure to free a person from electrocution

PC22. administer appropriate first aid to the injured personnel

PC23. perform Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest

PC24. coordinate with the emergency services to request medical assistance for seriously injured/ ill personnel requiring professional medical attention or hospitalisation

Carry out relevant documentation and review

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

PC25. carry out appropriate documentation following a health and safety incident at work, including all the required information

PC26. coordinate with the relevant personnel to review health and safety conditions at work regularly or following an incident

PC27. assist in implementing appropriate changes to improve the health and safety conditions at work

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the recommended practices to be followed to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask

KU2. the importance and process of checking the work conditions, assessing the potential health and safety risks, and take appropriate measures to mitigate them

KU3. the importance and process of selecting and using the appropriate PPE relevant to the task and work conditions

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- KU4. the recommended techniques to be followed while lifting and moving heavy objects to avoid injury
- KU5. the importance of following the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment
- KU6. the importance and process of identifying existing and potential hazards at work
- KU7. the process of assessing the potential risks and injuries associated with the various hazards
- KU8. how to prevent or minimise different types of hazards
- KU9. how to handle and store hazardous materials safely
- KU10. the importance of ensuring the first aid box is updated with the relevant first aid supplies
- KU11. the process of checking and testing the firefighting and various safety equipment to ensure they are in a usable condition
- KU12. the criteria for segregating waste into appropriate categories
- KU13. the appropriate methods for recycling the recyclable waste
- KU14. the process of disposing of the non-recyclable waste safely and the applicable regulations
- KU15. Use of different types of fire extinguishers to extinguish different types of fires
- KU16. the recommended practices to be followed for a safe rescue during a fire emergency
- KU17. how to request assistance from the fire department to extinguish a serious fire
- KU18. the appropriate practices to be followed during workplace emergencies to ensure safety and minimise loss to organisational property
- KU19. common health and safety hazards present in a work environment, associated risks, and how to mitigate them
- KU20. safe working practices to be followed while working at various hazardous sites and using electrical equipment
- KU21. the importance of ensuring easy access to firefighting and safety equipment
- KU22. the appropriate preventative and remedial actions to be taken in the case of exposure to toxic materials, such as poisonous chemicals and gases
- KU23. various causes of fire in different work environments and the recommended precautions to be taken to prevent fire accidents
- KU24. different methods of extinguishing fire
- KU25. different materials used for extinguishing fire, such as sand, water, foam, CO₂, dry powder, etc.
- KU26. the applicable rescue techniques to be followed during a fire emergency
- KU27. the importance of placing safety signs and instructions at strategic locations in a workplace and following them
- KU28. different types of first aid treatment to be provided for different types of injuries
- KU29. potential injuries associated with incorrect manual handling
- KU30. how to move an injured person safely
- KU31. various hazards associated with the use of various machinery, tools, implements, equipment and materials
- KU32. the importance of ensuring no obstruction and free access to fire exits
- KU33. how to free a person from electrocution safely
- KU34. how to administer appropriate first aid to an injured person

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- KU35. how to perform Cardiopulmonary Resuscitation (CPR)
- KU36. the importance of coordinating with the emergency services to request urgent medical assistance for persons requiring professional medical attention or hospitalisation
- KU37. the appropriate documentation to be carried out following a health and safety incident at work, and the relevant information to be included
- KU38. the importance and process of reviewing the health and safety conditions at work regularly or following an incident
- KU39. the importance and process of implementing appropriate changes to improve the health and safety conditions at work

Generic Skills (GS)

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

- GS1. maintain work-related notes and records
- GS2. communicate clearly and politely with co-workers and clients
- GS3. read the relevant literature to get the latest updates about the field of work
- GS4. listen attentively to understand the information being shared
- GS5. plan and prioritise tasks to ensure timely completion
- GS6. take quick decisions to deal with workplace emergencies and accidents
- GS7. identify possible disruptions to work and take appropriate preventive measures
- GS8. coordinate with the co-workers to achieve the work objectives
- GS9. evaluate all possible solutions to a problem to select the best one

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain personal health and safety</i>	7	12	-	-
PC1. follow the recommended practices to ensure protection from infections and transmission to others, such as the use of hand sanitiser and face mask	2	3	-	-
PC2. check the work conditions, assess the potential health and safety risks, and take appropriate measures to mitigate them	1	2	-	-
PC3. select and use the appropriate Personal Protective Equipment (PPE) relevant to the task and work conditions	1	2	-	-
PC4. follow the recommended techniques while lifting and moving heavy objects to avoid injury	1	3	-	-
PC5. follow the manufacturer's instructions and workplace safety guidelines while working on heavy machinery, tools and equipment	2	2	-	-
<i>Assist in hazard management</i>	4	10	-	-
PC6. identify existing and potential hazards at work	1	1	-	-
PC7. assess the potential risks and injuries associated with the identified hazards	1	3	-	-
PC8. coordinate with the supervisor or other relevant personnel to prevent or minimise the identified hazards	1	3	-	-
PC9. handle hazardous materials safely and store them in the designated storage	1	3	-	-
<i>Check the first aid box, firefighting and safety equipment</i>	3	7	-	-
PC10. check the first aid box to ensure it is updated with the relevant first aid supplies	1	2	-	-
PC11. check and test the firefighting and various safety equipment to ensure they are in usable condition	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. coordinate with the supervisor for the repair and replacement of firefighting and safety equipment	1	2	-	-
<i>Assist in waste management</i>	3	8	-	-
PC13. segregate waste into appropriate categories	1	3	-	-
PC14. recycle the recyclable waste appropriately	1	3	-	-
PC15. dispose of the non-recyclable waste in an environment-friendly manner, complying with the applicable regulations	1	2	-	-
<i>Follow the fire safety guidelines</i>	3	12	-	-
PC16. use the appropriate type of fire extinguisher to extinguish different types of fires safely	1	4	-	-
PC17. follow the recommended practices for a safe rescue during a fire emergency	1	4	-	-
PC18. coordinate with the fire department to request assistance to extinguish a serious fire	1	4	-	-
<i>Follow the emergency and first-aid procedures</i>	7	12	-	-
PC19. follow the organisational health and safety guidelines during workplace emergencies to ensure own and co-workers' safety	1	2	-	-
PC20. follow the recommended practices to minimise loss to organisational property during an emergency	1	3	-	-
PC21. follow the recommended procedure to free a person from electrocution	1	2	-	-
PC22. administer appropriate first aid to the injured personnel	1	2	-	-
PC23. perform Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest	1	2	-	-
PC24. coordinate with the emergency services to request medical assistance for seriously injured/ ill personnel requiring professional medical attention or hospitalisation	2	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out relevant documentation and review</i>	3	9	-	-
PC25. carry out appropriate documentation following a health and safety incident at work, including all the required information	1	3	-	-
PC26. coordinate with the relevant personnel to review health and safety conditions at work regularly or following an incident	1	3	-	-
PC27. assist in implementing appropriate changes to improve the health and safety conditions at work	1	3	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1335
NOS Name	Follow the health and safety practices at the work
Sector	Capital Goods
Sub-Sector	Machine Tools, Process Plant Machinery, Dies, Moulds and Press Tools, Electrical and Power Machinery, Plastics Manufacturing Machinery, Light Engineering Goods, Textile Manufacturing Machinery
Occupation	Machining
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	01/10/2025
Next Review Date	01/10/2028
NSQC Clearance Date	01/10/2025

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CSC/N1336: Coordinate with co-workers to achieve work efficiency

Description

This OS unit is about working in coordination with co-workers to achieve the work objectives efficiently. It also covers practising inclusion at work.

Scope

The scope covers the following :

- Work effectively with co-workers
- Communicate effectively with co-workers
- Practice inclusion at work

Elements and Performance Criteria

Work effectively with co-workers

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

- PC1. plan daily tasks at work to ensure their timely completion and efficient use of time
- PC2. carry out work responsibilities adhering to the limits of authority
- PC3. follow the supervisor's instructions to ensure adherence to the applicable quality standards and timescales
- PC4. coordinate with the co-workers to achieve the work objectives efficiently
- PC5. prepare the relevant documents and reports as per the supervisor's instructions, providing appropriate information clearly and systematically
- PC6. coordinate with the supervisor or relevant personnel to deal with out of authority tasks and concerns
- PC7. mentor and assist subordinates in the execution of their work responsibilities
- PC8. identify possible disruptions to work through coordination with the relevant stakeholders and take appropriate preventive measures
- PC9. use various resources efficiently to ensure maximum utilisation and minimum wastage
- PC10. follow the recommended practices to avoid and resolve conflicts at work
- PC11. follow the relevant organisational policies to ensure disciplined behaviour with maximum productivity at work

Communicate effectively with co-workers

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

- PC12. follow the organisational policy for the efficient and timely dissemination of information to the authorised personnel
- PC13. communicate clearly and politely to ensure effective communication with co-workers
- PC14. follow the appropriate techniques for active listening during interactions

Practice inclusion at work

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

- PC15. empathise with Persons with Disabilities (PwD)

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PC16. adopt gender-neutral behaviour at work

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. the importance and process of effective communication in the workplace
- KU2. the barriers to effective communication and how to overcome them
- KU3. the importance of teamwork in an organisation's and individual's success
- KU4. the importance of active listening in the work environment
- KU5. the appropriate techniques to be followed for active listening
- KU6. importance of avoiding casual expletives and unpleasant terms while communicating professional circles
- KU7. the importance of maintaining discipline and ethical behaviour at work
- KU8. the common reasons for interpersonal conflict and how to resolve them
- KU9. the importance of developing effective work relationships for professional success
- KU10. how expressing and addressing grievances appropriately and effectively
- KU11. the importance and process of planning daily tasks to ensure their timely completion and efficient use of time
- KU12. the importance of adhering to the limits of authority at work
- KU13. the importance of following the applicable quality standards and timescales at work
- KU14. the importance of coordinating with the co-workers to achieve the work objectives efficiently
- KU15. the relevant documentation requirements
- KU16. the importance of providing appropriate information clearly and systematically in work documents
- KU17. the escalation matrix to be followed to deal with out of authority tasks and concerns
- KU18. the importance and process of mentoring and assisting subordinates in the execution of their work responsibilities
- KU19. how to identify possible disruptions to work prevent them
- KU20. how to use various resources efficiently to ensure maximum utilisation and minimum wastage
- KU21. the recommended practices to be followed at work to avoid and resolve conflicts at work
- KU22. the importance and process of efficient and timely dissemination of information to the authorised personnel
- KU23. how to communicate clearly and politely to ensure effective communication
- KU24. the importance of following the recommended practices to ensure an inclusive environment for PwD and all genders at work

Generic Skills (GS)

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

- GS1. maintain work-related notes and records

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- GS2. read work-related and other relevant literature
- GS3. communicate politely and -professionally
- GS4. listen attentively to understand the information or instructions being shared
- GS5. plan and prioritise tasks to ensure timely completion
- GS6. take prompt decisions to deal with workplace emergencies and accidents
- GS7. evaluate all possible solutions to a problem to select the best one

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work effectively with co-workers</i>	20	43	-	-
PC1. plan daily tasks at work to ensure their timely completion and efficient use of time	2	4	-	-
PC2. carry out work responsibilities adhering to the limits of authority	2	4	-	-
PC3. follow the supervisor's instructions to ensure adherence to the applicable quality standards and timescales	2	4	-	-
PC4. coordinate with the co-workers to achieve the work objectives efficiently	2	4	-	-
PC5. prepare the relevant documents and reports as per the supervisor's instructions, providing appropriate information clearly and systematically	2	4	-	-
PC6. coordinate with the supervisor or relevant personnel to deal with out of authority tasks and concerns	2	4	-	-
PC7. mentor and assist subordinates in the execution of their work responsibilities	2	4	-	-
PC8. identify possible disruptions to work through coordination with the relevant stakeholders and take appropriate preventive measures	2	4	-	-
PC9. use various resources efficiently to ensure maximum utilisation and minimum wastage	2	4	-	-
PC10. follow the recommended practices to avoid and resolve conflicts at work	1	4	-	-
PC11. follow the relevant organisational policies to ensure disciplined behaviour with maximum productivity at work	1	3	-	-
<i>Communicate effectively with co-workers</i>	6	15	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. follow the organisational policy for the efficient and timely dissemination of information to the authorised personnel	2	5	-	-
PC13. communicate clearly and politely to ensure effective communication with co-workers	2	5	-	-
PC14. follow the appropriate techniques for active listening during interactions	2	5	-	-
<i>Practice inclusion at work</i>	4	12	-	-
PC15. empathise with Persons with Disabilities (PwD)	2	6	-	-
PC16. adopt gender-neutral behaviour at work	2	6	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1336
NOS Name	Coordinate with co-workers to achieve work efficiency
Sector	Capital Goods
Sub-Sector	Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery, Electrical and Power Machinery, Light Engineering Goods
Occupation	Machining
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	01/10/2025
Next Review Date	01/10/2028
NSQC Clearance Date	01/10/2025

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DGT/VSQ/N0101: Employability Skills (30 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
- 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. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

- PC7. communicate and behave appropriately with all genders and PwD
- PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

- PC9. use various financial products and services safely and securely
- PC10. calculate income, expenses, savings etc.
- PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

- PC12. operate digital devices and use its features and applications securely and safely
- PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

- PC14. identify and assess opportunities for potential business
- PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

- PC16. identify different types of customers
- PC17. identify customer needs and address them appropriately
- PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC19. create a basic biodata
- PC20. search for suitable jobs and apply
- PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. need for employability skills
- 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 basic spoken English language
- KU6. Do and dont of effective communication
- KU7. inclusivity and its importance
- KU8. different types of disabilities and appropriate communication and behaviour towards PwD
- KU9. different types of financial products and services

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- KU10. how to compute income and expenses
- KU11. importance of maintaining safety and security in financial transactions
- KU12. different legal rights and laws
- KU13. how to operate digital devices and applications safely and securely
- KU14. ways to identify business opportunities
- KU15. types of customers and their needs
- KU16. how to apply for a job and prepare for an interview
- KU17. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1. communicate effectively using appropriate language
- GS2. behave politely and appropriately with all
- GS3. perform basic calculations
- GS4. solve problems effectively
- GS5. be careful and attentive at work
- GS6. use time effectively
- GS7. maintain hygiene and sanitisation to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Next Review Date	07/10/2028

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for the Qualification Pack will be created by CGSC.
2. Performance Criteria (PC) have been assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
3. The assessment for the theory part will/may be based on knowledge bank of questions approved CGSC.
4. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
5. Assessment Agencies will create Assessor Guides comprising of Theory and Practical Assessment Set and Guidelines for each examination/training centre (as per assessment criteria below). The same will be approved by CGSC for adequacy.
6. To successfully attain Certification on the Qualification Pack, the trainee must score a minimum of 70% in each Core NOS and minimum of 70% in all non-core NOS. In addition, a candidate needs to attain a minimum overall pass percentage of 70% for certification.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to

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successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CSC/N0109. Carry out grinding operations using conventional grinding machines	30	70	0	0	100	60
CSC/N1335. Follow the health and safety practices at the work	30	70	-	-	100	15
CSC/N1336. Coordinate with co-workers to achieve work efficiency	30	70	-	-	100	15
DGT/VSQ/N0101. Employability Skills (30 Hours)	20	30	-	-	50	10
Total	110	240	-	-	350	100

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Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
CO ₂	Carbon Dioxide
CPR	Cardiac Pulmonary Resuscitation
PPE	Personal Protective Equipment
ISO	International Organization For Standardization

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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.

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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.