

Qualification Pack



Multi-Axis CNC Machine Engineer

QP Code: CSC/Q0126

Version: 1.0

NSQF Level: 6

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Qualification Pack

Contents

CSC/Q0126: Multi-Axis CNC Machine Engineer	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
CSC/N0126: Oversee the operation of CNC machines to ensure precise and efficient production processes.	5
CSC/N0127: Selection and installation of cutting tools for multi-axis machining	11
CSC/N0128: Lead the inspection Team to verify part dimensions and tolerances Using Coordinate Measuring Machine & Precise Probe Sensors.	17
CSC/N1339: Collaboratively coordinate with the team	23
CSC/N0505: Follow health, safety and environment guidelines at workplace.....	30
DGT/VSQ/N0102: Employability Skills (60 Hours).....	38
Assessment Guidelines and Weightage.....	45
<i>Assessment Guidelines</i>	45
<i>Assessment Weightage</i>	46
Acronyms.....	47
Glossary	48

Qualification Pack

CSC/Q0126: Multi-Axis CNC Machine Engineer

Brief Job Description

A Multi Axis CNC Machine Engineer is a professional who designs and operates specialized machines that can move in multiple directions (or axes) to create precise parts and components.

Personal Attributes

The person should be result oriented with good technical and analytical skills, should have Excellent Interpersonal Skills, communication and presentation skills and a good team player. They should have ability to manage projects, prioritizing of work and mentoring the budding engineers.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CSC/N0126: Oversee the operation of CNC machines to ensure precise and efficient production processes.](#)
2. [CSC/N0127: Selection and installation of cutting tools for multi-axis machining](#)
3. [CSC/N0128: Lead the inspection Team to verify part dimensions and tolerances Using Coordinate Measuring Machine & Precise Probe Sensors.](#)
4. [CSC/N1339: Collaboratively coordinate with the team](#)
5. [CSC/N0505: Follow health, safety and environment guidelines at workplace](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Capital Goods
Sub-Sector	Machining, Welding, Manufacturing
Occupation	Machining
Country	India
NSQF Level	6
Credits	22

Qualification Pack

Aligned to NCO/ISCO/ISIC Code	NCO-2015/7233.9900
Minimum Educational Qualification & Experience	<p>Completed 4 year UG program (Mechanical/ Automobile/ Electrical/ Electronics) OR Completed 2nd year diploma after 12th with 3 Years of experience relevant OR Previous relevant Qualification of NSQF Level (5.5) with 1.5 years of experience relevant OR Previous relevant Qualification of NSQF Level (5) with 3 Years of experience relevant</p>
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	08/05/2028
NSQC Approval Date	08/05/2025
Version	1.0
Reference code on NQR	QG-06-IT-04202-2025-V1-CGSC
NQR Version	1.0

Qualification Pack

CSC/N0126: Oversee the operation of CNC machines to ensure precise and efficient production processes.

Description

This NOS unit is about to Oversee the operation of CNC machines to ensure precise and efficient production processes.

Scope

The scope covers the following :

- Perform Setup of CNC Machines with reading blueprints, tool selection & installation, machine calibration.
- Implement operation of CNC Machines with machine programming and execution.
- Conduct quality control and regular maintenance, troubleshoot any operational issues.

Elements and Performance Criteria

Perform Setup of CNC Machines with reading blueprints, tool selection & installation, machine calibration.

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

- PC1. identify and interpret technical drawings and blueprints to determine the specifications and requirements. And develop a clear plan for the setup process based on the information obtained from the blueprints.
- PC2. Select the correct cutting tools and attachments for the specific machining task and install them accurately. And perform tool configuration to ensure that tools are correctly positioned.
- PC3. Perform calibration of CNC machine's settings, including axis movements, spindle speeds, and feed rates, to match the job requirements and perform test runs.

Implement operation of CNC Machines with machine programming and execution.

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

- PC4. Develop and edit CNC programs using CAD/CAM software to generate the required G-code and M-code. Input the CNC programs into the machine's control system and verify their correctness.
- PC5. Execute the Machining Process, load raw materials or workpieces into the machine, ensuring they are securely fastened. Continuously monitor machine operations to ensure they run smoothly
- PC6.
 - Conduct Regular Inspections with use of precision measuring tools (e.g., calipers, micrometers, gauges)
 - Keep detailed records of the machining process, including any adjustments made and inspection results, and report any significant issues or deviations to the appropriate personnel for further analysis.

Conduct quality control and regular maintenance, troubleshoot any operational issues.

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

- PC7. Conduct Thorough Quality Control by having detailed inspections of machined parts using precision measuring tools to ensure they meet all specified tolerances and quality standards.

Qualification Pack

- PC8. Perform scheduled maintenance tasks such as cleaning, lubrication, and parts replacement to keep CNC machines in optimal working condition.
- PC9. Implement & quickly diagnose operational issues with CNC machines, such as mechanical failures, programming errors, or tool wear, using troubleshooting techniques and diagnostic tools.
- PC10. Maintain comprehensive records of all maintenance activities, including dates, tasks performed, parts replaced, and any issues encountered.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. organization procedures for health, safety and security, individual role and responsibilities in this context
- KU2. the organization's emergency procedures for different emergency situations and the importance of following the same
- KU3. Technical Documentation and Blueprint Interpretation: A deep understanding of Blueprint Reading i.e. to read and interpret technical drawings, blueprints, and job orders to extract necessary information such as dimensions, tolerances, and material specifications. The basics of CAD/CAM software used for creating and modifying CNC programs, and how to convert design specifications into machine-readable code.
- KU4. CNC Machine Programming - Understanding of fundamentals of G-Code and M-Code, including common commands and how they control the machine's movements and operations. Techniques for optimizing CNC programs to enhance efficiency, reduce cycle times, and improve part quality.
- KU5. Tooling and Fixtures: Implement criteria for selecting appropriate cutting tools, fixtures, and attachments based on the material and machining requirements. Procedures for correctly installing and securing tools and fixtures in the CNC machine.
- KU6. Machine Setup and Calibration: Methods for aligning the machine components, including the spindle, table, and workpiece, to ensure precise machining. Step-by-step procedures for setting up CNC machines, including loading and securing workpieces, setting zero points, and configuring machine parameters. Techniques for calibrating the machine to ensure it operates within specified tolerances and produces accurate parts.
- KU7. Machining Operations: Understanding of Procedures for safely and effectively loading and unloading materials and workpieces. Monitoring the machining process, including observing tool wear, chip formation, and machine sounds to detect potential issues. Techniques for making real-time adjustments to machine settings, such as feed rates and spindle speeds, to maintain optimal performance and quality.
- KU8. Maintenance and Troubleshooting: Knowledge of Procedures for performing routine maintenance tasks, such as cleaning, lubrication, and parts replacement, to keep machines in optimal working condition. Methods for diagnosing and resolving common operational issues, including mechanical failures, programming errors, and tool wear.
- KU9. Safety Protocols: Knowledge of workplace safety protocols and procedures, including the use of personal protective equipment (PPE) and safe handling of materials and tools. Ability to identify potential safety hazards in the machining environment and take appropriate measures to mitigate them.

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Generic Skills (GS)

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

- GS1. read safety instructions/guidelines
- GS2. modify work practices to improve them
- GS3. work with supervisors/team members to carry out work related tasks
- GS4. complete tasks efficiently within stipulated time
- GS5. inform/report to concerned person in case of any problem
- GS6. make timely decisions for efficient utilization of resources
- GS7. write reports such as accident report, in at least English/regional language

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform Setup of CNC Machines with reading blueprints, tool selection & installation, machine calibration.</i>	10	10	-	6
PC1. identify and interpret technical drawings and blueprints to determine the specifications and requirements. And develop a clear plan for the setup process based on the information obtained from the blueprints.	3	2	-	2
PC2. Select the correct cutting tools and attachments for the specific machining task and install them accurately. And perform tool configuration to ensure that tools are correctly positioned.	3	4	-	2
PC3. Perform calibration of CNC machine's settings, including axis movements, spindle speeds, and feed rates, to match the job requirements and perform test runs.	4	4	-	2
<i>Implement operation of CNC Machines with machine programming and execution.</i>	15	15	-	10
PC4. Develop and edit CNC programs using CAD/CAM software to generate the required G-code and M-code. Input the CNC programs into the machine's control system and verify their correctness.	5	5	-	3
PC5. Execute the Machining Process, load raw materials or workpieces into the machine, ensuring they are securely fastened. Continuously monitor machine operations to ensure they run smoothly	5	5	-	3
PC6. <ul style="list-style-type: none"> Conduct Regular Inspections with use of precision measuring tools (e.g., calipers, micrometers, gauges) Keep detailed records of the machining process, including any adjustments made and inspection results, and report any significant issues or deviations to the appropriate personnel for further analysis. 	5	5	-	4
<i>Conduct quality control and regular maintenance, troubleshoot any operational issues.</i>	15	15	-	4

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC7. Conduct Thorough Quality Control by having detailed inspections of machined parts using precision measuring tools to ensure they meet all specified tolerances and quality standards.	5	4	-	1
PC8. Perform scheduled maintenance tasks such as cleaning, lubrication, and parts replacement to keep CNC machines in optimal working condition.	4	3	-	1
PC9. Implement & quickly diagnose operational issues with CNC machines, such as mechanical failures, programming errors, or tool wear, using troubleshooting techniques and diagnostic tools.	3	4	-	1
PC10. Maintain comprehensive records of all maintenance activities, including dates, tasks performed, parts replaced, and any issues encountered.	3	4	-	1
NOS Total	40	40	-	20

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0126
NOS Name	Oversee the operation of CNC machines to ensure precise and efficient production processes.
Sector	Capital Goods
Sub-Sector	
Occupation	Machining
NSQF Level	6
Credits	3
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Qualification Pack

CSC/N0127: Selection and installation of cutting tools for multi-axis machining

Description

This unit is about the selection and installation of cutting tools for multi-axis machining involve choosing appropriate tools based on material, geometry, and machining parameters, then precisely installing them to ensure optimal performance and accuracy.

Scope

The scope covers the following :

- Identify cutting tools based on the material being machined, desired surface finish.
- Conduct precisely installation of cutting tools in the machine spindle
- Perform initial testing and optimization of tool paths and cutting parameters to validate tool performance.

Elements and Performance Criteria

Identify cutting tools based on the material being machined, desired surface finish

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

- PC1. Analyze the properties of the material to be machined, such as hardness, toughness, and thermal conductivity, to select cutting tools that can handle the specific characteristics of the material without excessive wear.
- PC2. Determine the desired surface finish and tolerances for the final product, choosing cutting tools with the appropriate geometry, edge sharpness, and coating to achieve the required surface quality.
- PC3. Select the cutting tool materials (e.g., high-speed steel, carbide, ceramics) and coatings (e.g., TiN, TiAlN, diamond) that match the machining conditions and enhance tool life, performance, and the ability to achieve the desired finish.

Conduct precisely installation of cutting tools in the machine spindle

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

- PC4. Ensure cleaning the tool holder and spindle to remove any debris or contaminants that could affect tool alignment and stability. And handle the cutting tools carefully to avoid damage to the cutting edges and maintain their precision.
- PC5. Align the cutting tool accurately in the spindle or tool holder using alignment tools or precision instruments to ensure correct positioning. Secure the tool tightly using the appropriate clamping mechanism (e.g., collet, chuck, or hydraulic tool holder) to prevent movement or slippage during machining operation
- PC6. Verify tool setup by measuring runout and ensuring minimal deviation from the spindle axis to maintain accuracy. Perform a trial run or test cut to verify proper installation and make any necessary adjustments to achieve optimal performance and precision.

Perform initial testing and optimization of tool paths and cutting parameters to validate tool performance

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

Qualification Pack

- PC7. Conduct initial test runs with the selected cutting tools and tool paths on a sample material to evaluate the basic performance, ensuring that the tool engages the material correctly without excessive vibration or deflection.
- PC8. Analyze key cutting parameters such as spindle speed, feed rate, and depth of cut during the initial tests, observing the tool's behavior and the quality of the machined surface.
- PC9. Monitor the condition of the cutting tools for signs of wear, chipping, or other issues, and inspect the workpiece for surface finish, dimensional accuracy, and potential defects.
- PC10. Optimize & adjust the cutting parameters and tool paths based on the test results to enhance performance, achieving the desired balance between machining efficiency, tool life, and workpiece quality.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. organization procedures for health, safety and security, individual role and responsibilities in this context
- KU2. the organization's emergency procedures for different emergency situations and the importance of following the same
- KU3. Tool Geometry and Application: Knowledge of different cutting tool geometries (e.g., end mills, drills, reamers) and their specific applications in multi-axis machining processes, including roughing, finishing, and profiling operations.
- KU4. Material Compatibility and Machining Parameters: Understanding of how material properties (e.g., hardness, toughness, thermal conductivity) influence tool selection and machining parameters such as cutting speed, feed rate, and depth of cut.
- KU5. Tool Holder and Spindle Interface: Familiarity with various types of tool holders (e.g., collets, chucks, hydraulic holders) and spindle interfaces (e.g., HSK, CAT, BT) used in multi-axis machining centers, including their features, benefits, and limitations.
- KU6. Installation Procedures: Knowledge of proper procedures for installing cutting tools in tool holders and securing them in the machine spindle, including techniques for achieving precise tool alignment and clamping force.
- KU7. Tool Wear and Failure Modes: Understanding of common wear mechanisms (e.g., flank wear, chipping, edge deformation) and failure modes experienced by cutting tools during multi-axis machining operations, and strategies for mitigating them.
- KU8. Tool Maintenance and Replacement: Awareness of maintenance practices to prolong tool life, such as regular inspection, cleaning, and tool reconditioning, as well as criteria for determining when to replace worn or damaged tools to maintain machining quality and productivity.

Generic Skills (GS)

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

- GS1. follow instructions, guidelines, procedures, rules, and service level agreements
- GS2. listen effectively and communicate information accurately
- GS3. follow rule-based decision-making processes

Qualification Pack

- GS4. make decisions on suitable courses
- GS5. plan and organize the work to achieve targets and meet deadlines
- GS6. apply problem-solving approaches to different situations
- GS7. analyze the business impact and disseminate relevant information to others
- GS8. apply balanced judgments to different situations
- GS9. check the work is complete and free from errors

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify cutting tools based on the material being machined, desired surface finish</i>	10	10	-	6
PC1. Analyze the properties of the material to be machined, such as hardness, toughness, and thermal conductivity, to select cutting tools that can handle the specific characteristics of the material without excessive wear.	3	2	-	2
PC2. Determine the desired surface finish and tolerances for the final product, choosing cutting tools with the appropriate geometry, edge sharpness, and coating to achieve the required surface quality.	3	4	-	2
PC3. Select the cutting tool materials (e.g., high-speed steel, carbide, ceramics) and coatings (e.g., TiN, TiAlN, diamond) that match the machining conditions and enhance tool life, performance, and the ability to achieve the desired finish.	4	4	-	2
<i>Conduct precisely installation of cutting tools in the machine spindle</i>	15	15	-	10
PC4. Ensure cleaning the tool holder and spindle to remove any debris or contaminants that could affect tool alignment and stability. And handle the cutting tools carefully to avoid damage to the cutting edges and maintain their precision.	5	5	-	3
PC5. Align the cutting tool accurately in the spindle or tool holder using alignment tools or precision instruments to ensure correct positioning. Secure the tool tightly using the appropriate clamping mechanism (e.g., collet, chuck, or hydraulic tool holder) to prevent movement or slippage during machining operation	5	5	-	3
PC6. Verify tool setup by measuring runout and ensuring minimal deviation from the spindle axis to maintain accuracy. Perform a trial run or test cut to verify proper installation and make any necessary adjustments to achieve optimal performance and precision.	5	5	-	4

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform initial testing and optimization of tool paths and cutting parameters to validate tool performance</i>	15	15	-	4
PC7. Conduct initial test runs with the selected cutting tools and tool paths on a sample material to evaluate the basic performance, ensuring that the tool engages the material correctly without excessive vibration or deflection.	5	5	-	1
PC8. Analyze key cutting parameters such as spindle speed, feed rate, and depth of cut during the initial tests, observing the tool's behavior and the quality of the machined surface.	3	3	-	1
PC9. Monitor the condition of the cutting tools for signs of wear, chipping, or other issues, and inspect the workpiece for surface finish, dimensional accuracy, and potential defects.	3	3	-	1
PC10. Optimize & adjust the cutting parameters and tool paths based on the test results to enhance performance, achieving the desired balance between machining efficiency, tool life, and workpiece quality.	4	4	-	1
NOS Total	40	40	-	20

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0127
NOS Name	Selection and installation of cutting tools for multi-axis machining
Sector	Capital Goods
Sub-Sector	
Occupation	Machining
NSQF Level	6
Credits	6
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Qualification Pack

CSC/N0128: Lead the inspection Team to verify part dimensions and tolerances Using Coordinate Measuring Machine & Precise Probe Sensors.

Description

This unit is about to Lead the inspection Team to verify part dimensions and tolerances Using Coordinate Measuring Machine & Precise Probe Sensors.

Scope

The scope covers the following :

- Identify & selection of Appropriate Measurement Tools
- Implementation of standardized inspection procedures, including setup of measurement equipment.
- Analysis of inspection data to verify part dimensions and tolerances against engineering drawings.

Elements and Performance Criteria

Identify & selection of Appropriate Measurement Tools.

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

- PC1. Assess the geometry, material, and tolerances of the part to be measured, considering factors such as size, shape, surface finish, and dimensional complexity.
- PC2. Identify suitable measurement tools and techniques based on the specific features and dimensions of the part, selecting tools such as calipers, micrometers, height gauges, CMMs, or optical measurement systems.
- PC3. Evaluate the required level of accuracy and precision for the measurement task, choosing measurement tools with appropriate resolution and sensitivity to ensure accurate and reliable results.

Implementation of standardized inspection procedures, including setup of measurement equipment

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

- PC4. Perform standardized inspection protocols established for the specific type of parts or components being inspected, including procedures for setup, measurement, and documentation.
- PC5. Ensure the set-up measurement equipment according to prescribed procedures, including calibration checks and adjustments to ensure accuracy and repeatability.
- PC6. Implement compliance with safety protocols and quality standards during equipment setup and inspection activities, prioritizing the safety of personnel and the accuracy of inspection results.

Analysis of inspection data to verify part dimensions and tolerances against engineering drawings

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

- PC7. Interpret engineering drawings and specifications accurately to understand the required part dimensions, tolerances, and geometric features specified by the design.
- PC8. Collect measurement data from inspection activities using appropriate tools and techniques, ensuring accuracy and consistency in data collection.

Qualification Pack

- PC9.** Perform comparison of the measured dimensions and tolerances obtained from inspection data with the corresponding values specified in the engineering drawings, identifying any deviations or discrepancies.
- PC10.** Analyze the inspection data comprehensively to determine whether the measured dimensions and tolerances fall within acceptable limits defined by the engineering drawings.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization procedures for health, safety and security, individual role and responsibilities in this context
- KU2.** the organization's emergency procedures for different emergency situations and the importance of following the same
- KU3.** Measurement Tools and Equipment: Familiarity with a variety of measurement tools and equipment such as calipers, micrometers, height gauges, CMMs, optical comparators, and surface profilometers, including their principles of operation and applications.
- KU4.** Engineering Drawings and Specifications: Interpretation of engineering drawings, geometric dimensioning and tolerancing (GD&T) symbols, and specifications to comprehend the required part dimensions, tolerances, and geometric features.
- KU5.** Measurement Techniques and Procedures: Knowledge of measurement techniques and procedures for accurately capturing part dimensions and features, including proper handling of measurement tools, alignment techniques, and measurement uncertainty considerations.
- KU6.** Tolerance Analysis and Verification: Understanding of tolerance analysis methods and statistical techniques for verifying part dimensions and tolerances against specified limits, including the interpretation of measurement data and identification of deviations.
- KU7.** Quality Standards and Inspection Protocols: Awareness of quality standards and inspection protocols relevant to the industry, such as ISO 9001, AS9100, or automotive industry standards, and adherence to standardized inspection procedures for consistency and repeatability.
- KU8.** Data Analysis and Reporting: Analyze inspection data systematically, interpret measurement results, and generate comprehensive reports documenting inspection findings, including identification of non-conformities and recommendations for corrective actions.

Generic Skills (GS)

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

- GS1.** follow instructions, guidelines, procedures, rules, and service level agreements
- GS2.** listen effectively and communicate information accurately
- GS3.** follow rule-based decision-making processes
- GS4.** make decisions on suitable courses
- GS5.** plan and organize the work to achieve targets and meet deadlines
- GS6.** apply problem-solving approaches to different situations
- GS7.** analyze the business impact and disseminate relevant information to others



Qualification Pack

- GS8. apply balanced judgments to different situations
- GS9. check the work is complete and free from errors

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify & selection of Appropriate Measurement Tools.</i>	10	10	-	7
PC1. Assess the geometry, material, and tolerances of the part to be measured, considering factors such as size, shape, surface finish, and dimensional complexity.	3	3	-	2
PC2. Identify suitable measurement tools and techniques based on the specific features and dimensions of the part, selecting tools such as calipers, micrometers, height gauges, CMMs, or optical measurement systems.	3	3	-	2
PC3. Evaluate the required level of accuracy and precision for the measurement task, choosing measurement tools with appropriate resolution and sensitivity to ensure accurate and reliable results.	4	4	-	3
<i>Implementation of standardized inspection procedures, including setup of measurement equipment</i>	12	12	-	9
PC4. Perform standardized inspection protocols established for the specific type of parts or components being inspected, including procedures for setup, measurement, and documentation.	4	4	-	3
PC5. Ensure the set-up measurement equipment according to prescribed procedures, including calibration checks and adjustments to ensure accuracy and repeatability.	4	4	-	3
PC6. Implement compliance with safety protocols and quality standards during equipment setup and inspection activities, prioritizing the safety of personnel and the accuracy of inspection results.	4	4	-	3
<i>Analysis of inspection data to verify part dimensions and tolerances against engineering drawings</i>	18	18	-	4
PC7. Interpret engineering drawings and specifications accurately to understand the required part dimensions, tolerances, and geometric features specified by the design.	5	5	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC8. Collect measurement data from inspection activities using appropriate tools and techniques, ensuring accuracy and consistency in data collection.	5	5	-	1
PC9. Perform comparison of the measured dimensions and tolerances obtained from inspection data with the corresponding values specified in the engineering drawings, identifying any deviations or discrepancies.	4	4	-	1
PC10. Analyze the inspection data comprehensively to determine whether the measured dimensions and tolerances fall within acceptable limits defined by the engineering drawings.	4	4	-	1
NOS Total	40	40	-	20

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0128
NOS Name	Lead the inspection Team to verify part dimensions and tolerances Using Coordinate Measuring Machine & Precise Probe Sensors.
Sector	Capital Goods
Sub-Sector	
Occupation	Machining
NSQF Level	6
Credits	7
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Qualification Pack

CSC/N1339: Collaboratively coordinate with the team

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

Communicate effectively at the workplace

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

- PC1. exchange information and instruction with colleagues, and seek clarifications and feedback
- PC2. assist colleagues where required
- PC3. follow business communication etiquette in all interactions and communicative formats (online, digital, and in-person)
- PC4. document and share all relevant information with stakeholders in agreed formats and as per agreed timelines

Work effectively

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

- PC5. identify and obtain clarity regarding organisational, team and own goals and targets
- PC6. prioritise and plan work in order to achieve goals and targets
- PC7. monitor own and team performance as per agreed plan
- PC8. complete duties accurately, systematically and within required timeframes
- PC9. express emotions appropriately at the workplace and manage own response to heightened emotions
- PC10. maintain orderliness and cleanliness in the work area Maintain and enhance professional competence
- PC11. identify own strengths and weaknesses in relation to goals and targets
- PC12. adapt self, service, or product to meet success criteria
- PC13. seek and select opportunities for continuous professional development
- PC14. formulate a professional development plan to enhance capabilities

Qualification Pack

- PC15. build or contribute to the organizational knowledge base of cases, clients, issues, solutions, and innovations
 - PC16. examine developments and trends in field of work and their potential impact on work
 - PC17. take feedback from peers, supervisors and clients to improve own performance and practices
- Work in a disciplined and ethical manner*

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

- PC18. perform tasks as per workplace standards, organizational policies and legislative requirements
 - PC19. display appropriate professional appearance at the workplace and adhere to the organizational dress code
 - PC20. demonstrate responsible and disciplined behavior at the workplace such as punctuality; completing tasks as per given time and standards; demonstrating professional behavior at all times, adopting environment- friendly practices, etc.
 - PC21. identify the cause of conflict and options for resolution with peers or escalate grievances and problems to appropriate authority as per procedure for conflict resolution
 - PC22. protect the rights of the client and organization when delivering services
 - PC23. ensure services are delivered equally to all clients regardless of personal and cultural beliefs
 - PC24. operate within an agreed ethical code of practice and report unethical conduct to the appropriate authorities
 - PC25. follow organizational guidelines and legal requirements on disclosure and confidentiality
- Uphold social diversity at the workplace*

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

- PC26. recognize and evaluate biased practices against underrepresented groups like women and persons with disabilities, in workplace systems and processes
- PC27. identify and report discrimination and harassment based on gender, disability, or cultural difference at the workplace
- PC28. use inclusive or neutral language and gestures in all interactions
- PC29. respect the personal and professional space of others
- PC30. access grievance redressal mechanisms as per legislations

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

Qualification Pack

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively at the workplace</i>	7	20	-	-
PC1. exchange information and instruction with colleagues, and seek clarifications and feedback	-	-	-	-
PC2. assist colleagues where required	-	-	-	-
PC3. follow business communication etiquette in all interactions and communicative formats (online, digital, and in-person)	-	-	-	-
PC4. document and share all relevant information with stakeholders in agreed formats and as per agreed timelines	-	-	-	-
<i>Work effectively</i>	7	20	-	-
PC5. identify and obtain clarity regarding organisational, team and own goals and targets	-	-	-	-
PC6. prioritise and plan work in order to achieve goals and targets	-	-	-	-
PC7. monitor own and team performance as per agreed plan	-	-	-	-
PC8. complete duties accurately, systematically and within required timeframes	-	-	-	-
PC9. express emotions appropriately at the workplace and manage own response to heightened emotions	-	-	-	-
PC10. maintain orderliness and cleanliness in the work area Maintain and enhance professional competence	-	-	-	-
PC11. identify own strengths and weaknesses in relation to goals and targets	-	-	-	-
PC12. adapt self, service, or product to meet success criteria	-	-	-	-
PC13. seek and select opportunities for continuous professional development	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. formulate a professional development plan to enhance capabilities	-	-	-	-
PC15. build or contribute to the organizational knowledge base of cases, clients, issues, solutions, and innovations	-	-	-	-
PC16. examine developments and trends in field of work and their potential impact on work	-	-	-	-
PC17. take feedback from peers, supervisors and clients to improve own performance and practices	-	-	-	-
<i>Work in a disciplined and ethical manner</i>	8	20	-	-
PC18. perform tasks as per workplace standards, organizational policies and legislative requirements	-	-	-	-
PC19. display appropriate professional appearance at the workplace and adhere to the organizational dress code	-	-	-	-
PC20. demonstrate responsible and disciplined behavior at the workplace such as punctuality; completing tasks as per given time and standards; demonstrating professional behavior at all times, adopting environment- friendly practices, etc.	-	-	-	-
PC21. identify the cause of conflict and options for resolution with peers or escalate grievances and problems to appropriate authority as per procedure for conflict resolution	-	-	-	-
PC22. protect the rights of the client and organization when delivering services	-	-	-	-
PC23. ensure services are delivered equally to all clients regardless of personal and cultural beliefs	-	-	-	-
PC24. operate within an agreed ethical code of practice and report unethical conduct to the appropriate authorities	-	-	-	-
PC25. follow organizational guidelines and legal requirements on disclosure and confidentiality	-	-	-	-
<i>Uphold social diversity at the workplace</i>	8	10	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. recognize and evaluate biased practices against underrepresented groups like women and persons with disabilities, in workplace systems and processes	-	-	-	-
PC27. identify and report discrimination and harassment based on gender, disability, or cultural difference at the workplace	-	-	-	-
PC28. use inclusive or neutral language and gestures in all interactions	-	-	-	-
PC29. respect the personal and professional space of others	-	-	-	-
PC30. access grievance redressal mechanisms as per legislations	-	-	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1339
NOS Name	Collaboratively coordinate with the team
Sector	Capital Goods
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	01/10/2025
Next Review Date	01/10/2030
NSQC Clearance Date	01/10/2025

Qualification Pack

CSC/N0505: Follow health, safety and environment guidelines at 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

Adhere to standard safety procedures of the organisation

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

- PC1. comply with general safety procedures and those for handling equipment, tools, chemicals, and hazardous material, as prescribed and followed in the organisation
- PC2. remove finger rings or any other metal objects likely to interfere with the work
- PC3. ensure that identification badge or any other object worn around the neck or on the clothing does not get caught in any rotating machine, or otherwise interfere with the work
- PC4. use appropriate safety devices such as goggles, gloves, ear plugs, caps, ESD pins, covers, shoes, helmets etc. recommended for the work being performed
- PC5. inform, escalate, or raise alarm about any suspicions, unaccounted hazardous material, devices, or other objects found in the premises
- PC6. inform, escalate, or raise alarm about any breach of safety or security procedure in the organisation
- PC7. help achieve zero accidents goals at work
- PC8. avoid damage to sensitive electronic components due to negligence of ESD procedures
- PC9. participate regularly in fire drills or other safety related workshops organised by the organisation
- PC10. follow strictly all access control and perimeter safety procedures in designated factory areas such as robotic work stations, automated production lines, automated material movement and other potentially risky operations
- PC11. ensure that other people follow all access control and perimeter safety procedures in designated factory areas and help avoid accidents
- PC12. use emergency switches or other mechanisms of stopping a machine immediately in case any emergency situation has developed or about to happen
- PC13. ensure that electrical equipment are properly grounded
- PC14. follow Cyber Security guidelines and be vigilant at workplace

Qualification Pack

PC15. proceed to designated safe assembly area immediately on hearing fire alarm

Follow healthy practices and posture

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

PC16. wash hands and use sanitizers as recommended to prevent spread of diseases

PC17. follow common personal hygiene practices

PC18. maintain appropriate posture, especially in long hours of sitting or standing position and in handling heavy materials

PC19. participate in company organised health sessions such as exercises, games, yoga, physiotherapy, and other activities

PC20. handle heavy and hazardous materials with care, while maintaining appropriate posture, using suitable tools, and handling equipment such as trolleys, jacks, and ladders

PC21. learn and apply first aid devices available in the workplace

PC22. learn and apply safety and handling procedures for electrical shock and electrocution

PC23. learn and apply emergency medical help services

PC24. follow workplace decorum and avoid emotional outbursts or inappropriate language

PC25. prevent any harassment at workplace

Practice waste management and recycling

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

PC26. identify recyclable, non-recyclable, and hazardous waste generated in the workplace and comply with their disposal procedures

PC27. dispose non-recyclable waste and hazardous waste following recommended processes

PC28. deposit recyclable and reusable material at identified locations

PC29. support education and compliance of waste management processes

Conserve material and resources

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

PC30. identify ways to optimize usage of material and resources such as water, electricity, energy in various tasks, activities, and processes

PC31. check for spills and leakages of material in various tasks, activities, and processes and plug them

PC32. escalate the leakage issue to appropriate authority if needed

PC33. carry out routine cleaning of tools, machines, and equipment and maintain them in good working condition to optimize efficiency and wastage

PC34. check if the equipment is functioning normally before commencing work and rectify or report any malfunctioning to the responsible agency

PC35. check for any odour, sparks, fumes, emission, unusual vibration, noise, or any other objectionable presence in the environment and take immediate corrective action followed by report to responsible agency

PC36. ensure electrical equipment are properly connected for use and are switched off when not in use

PC37. support education and compliance of resource conservation processes

Knowledge and Understanding (KU)

Qualification Pack

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
- 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>Adhere to standard safety procedures of the organisation</i>	7	10	-	-
PC1. comply with general safety procedures and those for handling equipment, tools, chemicals, and hazardous material, as prescribed and followed in the organisation	-	-	-	-
PC2. remove finger rings or any other metal objects likely to interfere with the work	-	-	-	-
PC3. ensure that identification badge or any other object worn around the neck or on the clothing does not get caught in any rotating machine, or otherwise interfere with the work	-	-	-	-
PC4. use appropriate safety devices such as goggles, gloves, ear plugs, caps, ESD pins, covers, shoes, helmets etc. recommended for the work being performed	-	-	-	-
PC5. inform, escalate, or raise alarm about any suspicions, unaccounted hazardous material, devices, or other objects found in the premises	-	-	-	-
PC6. inform, escalate, or raise alarm about any breach of safety or security procedure in the organisation	-	-	-	-
PC7. help achieve zero accidents goals at work	-	-	-	-
PC8. avoid damage to sensitive electronic components due to negligence of ESD procedures	-	-	-	-
PC9. participate regularly in fire drills or other safety related workshops organised by the organisation	-	-	-	-
PC10. follow strictly all access control and perimeter safety procedures in designated factory areas such as robotic work stations, automated production lines, automated material movement and other potentially risky operations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure that other people follow all access control and perimeter safety procedures in designated factory areas and help avoid accidents	-	-	-	-
PC12. use emergency switches or other mechanisms of stopping a machine immediately in case any emergency situation has developed or about to happen	-	-	-	-
PC13. ensure that electrical equipment are properly grounded	-	-	-	-
PC14. follow Cyber Security guidelines and be vigilant at workplace	-	-	-	-
PC15. proceed to designated safe assembly area immediately on hearing fire alarm	-	-	-	-
<i>Follow healthy practices and posture</i>	8	10	-	-
PC16. wash hands and use sanitizers as recommended to prevent spread of diseases	-	-	-	-
PC17. follow common personal hygiene practices	-	-	-	-
PC18. maintain appropriate posture, especially in long hours of sitting or standing position and in handling heavy materials	-	-	-	-
PC19. participate in company organised health sessions such as exercises, games, yoga, physiotherapy, and other activities	-	-	-	-
PC20. handle heavy and hazardous materials with care, while maintaining appropriate posture, using suitable tools, and handling equipment such as trolleys, jacks, and ladders	-	-	-	-
PC21. learn and apply first aid devices available in the workplace	-	-	-	-
PC22. learn and apply safety and handling procedures for electrical shock and electrocution	-	-	-	-
PC23. learn and apply emergency medical help services	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. follow workplace decorum and avoid emotional outbursts or inappropriate language	-	-	-	-
PC25. prevent any harassment at workplace	-	-	-	-
<i>Practice waste management and recycling</i>	-	-	-	-
PC26. identify recyclable, non-recyclable, and hazardous waste generated in the workplace and comply with their disposal procedures	-	-	-	-
PC27. dispose non-recyclable waste and hazardous waste following recommended processes	-	-	-	-
PC28. deposit recyclable and reusable material at identified locations	-	-	-	-
PC29. support education and compliance of waste management processes	-	-	-	-
<i>Conserve material and resources</i>	-	-	-	-
PC30. identify ways to optimize usage of material and resources such as water, electricity, energy in various tasks, activities, and processes	-	-	-	-
PC31. check for spills and leakages of material in various tasks, activities, and processes and plug them	-	-	-	-
PC32. escalate the leakage issue to appropriate authority if needed	-	-	-	-
PC33. carry out routine cleaning of tools, machines, and equipment and maintain them in good working condition to optimize efficiency and wastage	-	-	-	-
PC34. check if the equipment is functioning normally before commencing work and rectify or report any malfunctioning to the responsible agency	-	-	-	-
PC35. check for any odour, sparks, fumes, emission, unusual vibration, noise, or any other objectionable presence in the environment and take immediate corrective action followed by report to responsible agency	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC36. ensure electrical equipment are properly connected for use and are switched off when not in use	-	-	-	-
PC37. support education and compliance of resource conservation processes	-	-	-	-
NOS Total	15	20	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N0505
NOS Name	Follow health, safety and environment guidelines at 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	5
Credits	1
Version	1.0
Last Reviewed Date	01/10/2025
Next Review Date	01/10/2030
NSQC Clearance Date	01/10/2025

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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. identify employability skills required for jobs in various industries
- PC2. identify and explore learning and employability portals

Constitutional values - Citizenship

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

- PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5. recognize the significance of 21st Century Skills for employment
- PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

Qualification Pack

- PC7. use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10. understand the difference between job and career
- PC11. prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13. work collaboratively with others in a team

Diversity & Inclusion

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

- PC14. communicate and behave appropriately with all genders and PwD
- PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16. select financial institutions, products and services as per requirement
- PC17. carry out offline and online financial transactions, safely and securely
- PC18. identify common components of salary and compute income, expenses, taxes, investments etc
- PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20. operate digital devices and carry out basic internet operations securely and safely
- PC21. use e-mail and social media platforms and virtual collaboration tools to work effectively
- PC22. use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26. identify different types of customers
- PC27. identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

Qualification Pack

- GS3. behave politely and appropriately with all
- GS4. how to work in a virtual mode
- GS5. perform calculations efficiently
- GS6. solve problems effectively
- GS7. pay attention to details
- GS8. manage time efficiently
- GS9. maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to 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/N0126. Oversee the operation of CNC machines to ensure precise and efficient production processes.	40	40	0	20	100	25
CSC/N0127. Selection and installation of cutting tools for multi-axis machining	40	40	0	20	100	25
CSC/N0128. Lead the inspection Team to verify part dimensions and tolerances Using Coordinate Measuring Machine & Precise Probe Sensors.	40	40	0	20	100	25
CSC/N1339. Collaboratively coordinate with the team	30	70	-	-	100	10
CSC/N0505. Follow health, safety and environment guidelines at workplace	15	20	-	-	35	10
DGT/VSQ/N0102. Employability Skills (60 Hours)	20	30	-	-	50	5
Total	185	240	-	60	485	100

Qualification Pack

Acronyms

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

Qualification Pack

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.

Qualification Pack

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.