

Qualification Pack



Operator-Stainless steel kitchenware manufacturing (OEM Jindal Stainless Limited)

QP Code: CSC/Q0124

Version: 1.0

NSQF Level: 3

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CSC/Q0124: Operator-Stainless steel kitchenware manufacturing (OEM Jindal Stainless Limited)

Brief Job Description

The incumbent in this job role carries out sheet metal cutting, forming, plate bending, resistance spot welding, heat treatment operations, polishing, spinning, brazing, beading, packaging, handling, dispatching, and machine maintenance in order to manufacture a workpiece as per specifications.

Personal Attributes

The job holder must have an eye for detail as well as the patience and discipline required to carry out detailed and repetitive tasks. The candidate should be able to read and understand technical manuals, instructions and warnings.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CSC/N0301: Perform basic sheet metal operations](#)
2. [CSC/N0113: Carry put polishing operation](#)
3. [CSC/N1206: Carry out material handling and machine maintenance](#)
4. [CSC/N0531: Follow health and safety practices at the workplace](#)
5. [CSC/N1344: Coordinate with co-workers to achieve work efficiency](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Capital Goods
Sub-Sector	Machine Tools
Occupation	Machining, Welding and Cutting, Fabrication, Fitting and Assembly, Material Preparation, Machining
Country	India
NSQF Level	3

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Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7223.2300,NCO-2015/7223.2200
Minimum Educational Qualification & Experience	10th Class OR 10th grade pass and pursuing continuous schooling OR 8th grade pass with 2 years of NTC OR 9th grade pass with 1 Year of experience Relevant OR 8th grade pass with 2 Years of experience RELEVANT OR 9th grade pass with 1 Year of experience OR 8th grade pass with 2 years of NTC OR Previous relevant Qualification of NSQF Level (2) OR Previous relevant Qualification of NSQF Level (2.5)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	01/10/2028
NSQC Approval Date	01/10/2025
Version	1.0
Reference code on NQR	QG-02-CG-03939-2025-V2-CGSSC
NQR Version	1

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CSC/N0301: Perform basic sheet metal operations

Description

This unit is about cutting, forming and assembly operations for basic sheet metal (up to and including 3 mm) by using hand and manually operated machine tools.

Scope

The scope covers the following :

- Prepare for work
- Perform marking on the sheet metal
- Perform sheet metal cutting and forming operations
- Perform sheet metal assembly operations
- Perform post-assembly activities

Elements and Performance Criteria

Prepare for work

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

- PC1. identify work requirements by interpreting instructions received from supervisor or person in charge
- PC2. identify and arrange tools, equipment, measuring instruments and material required for performing sheet metal cutting, forming and assembly operations as per specifications
- PC3. check the tools, measuring instruments and equipment for any defects before use
- PC4. check that all measuring equipment are within calibration date
- PC5. use appropriate Personal Protective Equipment (PPE) for safe working in workshop

Perform marking on the sheet metal

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

- PC6. prepare the sheet metal for marking out by cleaning, removing burrs and sharp edges and applying marking out medium on it
- PC7. use a range of marking out equipment and mark the dimensions on the sheet metal materials by applying an appropriate method of marking out as per the instructions received
- PC8. mark out a range of features (datum lines; cutting guidelines; square and rectangular profiles; circular and radial profiles; angles; holes linearly positioned, boxed and on pitch circles) on the sheet metal
- PC9. obtain approval from supervisor or person in charge on marked out features and correct errors as per feedback received

Perform sheet metal cutting and forming operations

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

- PC10. cut and shape the sheet metal materials to the required specification by performing appropriate cutting operations and techniques
- PC11. use appropriate cutting hand and manually operated machine tools to cut the marked-out shape on the material with required finishing

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PC12. perform various forming operations to produce sheet metal components of required shapes by using forming hand and manually operated machine tools

PC13. measure the cut and formed components and compare with the dimensions as prescribed in the work order and engineering drawing

Perform sheet metal assembly operations

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

PC14. assemble and secure the components in their correct positions by using appropriate assembly methods and techniques

PC15. use appropriate assembly and joining techniques to produce fabrications of required shape/geometry within ± 3.0 mm

PC16. produce products with various features, have secure and firm joints and are free from excessive tooling marks, deformation, cracking, sharp edges, slivers or burrs

PC17. follow the specified sheet metal cutting, forming and assembly sequence and procedure

PC18. monitor the sheet metal cutting, forming and assembly operation and identify any problems that occur

PC19. report to the supervisor about any problems faced or anticipated during the complete process

Perform post-assembly activities

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

PC20. prepare work completion reports and necessary documentation for the higher authorities

PC21. clean and store all the tools and equipment after completion of work

PC22. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant legislation, standards, policies, and procedures followed in the organization

KU2.

- various sheet metal materials and their properties
- Sheet metal materials: hot rolled mild steel; cold rolled mild steel; coated mild steel (e.g. primed, tinned, galvanized); stainless steel; aluminum
- Physical properties: melting points of metals, density, color, magnetism, corrosion resistance, conductivity, insulation
- Mechanical properties: tensile strength, toughness, hardness, elasticity, ductility, malleability

KU3. how to identify materials by their color, appearance, density

KU4. various sheet metal cutting operations i.e. hand sawing, band sawing, filing, drilling, chiseling, threading, scraping, manually operated lapping

KU5. various sheet forming operations i.e. planishing, raising, hollowing, flanging, 'split and weld' method

KU6. how to select and establish a suitable datum while marking out

KU7. marking methods i.e. direct marking using instruments, use of templates, tracing/transfer methods

KU8. methods of marking out cutting guidelines for square and rectangular profiles, circular and radial profiles, angles and hole positions

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- KU9.** marking out features i.e. datum/centre lines; square/rectangular profiles; circles; radial profiles; cutting and bending detail (including allowances); hole centering and outlining (such as circular or linear)
- KU10.**
- ways of laying out the marking-out shapes or patterns to optimize use of materials
 - Marking out tools: rules/tapes; straight edge; dividers/trammels; scribes; punches; squares; protractor; chalk, bluing or paint
- KU11.** SOP recommended by manufacturer for using various measuring instruments, marking, cutting, forming and assembly tools required during work
- KU12.**
- how to cut and form sheet metal using hand and manually operated machines
 - Cutting hand tools: tin snips, hacksaw, hand power tools (such as drill, nibbling, saw), trepanning, bench shears, files, pneumatic tools, thermal device, other specific tool
 - Forming hand tools: hammers, mallets, stakes, formers, wooden blocks, sand bags, etc.
 - Manually operated cutting machine tools: guillotine, pillar drill, punch/cropping machine, nibbling machine, mechanical saw, rotary shears, fly press
 - Manually operated forming machine tools: bending/folding machine (hand or powered), rolling machine (hand or powered), hammers/panel beating equipment, presses
- KU13.** various assembly methods i.e. self-secured joints, thermal methods (soldering, brazing and tack welding), mechanical fastening devices (rivets, nut, bolts, studs, circlips, etc)
- KU14.** problems that can occur in the sheet metal cutting, forming and assembly operation
- KU15.**
- how to check the quality of the shaped components against the required quality standards
 - Components standards: all dimensions are within +/- 3.0mm; finished products are correctly formed and meet the required shape/geometry (square, straight, angles free from twists); completed products are free from excessive tool or bending marks, stretching or distortion, cracking, sharp edges, slivers or burrs
- KU16.** safety practices need to follow during cutting, forming and assembling activities

Generic Skills (GS)

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

- GS1.** note the information related to work and processes
- GS2.** write reports and observations related to work in English/regional language
- GS3.** read and interpret and process flowchart for all operations
- GS4.** read manuals and operation documents to understand the Equipment used into operation
- GS5.** discuss task lists, schedules and activities with the seniors and team members
- GS6.** follow organization rule-based decision making process
- GS7.** take decisions with systematic course of actions and/or response
- GS8.** plan and organize tasks to meet deadlines
- GS9.** find ways of modifying difficult operating stages to make it operation friendly
- GS10.** apply domain information to set and define operation parameters that ensures economy and quality of the product
- GS11.** analyse the complexity of work to determine if it can be successfully carried out or needs to be referred to a superior/specialist
- GS12.** recognise a workplace problem and take suitable action to resolve it

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for work</i>	8	10	-	6
PC1. identify work requirements by interpreting instructions received from supervisor or person in charge	1	2	-	1
PC2. identify and arrange tools, equipment, measuring instruments and material required for performing sheet metal cutting, forming and assembly operations as per specifications	3	2	-	3
PC3. check the tools, measuring instruments and equipment for any defects before use	2	3	-	1
PC4. check that all measuring equipment are within calibration date	1	2	-	1
PC5. use appropriate Personal Protective Equipment (PPE) for safe working in workshop	1	1	-	-
<i>Perform marking on the sheet metal</i>	6	10	-	4
PC6. prepare the sheet metal for marking out by cleaning, removing burrs and sharp edges and applying marking out medium on it	1	2	-	1
PC7. use a range of marking out equipment and mark the dimensions on the sheet metal materials by applying an appropriate method of marking out as per the instructions received	2	3	-	1
PC8. mark out a range of features (datum lines; cutting guidelines; square and rectangular profiles; circular and radial profiles; angles; holes linearly positioned, boxed and on pitch circles) on the sheet metal	2	3	-	2
PC9. obtain approval from supervisor or person in charge on marked out features and correct errors as per feedback received	1	2	-	-
<i>Perform sheet metal cutting and forming operations</i>	6	12	-	4

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. cut and shape the sheet metal materials to the required specification by performing appropriate cutting operations and techniques	2	4	-	1
PC11. use appropriate cutting hand and manually operated machine tools to cut the marked-out shape on the material with required finishing	1	2	-	1
PC12. perform various forming operations to produce sheet metal components of required shapes by using forming hand and manually operated machine tools	2	4	-	1
PC13. measure the cut and formed components and compare with the dimensions as prescribed in the work order and engineering drawing	1	2	-	1
<i>Perform sheet metal assembly operations</i>	7	13	-	5
PC14. assemble and secure the components in their correct positions by using appropriate assembly methods and techniques	2	4	-	2
PC15. use appropriate assembly and joining techniques to produce fabrications of required shape/geometry within ± 3.0 mm	2	4	-	1
PC16. produce products with various features, have secure and firm joints and are free from excessive tooling marks, deformation, cracking, sharp edges, slivers or burrs	1	2	-	1
PC17. follow the specified sheet metal cutting, forming and assembly sequence and procedure	-	1	-	-
PC18. monitor the sheet metal cutting, forming and assembly operation and identify any problems that occur	1	1	-	1
PC19. report to the supervisor about any problems faced or anticipated during the complete process	1	1	-	-
<i>Perform post-assembly activities</i>	2	4	-	1
PC20. prepare work completion reports and necessary documentation for the higher authorities	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC21. clean and store all the tools and equipment after completion of work	1	2	-	-
PC22. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations	-	-	-	-
NOS Total	29	49	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0301
NOS Name	Perform basic sheet metal operations
Sector	Capital Goods
Sub-Sector	Machine Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery, Electrical and Power Machinery, Dies, Moulds and Press Tools
Occupation	Fabrication, Fitting and Assembly, Generic, Machining, Welding and Cutting, Fabrication, Fitting and Assembly, Material Preparation
NSQF Level	3
Credits	3
Version	4.0
Last Reviewed Date	01/10/2025
Next Review Date	01/10/2028
NSQC Clearance Date	01/10/2025

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CSC/N0113: Carry put polishing operation

Description

This OS unit is about carrying out mechanical polishing on a wide range of metal and metal alloy surfaces using the appropriate polishing machinery, tools and equipment.

Scope

The scope covers the following :

- Prepare for polishing operations
- Carry out polishing operation
- Use resources optimally

Elements and Performance Criteria

Prepare for polishing operations

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

- PC1. determine the surface texture and finishing requirements by referring to the job instruction sheet and quality control documents
- PC2. coordinate with the supervisor for the rectification of incorrect and inconsistent information in the job specification documents
- PC3. select the appropriate polishing method, tools and equipment according to the polishing requirements
- PC4. check the availability of required workpieces/raw materials and consumables as per the job requirements
- PC5. prepare the work area for the polishing operations, ensuring no hazards in the area
- PC6. set up the relevant machinery appropriately for carrying out polishing
- PC7. set the workpiece using the appropriate positioning or holding devices as per job requirement

Carry out polishing operations

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

- PC8. carry out polishing as per the standard procedure
- PC9. carry out the appropriate mechanical polishing processes such as vibro finishing, barrelling, fluidized bed polishing, vapour blasting, rotary polishing and shot blasting as per the requirement
- PC10. check the surface finish, texture and other relevant parameters of the polished surfaces to ensure completeness of work and conformance to the applicable quality parameters
- PC11. identify common surface imperfections and carry out further polishing to remove them
- PC12. follow the organisational policy while handling the raw material and finished components, taking the necessary precautions
- PC13. carry out polishing of components as per the given production targets
- PC14. coordinate with the supervisor or other relevant personnel to resolve complex and out of authority issues

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- PC15. carry out minor repair and maintenance of the polishing tools and equipment and store them safely in the designated storage area
- PC16. isolate the relevant machinery appropriately after use
- PC17. use the relevant Industry 4.0 manufacturing technologies to ensure interconnectivity, automation, machine learning, and real-time data collection and analysis
- PC18. collect and dispose of the industrial waste appropriately in compliance with the relevant environmental regulations and organisational policies
- PC19. carry out the necessary documentation such as job card, progress and incident reports, as per the organisational procedure

Use resources optimally

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

- PC20. optimise the usage of electricity and other resources in various tasks and processes
- PC21. connect the electrical tools and equipment safely, and turn them off when 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. the concepts and benefits of Industry 4.0 and Industrial Internet of Things (IIoT)
- KU3. different types of metals, metal alloys and non-metals
- KU4. the terminology used in polishing procedures
- KU5. the hazards associated with carrying out the mechanical finishing/polishing process and how to deal with them effectively
- KU6. use of the relevant PPE for carrying out mechanical polishing activities
- KU7. how to identify various mechanical polishing process faults such as pitting, erosion of substrate, inconsistent polishing, perforation and incorrect colour
- KU8. use of different types of polishing machinery
- KU9. the process of polishing different types of materials such as cast iron, zinc/zinc alloys, bronze, low-carbon, low alloy, high yield, stainless steels, clad and coated materials, aluminium/aluminium alloys, copper/copper alloys, etc.
- KU10. different types of tools and equipment required for adjusting the settings on polishing machines to achieve the required surface finish
- KU11. the process of setting operational performance parameters such as speed, smoothness, time on the polishing machine on polishing machines
- KU12. the importance and process of monitoring the equipment settings and functioning during the mechanical polishing process
- KU13. different types of finishing and polishing methods and techniques
- KU14. the criteria for selecting different types of machinery, methods and techniques for finishing and polishing different types of surfaces
- KU15. the importance of using the polishing machinery, tools and equipment according to the manufacturers instructions
- KU16. the effect of using different types and grades of abrasive media on surface finish
- KU17. the importance of following specified polishing sequence and procedures

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- KU18. the importance of determining the surface finish requirements before starting the polishing operations
- KU19. the importance of determining the suitability of abrasive media with the workpiece before starting the polishing operations
- KU20. the importance and process of securing the workpiece/raw material using the appropriate work holding devices and mechanisms
- KU21. how to check the common surface imperfections/defects and non-conformance to specifications
- KU22. common problems encountered during the polishing process and how to resolve them
- KU23. different types of surface imperfections/defects that can be removed/repaired by mechanical finishing/polishing processes
- KU24. the process of handling components with surface imperfections/defects that cannot be removed/repaired
- KU25. the importance of removing all the polished components from the equipment before polishing the next batch
- KU26. the relevant mechanical polishing processes, such as vibro finishing, barreling, fluidized bed polishing, vapour blasting, rotary polishing, shot blasting, grid blasting, etc.
- KU27. the importance of storing the machinery, tools and equipment safely at the designated storage after use
- KU28. how to carry out minor repair and maintenance of the polishing tools and equipment
- KU29. the benefits and methods of resource optimisation

Generic Skills (GS)

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

- GS1. maintain work-related notes and records
- GS2. undertake work-related numerical computations
- GS3. use the appropriate units of measurement and measuring techniques
- GS4. read the relevant literature to learn about the latest developments in the field of work
- GS5. listen attentively to understand the information or instructions being shared
- GS6. communicate politely and professionally
- GS7. plan and prioritise tasks to ensure timely completion
- GS8. coordinate with co-workers to achieve the work objectives
- GS9. evaluate all possible solutions to a problem to select the best one
- GS10. take prompt decisions to deal with workplace emergencies and accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for polishing operations</i>	13	18	-	-
PC1. determine the surface texture and finishing requirements by referring to the job instruction sheet and quality control documents	2	3	-	-
PC2. coordinate with the supervisor for the rectification of incorrect and inconsistent information in the job specification documents	2	3	-	-
PC3. select the appropriate polishing method, tools and equipment according to the polishing requirements	2	3	-	-
PC4. check the availability of required workpieces/raw materials and consumables as per the job requirements	2	3	-	-
PC5. prepare the work area for the polishing operations, ensuring no hazards in the area	2	3	-	-
PC6. set up the relevant machinery appropriately for carrying out polishing	2	2	-	-
PC7. set the workpiece using the appropriate positioning or holding devices as per job requirement	1	1	-	-
<i>Carry out polishing operations</i>	16	48	-	-
PC8. carry out polishing as per the standard procedure	2	5	-	-
PC9. carry out the appropriate mechanical polishing processes such as vibro finishing, barrelling, fluidized bed polishing, vapour blasting, rotary polishing and shot blasting as per the requirement	2	4	-	-
PC10. check the surface finish, texture and other relevant parameters of the polished surfaces to ensure completeness of work and conformance to the applicable quality parameters	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. identify common surface imperfections and carry out further polishing to remove them	1	4	-	-
PC12. follow the organisational policy while handling the raw material and finished components, taking the necessary precautions	2	4	-	-
PC13. carry out polishing of components as per the given production targets	1	4	-	-
PC14. coordinate with the supervisor or other relevant personnel to resolve complex and out of authority issues	1	4	-	-
PC15. carry out minor repair and maintenance of the polishing tools and equipment and store them safely in the designated storage area	1	4	-	-
PC16. isolate the relevant machinery appropriately after use	1	4	-	-
PC17. use the relevant Industry 4.0 manufacturing technologies to ensure interconnectivity, automation, machine learning, and real-time data collection and analysis	1	4	-	-
PC18. collect and dispose of the industrial waste appropriately in compliance with the relevant environmental regulations and organisational policies	1	4	-	-
PC19. carry out the necessary documentation such as job card, progress and incident reports, as per the organisational procedure	1	4	-	-
<i>Use resources optimally</i>	1	2	-	-
PC20. optimise the usage of electricity and other resources in various tasks and processes	1	2	-	-
PC21. connect the electrical tools and equipment safely, and turn them off when not in use	-	-	-	-
NOS Total	30	68	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0113
NOS Name	Carry put polishing operation
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	Coating and Painting
NSQF Level	3
Credits	3
Version	4.0
Last Reviewed Date	01/10/2025
Next Review Date	01/10/2028
NSQC Clearance Date	01/10/2025

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CSC/N1206: Carry out material handling and machine maintenance

Description

This OS unit is about performing various steps to pack, handle, dispatch the manufactured goods and also perform machine maintenance on various machines.

Scope

The scope covers the following :

- packaging, handling and dispatch of prepared goods
- machine maintenance of various machinery used on the shop floor

Elements and Performance Criteria

packaging, handling and dispatch of prepared goods

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

- PC1. collect the required packing material as per the physical properties of the finished goods
- PC2. collect and pack the required goods in correct packing material
- PC3. ensure the goods are packed in an appropriate manner as per the SOP
- PC4. place the packed goods at designated location

machine maintenance

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

- PC5. ensure machine is clear of excess material
- PC6. clean the machine at regular interval
- PC7. ensure lubrication of machines is done whenever required
- PC8. check the functioning of machine before performing actual manufacturing

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. the symbols and conventions appropriate to the applicable ISO standards
- KU2. use of the relevant Personal Protective Equipment
- KU3. the concepts and benefits of Industry 4.0 and Industrial Internet of Things (IIoT)
- KU4. how to tighten workpiece or other securing devices appropriately
- KU5. the importance of checking the sequence of the program as per the process sheet
- KU6. how to identify abnormal noises coming from the machine and component
- KU7. the importance of checking the condition of tools being used in machining at appropriate intervals during the process
- KU8. how to identify inconsistencies in the dimensions due to tool wear and the process of correcting the offsets accordingly
- KU9. how to adjust the machine settings to maintain the desired accuracy

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- KU10. the process of sharpening or replacing the worn-out/ damaged tools, using the necessary equipment
- KU11. the importance of modifying the tool offsets according to the new tools replacing them
- KU12. the relevant safety guidelines to be following while sharpening/ replacing the worn-out/damaged tools
- KU13. the importance of keeping the work area clean and hazard-free
- KU14. how to use the metric system of measurement
- KU15. the factors that affect the selection of cutting feeds, and speed
- KU16. the effects of backlash in machine slides and screws, and how to resolve this
- KU17. the importance of following the safety instructions and warning signs on the machine
- KU18. different types of cutting fluids and their properties
- KU19. the importance of clamping the workpiece in a chuck/work holding device, and how incorrect clamping can cause distortion in the finished components
- KU20. knowledge on types of packaging processes
- KU21. knowledge on machine maintenance and following instructions on manuals
- KU22. the documentation requirements relevant to the job role

Generic Skills (GS)

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

- GS1. maintain work-related notes and records
- GS2. undertake work-related numerical computations
- GS3. use the appropriate units of measurement and measuring techniques
- GS4. read the relevant literature to learn about the latest developments in the field of work
- GS5. listen attentively to understand the information or instructions being shared
- GS6. communicate politely and professionally
- GS7. plan and prioritize tasks to ensure timely completion
- GS8. coordinate with co-workers to achieve the work objectives
- GS9. evaluate all possible solutions to a problem to select the best one
- GS10. take prompt decisions to deal with workplace emergencies and accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>packaging, handling and dispatch of prepared goods</i>	14	26	-	-
PC1. collect the required packing material as per the physical properties of the finished goods	3	5	-	-
PC2. collect and pack the required goods in correct packing material	5	10	-	-
PC3. ensure the goods are packed in an appropriate manner as per the SOP	3	6	-	-
PC4. place the packed goods at designated location	3	5	-	-
<i>machine maintenance</i>	15	30	-	-
PC5. ensure machine is clear of excess material	5	10	-	-
PC6. clean the machine at regular interval	5	10	-	-
PC7. ensure lubrication of machines is done whenever required	5	10	-	-
PC8. check the functioning of machine before performing actual manufacturing	-	-	-	-
NOS Total	29	56	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1206
NOS Name	Carry out material handling and machine maintenance
Sector	Capital Goods
Sub-Sector	Light Engineering Goods
Occupation	Shop Floor Management
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	01/10/2025
Next Review Date	01/10/2028
NSQC Clearance Date	01/10/2025

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CSC/N0531: Follow health and safety practices at the workplace

Description

This OS unit is about following adequate safety procedures to make work environment healthy and safe

Scope

The scope covers the following :

- This unit/task covers the following:
- Adhere to standard safety procedures of the company
- Follow healthy practices and posture
- Practice waste management and recycling
- Conserve material and resources

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

Assist in waste management

Qualification Pack

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

Follow the fire safety guidelines

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

PC15. use the appropriate type of fire extinguisher to extinguish different types of fires safely

PC16. follow the recommended practices for a safe rescue during a fire emergency

PC17. 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:

PC18. follow the organisational health and safety guidelines during workplace emergencies to ensure own and co-workers' safety

PC19. follow the recommended practices to minimise loss to organisational property during an emergency

PC20. follow the recommended procedure to free a person from electrocution

PC21. administer appropriate first aid to the injured personnel

PC22. perform Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest

PC23. 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:

PC24. carry out appropriate documentation following a health and safety incident at work, including all the required information

PC25. coordinate with the relevant personnel to review health and safety conditions at work regularly or following an incident

PC26. 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. company policies on workplace, environment, and personnel management

KU2. company policy on occupational safety and health

KU3. professional hazards related to nature of work and how to deal with them

KU4. how to maintain the work area safe and secure

KU5. how to handle hazardous materials, tools, and equipment

KU6. emergency procedures for fire, electrocution, physical injury, wounds, etc.

KU7. need for proper body posture and use of appropriate handling equipment

KU8. understand electrical grounding practices

KU9. common sources of pollution and ways to minimize it

KU10. waste management - categorisation, colour coding, handling, and disposal procedure

Qualification Pack

- KU11. organisation policies and procedures for minimizing waste
- KU12. efficient use of electricity, material, and water in processes
- KU13. organization policies regarding network usage and security
- KU14. norms for professional behaviour at workplace and dealing with deviations

Generic Skills (GS)

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

- GS1. communicating in the language of the workplace
- GS2. reading and interpreting documents, drawings, symbols, and instructions
- GS3. operating computer and common office equipment and diagnosing common electrical and interconnection problems
- GS4. writing notes, reports, observations, emails
- GS5. using personnel protective devices
- GS6. maintaining clean and healthy work environment
- GS7. using and operating safety devices and equipment
- GS8. conducting work following workplace security processes and rules
- GS9. responding to emergency situations pertaining to workplace
- GS10. understanding people and collaborating to create a healthy workplace

Qualification Pack

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	-	-	-	-
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	-	-	-	-
<i>Assist in hazard management</i>	4	10	-	-
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	-	-	-	-
<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	-	-	-	-
PC11. check and test the firefighting and various safety equipment to ensure they are in usable condition	-	-	-	-

Qualification Pack

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	-	-	-	-
<i>Assist in waste management</i>	3	8	-	-
PC13. segregate waste into appropriate categories	-	-	-	-
PC14. recycle the recyclable waste appropriately	-	-	-	-
<i>Follow the fire safety guidelines</i>	3	12	-	-
PC15. use the appropriate type of fire extinguisher to extinguish different types of fires safely	-	-	-	-
PC16. follow the recommended practices for a safe rescue during a fire emergency	-	-	-	-
PC17. coordinate with the fire department to request assistance to extinguish a serious fire	-	-	-	-
<i>Follow the emergency and first-aid procedures</i>	7	12	-	-
PC18. follow the organisational health and safety guidelines during workplace emergencies to ensure own and co-workers' safety	-	-	-	-
PC19. follow the recommended practices to minimise loss to organisational property during an emergency	-	-	-	-
PC20. follow the recommended procedure to free a person from electrocution	-	-	-	-
PC21. administer appropriate first aid to the injured personnel	-	-	-	-
PC22. perform Cardiopulmonary Resuscitation (CPR) on a potential victim of cardiac arrest	-	-	-	-
PC23. coordinate with the emergency services to request medical assistance for seriously injured/ ill personnel requiring professional medical attention or hospitalisation	-	-	-	-
<i>Carry out relevant documentation and review</i>	3	9	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. carry out appropriate documentation following a health and safety incident at work, including all the required information	-	-	-	-
PC25. coordinate with the relevant personnel to review health and safety conditions at work regularly or following an incident	-	-	-	-
PC26. assist in implementing appropriate changes to improve the health and safety conditions at work	-	-	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0531
NOS Name	Follow health and safety practices at the workplace
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, Defence Equipment, Fire-Fighting & Safety Equipment, Homeland Security
Occupation	Service
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	01/10/2025
Next Review Date	01/10/2028
NSQC Clearance Date	01/10/2025

Qualification Pack

CSC/N1344: Coordinate with co-workers to achieve work efficiency

Description

This OS unit is about building relationships and working with people and groups inside and outside the organization, using skills and habits, to achieve the team goals and objectives

Scope

The scope covers the following :

- This unit/task covers the following:
- Creating team environment
- Communicating - giving and receiving
- Working cooperatively
- Participating in team decision making
- Demonstrating Sense of Responsibility
- Showing respect for opinions, customs, and preferences

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

Qualification Pack

Practice inclusion at work

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

PC15. empathise with Persons with Disabilities (PwD)

PC16. adopt gender-neutral behaviour at work

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. the organisation's policies and procedures for working with colleagues, roles and responsibilities
- KU2. the importance of effective communication and establishing good working relationships with colleagues
- KU3. different methods of communication and the circumstances in which it is appropriate to use these
- KU4. the importance of creating an environment of trust and mutual respect
- KU5. the implications of own work on the work and schedule of others
- KU6. different types of information that colleagues might need and the importance of providing this information when it is required
- KU7. the importance of helping colleagues with problems, to meet quality and time standards as a team

Generic Skills (GS)

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

- GS1. read and write instructions, guidelines, procedures, messages, emails, and other media in language of the workplace
- GS2. communicate in common and technical terms in language of the workplace
- GS3. listen effectively and orally communicate information
- GS4. be punctual, do work scheduling and reporting
- GS5. comply with workplace practices and ethics
- GS6. maintain cleanliness and healthy environment
- GS7. be customer friendly - understand real needs of the customer and suggest most appropriate solution
- GS8. be safety conscious and avoid risk
- GS9. be observant, vigilant, and security consciousness
- GS10. respond, handle problem, and escalate as necessary
- GS11. ask for clarification and advice from concerned persons
- GS12. make decisions on a suitable course of action or response keeping in view resource utilization while meeting commitments
- GS13. plan and organize work to achieve targets and deadlines

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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	-	-	-	-
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	-	-	-	-
<i>Communicate effectively with co-workers</i>	6	15	-	-

Qualification Pack

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	-	-	-	-
PC13. communicate clearly and politely to ensure effective communication with co-workers	-	-	-	-
PC14. follow the appropriate techniques for active listening during interactions	-	-	-	-
<i>Practice inclusion at work</i>	4	12	-	-
PC15. empathise with Persons with Disabilities (PwD)	-	-	-	-
PC16. adopt gender-neutral behaviour at work	-	-	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1344
NOS Name	Coordinate with co-workers to achieve work efficiency
Sector	Capital Goods
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	01/10/2025
Next Review Date	01/10/2028
NSQC Clearance Date	01/10/2025

Qualification Pack

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	-	-

Qualification Pack

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 50% in each Core NOS and minimum of 50% in all non-core NOS. In addition, a candidate needs to attain a minimum overall pass percentage of 50% 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/N0301.Perform basic sheet metal operations	29	49	0	20	98	20
CSC/N0113.Carry put polishing operation	30	68	0	0	98	20
CSC/N1206.Carry out material handling and machine maintenance	29	56	0	0	85	20
CSC/N0531.Follow health and safety practices at the workplace	30	70	0	0	100	20
CSC/N1344.Coordinate with co-workers to achieve work efficiency	30	70	0	0	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	168	343	-	20	531	100

Qualification Pack

Acronyms

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

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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.