



Supervisor - Electrical Works (Technical)

QP Code: CON/Q0605

Version: 3.0

NSQF Level: 5.5

Construction Skill Development Council of India || CPB 103 & 104 (1st Floor), Block 4B, DLF Corporate Park, Phase III, MG Road
Gurgaon-122002 || email:standards@csdcindia.org



Contents

CON/Q0605: Supervisor - Electrical Works (Technical)	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
CON/N0614: Provide work related information to concerned engineer and subordinates	5
CON/N0615: Organise and deploy resources as per electrical work requirement	10
CON/N0616: Monitor the execution of electrical works at the construction site	15
CON/N9002: Manage workplace for safe and healthy work environment	21
DGT/VSQ/N0103: Employability Skills (90 Hours)	26
Assessment Guidelines and Weightage	34
<i>Assessment Guidelines</i>	34
<i>Assessment Weightage</i>	35
Acronyms	36
Glossary	37



CON/Q0605: Supervisor - Electrical Works (Technical)

Brief Job Description

A Supervisor - Electrical Works (Technical) is responsible for planning and managing the use of resources, monitoring the progress and quality of electrical works at construction sites, including the troubleshooting of the electrical installations as well as coordination with authorities for the completion of electrical works.

Personal Attributes

The individual should be physically fit to work in varying locations and conditions. The person should be organized, diligent, methodical, safety-conscious, and a prompt decision-maker. In addition to being a team player, the individual should have good communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N0614: Provide work related information to concerned engineer and subordinates](#)
2. [CON/N0615: Organise and deploy resources as per electrical work requirement](#)
3. [CON/N0616: Monitor the execution of electrical works at the construction site](#)
4. [CON/N9002: Manage workplace for safe and healthy work environment](#)
5. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	
Occupation	Construction Electrical Works
Country	India
NSQF Level	5.5
Credits	22
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3123.0400



Qualification Pack



Minimum Educational Qualification & Experience	<p>Completed 3 year UG degree (of 3-year/ 4-year UG) OR Completed 2nd year diploma after 12th with 1 Year of experience in the relevant field OR Completed 2nd year of UG (UG Diploma) (of 3-year) with 1 Year of experience in the relevant field OR Completed 3 year diploma after 10th OR 12th grade Pass with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (5) with 1.5 Years of experience in the relevant field) OR Previous relevant Qualification of NSQF Level (4.5) with 3 Years of experience in the relevant field</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	30/04/2025
Deactivation Date	30/04/2025
NSQC Approval Date	31/03/2022
Version	3.0
Reference code on NQR	QG-5.5-CO-03394-2024-V1.1-CSDCI
NQR Version	3.0



CON/N0614: Provide work related information to concerned engineer and subordinates

Description

This unit describes the skills and knowledge required to provide work related information to the concerned engineer and subordinates.

Scope

The scope covers the following :

- Inform concerned engineer about work status and material/ resource requirement
- Brief subordinate workers on work methods, safety norms, and time lines

Elements and Performance Criteria

Inform concerned engineer about work status and material/ resource requirement

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

- PC1.** provide assistance to the concerned engineer for making/ modifying work plan and for sequencing of electrical activities as per construction work requirement by providing the required information
- PC2.** brief the concerned engineer about location of electrical installations/maintenance and status of work with respect to planned target
- PC3.** inform concerned authorities regarding the stopping/ suspending of construction/ other activities as per electrical works requirement
- PC4.** provide requirement for the construction equipment/vehicles to the concerned authority for executing the electrical works
- PC5.** provide inputs to the concerned engineer regarding requirement for manpower, tools, and materials as per electrical work requirements
- PC6.** provide information to concerned authorities regarding equipment breakdown/ mobilization, work delay/ stoppage, quality issues and any anticipated causes that might obstruct work progress
- PC7.** analyze hazards at the workplace and report to concerned authorities for necessary actions

Brief subordinate workers on work methods, safety norms and time lines

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

- PC8.** brief subordinate workers about scopes and timelines to be followed for respective activities
- PC9.** brief subordinate about the use of tools/electrical measuring devices; standard practices for handling/ storing of materials, electrical fixtures and devices; and sequence of activities
- PC10.** provide information about hazards and risks involved in working at height, working with live electrical power lines and working in proximity with heavy electrical machineries
- PC11.** provide direction for reporting procedure to be maintained during electrical works activity and under emergency situations

Knowledge and Understanding (KU)



Qualification Pack



The individual on the job needs to know and understand:

- KU1.** standard practices for construction electrical works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears & equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** statutory compliance requirement related to workmen engagement
- KU7.** how to read relevant electrical drawings and extract technical specifications related to electrical works
- KU8.** sequence of electrical activities and planning of work as per agreed work plan
- KU9.** different resources required and their specification based on drawing and electrical activities
- KU10.** different equipment required for electrical works
- KU11.** precaution to be taken to secure construction materials and equipment against natural calamity
- KU12.** manpower requirement for various activities involved in electrical operation
- KU13.** installation of electrical outlets as per work requirement
- KU14.** standard practice related to method and materials used for electrical works
- KU15.** standard work method statement and planned milestones for electrical works
- KU16.** type of hazards in electrical works and its preventive methods

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks
- GS10.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inform concerned engineer about work status and material/ resource requirement</i>	15	35	-	-
PC1. provide assistance to the concerned engineer for making/ modifying work plan and for sequencing of electrical activities as per construction work requirement by providing the required information	-	-	-	-
PC2. brief the concerned engineer about location of electrical installations/maintenance and status of work with respect to planned target	-	-	-	-
PC3. inform concerned authorities regarding the stopping/ suspending of construction/ other activities as per electrical works requirement	-	-	-	-
PC4. provide requirement for the construction equipment/vehicles to the concerned authority for executing the electrical works	-	-	-	-
PC5. provide inputs to the concerned engineer regarding requirement for manpower, tools, and materials as per electrical work requirements	-	-	-	-
PC6. provide information to concerned authorities regarding equipment breakdown/ mobilization, work delay/ stoppage, quality issues and any anticipated causes that might obstruct work progress	-	-	-	-
PC7. analyze hazards at the workplace and report to concerned authorities for necessary actions	-	-	-	-
<i>Brief subordinate workers on work methods, safety norms and time lines</i>	15	35	-	-
PC8. brief subordinate workers about scopes and timelines to be followed for respective activities	-	-	-	-
PC9. brief subordinate about the use of tools/electrical measuring devices; standard practices for handling/ storing of materials, electrical fixtures and devices; and sequence of activities	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. provide information about hazards and risks involved in working at height, working with live electrical power lines and working in proximity with heavy electrical machineries	-	-	-	-
PC11. provide direction for reporting procedure to be maintained during electrical works activity and under emergency situations	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0614
NOS Name	Provide work related information to concerned engineer and subordinates
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Electrical Works
NSQF Level	5.5
Credits	4
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



CON/N0615: Organise and deploy resources as per electrical work requirement

Description

This unit describes the skills and knowledge required to organise and deploy resources as per electrical work requirement

Scope

The scope covers the following :

- Organize resources for electrical works at the construction site
- Deploy material and manpower as per requirement of electrical works

Elements and Performance Criteria

Organize resources for electrical works at the construction site

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

- PC1.** collate information regarding requirement of electrical tools, devices, fixtures etc. necessary for conducting the electrical repair/ maintenance work at construction site
- PC2.** confirm that the specifications and number of electrical goods mentioned in requirements are in accordance with respective electrical works
- PC3.** coordinate with store for the availability of required electrical goods and report to concerned senior for any anomaly
- PC4.** prepare indent for material and take necessary approval from the concerned engineer
- PC5.** ensure availability of commonly consumed electrical goods such as bulbs, circuit breakers, fuses, switches etc
- PC6.** ensure sorting and stacking of re-usable electrical goods (considering safe condition) separately at designated locations to minimise/ control wastage

Deploy material and manpower as per requirement of electrical works

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

- PC7.** review the specifications and requirements of the electrical goods mentioned in material requisition vouchers prior to taking necessary approval for issuing the same
- PC8.** interpret electrical drawing, work plan, specifications and guidelines (if required) prior to checking the material requisition vouchers
- PC9.** estimate the required quantity of consumables based on sequence and stage of activities, and provide an advanced report of the same to the superior
- PC10.** allocate manpower for the specified electrical works as per work requirement, based on the criticality of works
- PC11.** coordinate with sub-contractors for finalizing the work measurements and labour report

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



Qualification Pack



- KU1.** standard practices for construction electrical works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears & equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** sequence of activities involved in electrical works as per construction work requirement
- KU7.** prioritizing activities considering urgency/ need of construction works
- KU8.** specification and statutory requirements for electrical installation and maintenance
- KU9.** procedure for preparing the material indent
- KU10.** physical checks conducted for material stock
- KU11.** monitoring the consumption of electrical fixtures/ materials and minimizing the wastage
- KU12.** procedure for verifying material requisition vouchers against actual requirement
- KU13.** estimation of quantity of materials for electrical works
- KU14.** allocation of manpower based on nature and quantum of work
- KU15.** procedure for preparing labour report and productivity report

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks
- GS10.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Organize resources for electrical works at the construction site</i>	15	35	-	-
PC1. collate information regarding requirement of electrical tools, devices, fixtures etc. necessary for conducting the electrical repair/ maintenance work at construction site	-	-	-	-
PC2. confirm that the specifications and number of electrical goods mentioned in requirements are in accordance with respective electrical works	-	-	-	-
PC3. coordinate with store for the availability of required electrical goods and report to concerned senior for any anomaly	-	-	-	-
PC4. prepare indent for material and take necessary approval from the concerned engineer	-	-	-	-
PC5. ensure availability of commonly consumed electrical goods such as bulbs, circuit breakers, fuses, switches etc	-	-	-	-
PC6. ensure sorting and stacking of re-usable electrical goods (considering safe condition) separately at designated locations to minimise/ control wastage	-	-	-	-
<i>Deploy material and manpower as per requirement of electrical works</i>	15	35	-	-
PC7. review the specifications and requirements of the electrical goods mentioned in material requisition vouchers prior to taking necessary approval for issuing the same	-	-	-	-
PC8. interpret electrical drawing, work plan, specifications and guidelines (if required) prior to checking the material requisition vouchers	-	-	-	-
PC9. estimate the required quantity of consumables based on sequence and stage of activities, and provide an advanced report of the same to the superior	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. allocate manpower for the specified electrical works as per work requirement, based on the criticality of works	-	-	-	-
PC11. coordinate with sub-contractors for finalizing the work measurements and labour report	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0615
NOS Name	Organise and deploy resources as per electrical work requirement
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Electrical Works
NSQF Level	5.5
Credits	6
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



CON/N0616: Monitor the execution of electrical works at the construction site

Description

This unit describes the skills and knowledge required to monitor the execution of electrical works at the construction site

Scope

The scope covers the following :

- Monitor the progress of electrical work at construction site
- Ensure the quality and safety of the electrical works

Elements and Performance Criteria

Monitor the progress of electrical work at construction site

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

- PC1.** plan the sequence of electrical works according to timeline milestones ,as per progress of the construction work
- PC2.** maintain 'as-built' details/ drawings of the permanent electrical works as per the laid down documentation procedure
- PC3.** ensure the presence of proper access/ work platform before undertaking electrical connections at height/ confined space
- PC4.** coordinate with the concerned authority for any support required from mechanical works department during electrical maintenance/ repair works
- PC5.** check for hazards involved in electrical operations and ensure safety control measures are deployed according to applicable electrical norms
- PC6.** ensure the isolation of electrical installations as per standard practices
- PC7.** determine the specification of electrical devices/ materials to be used for installation/ maintenance work

Ensure the quality and safety of the electrical work

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

- PC8.** ensure that all electrical works on site meet compliance and regulatory requirements
- PC9.** ensure modifications are incorporated in electrical drawings as per 'as-built' details and updates are recorded according to the applicable documentation procedure
- PC10.** ensure that all preventive maintenance activities for site electrical units are completed in due intervals, as per the plan
- PC11.** ensure that all tests and diagnostic works for site electrical works are carried out using correctly calibrated electrical devices
- PC12.** ensure that all electrical installations and repair on site are carried out using electrical fixtures/ materials of approved brand and specification
- PC13.** ensure that completed electrical installations are safely protected against rain, fire and access of unauthorized personnel



Qualification Pack



- PC14.** ensure erection of safety signage, display/ caution boards surrounding the electrical installations/ outlets, as per electrical safety norms
- PC15.** inspect faulty electrical installations and carry out troubleshooting using appropriate measuring devices as per manufacturers guidelines/ applicable specifications

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for construction electrical works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears and equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** statutory compliance requirement related to workmen engagement ,and electrical installations and maintenances
- KU7.** compatibility of electrical fixtures as per type of installation and power rating
- KU8.** hazards involved in electrical works and its preventive measures
- KU9.** method of electrical isolation as per standard electrical norms
- KU10.** time schedule and milestones for electrical works
- KU11.** inspection procedure of the electrical connections/ installations as per specifications or manufacturers guidelines
- KU12.** specification, power rating, number and brand of electrical fixtures to be used in electrical circuits as per requirements
- KU13.** schedule of preventive maintenance activities for temporary electrical works
- KU14.** major tests and diagnostic procedures for electrical works
- KU15.** installation and repair procedures for site electrical works
- KU16.** manufacturers instructions for electrification of plant and machinery on site

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters



Qualification Pack



- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks
- GS10.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Monitor the progress of electrical work at construction site</i>	15	35	-	-
PC1. plan the sequence of electrical works according to timeline milestones ,as per progress of the construction work	-	-	-	-
PC2. maintain 'as-built' details/ drawings of the permanent electrical works as per the laid down documentation procedure	-	-	-	-
PC3. ensure the presence of proper access/ work platform before undertaking electrical connections at height/ confined space	-	-	-	-
PC4. coordinate with the concerned authority for any support required from mechanical works department during electrical maintenance/ repair works	-	-	-	-
PC5. check for hazards involved in electrical operations and ensure safety control measures are deployed according to applicable electrical norms	-	-	-	-
PC6. ensure the isolation of electrical installations as per standard practices	-	-	-	-
PC7. determine the specification of electrical devices/ materials to be used for installation/ maintenance work	-	-	-	-
<i>Ensure the quality and safety of the electrical work</i>	15	35	-	-
PC8. ensure that all electrical works on site meet compliance and regulatory requirements	-	-	-	-
PC9. ensure modifications are incorporated in electrical drawings as per 'as-built' details and updates are recorded according to the applicable documentation procedure	-	-	-	-
PC10. ensure that all preventive maintenance activities for site electrical units are completed in due intervals, as per the plan	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure that all tests and diagnostic works for site electrical works are carried out using correctly calibrated electrical devices	-	-	-	-
PC12. ensure that all electrical installations and repair on site are carried out using electrical fixtures/ materials of approved brand and specification	-	-	-	-
PC13. ensure that completed electrical installations are safely protected against rain, fire and access of unauthorized personnel	-	-	-	-
PC14. ensure erection of safety signage, display/ caution boards surrounding the electrical installations/ outlets, as per electrical safety norms	-	-	-	-
PC15. inspect faulty electrical installations and carry out troubleshooting using appropriate measuring devices as per manufacturers guidelines/ applicable specifications	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N0616
NOS Name	Monitor the execution of electrical works at the construction site
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Construction Electrical Works
NSQF Level	5.5
Credits	8
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



CON/N9002: Manage workplace for safe and healthy work environment

Description

This unit describes the skill and knowledge required to maintain a healthy & safe working environment for the group of people working under an individual.

Scope

The scope covers the following :

- Ensure effective implementation of health, safety and environment policies and procedures
- Identify and respond to risks / fire and emergencies associated with the work practices and workplace
- Ensure sanitization and infection control guidelines are followed at construction site

Elements and Performance Criteria

Ensure effective implementation of health, safety and environment policies and procedures

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

- PC1.** implement safe handling and stacking methods at workplace /store
- PC2.** ensure the adequate availability and placing of safety and protection installations at site
- PC3.** ensure that safe access ways are available at work place for movement of workers and materials
- PC4.** ensure the safe use of tools and tackles by teammates as per work requirements
- PC5.** ensure ergonomic principles are adopted by the teammates while lifting and shifting of construction materials, tools and equipment
- PC6.** ensure appropriate use of following Personal Protective Equipment (PPE) as per work requirement of head protection, ear protection, fall protection, foot protection, face and eye protection, hand and body protection, respiratory protection
- PC7.** maintain entry and exit pathways from confined spaces, excavated pits and other location as per safety parameters/instructions
- PC8.** ensure proper housekeeping at workplace
- PC9.** ensure that subordinates adhere to health and safety plans

Identify and respond to risks / fire and emergencies associated with the work practices and workplace

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

- PC10.** identify any hazard at workplace and report/notify the same to appropriate authorities.
- PC11.** follow procedures for accident recording and reporting as per organizational and statutory requirements
- PC12.** ensure effective adherence to emergency response procedures / protocols
- PC13.** select and operate different types of fire extinguishers corresponding to types of fires as per EHS guideline
- PC14.** obtain 'height pass' clearance as per EHS guideline
- PC15.** implement control measures to reduce risks ,meeting legislative requirements within the scope of own role and expertise, as per organizational policies



Qualification Pack



Ensure sanitization and infection control guidelines are followed at construction site

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

- PC16.** promote awareness about latest hygiene and sanitation regulations
- PC17.** ensure disinfection procedure related to material, tools and supplies are followed properly
- PC18.** respond to infection prevention and control and its non-compliance, within scope of own role or report to required personnel

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the policies, procedures and protocol set up by the EHS Department with respect to Health, Safety and Environment at the respective construction site
- KU2.** reporting procedures in cases of breaches or hazards in site safety, accidents or emergency situations
- KU3.** safe working practices for tools, tackles and equipment
- KU4.** workplace policies and health and safety requirements for dealing with potential risks as defined by the EHS department
- KU5.** how to respond to accidents and emergencies
- KU6.** the appropriate personal protective equipment to be used based on various working conditions
- KU7.** how to use necessary material, tools, tackles and equipment in a safe and appropriate manner as specified by site EHS for each level and respective workman gang
- KU8.** ways of transmission of infection
- KU9.** ways to manage infectious risks at the workplace
- KU10.** different methods of cleaning, disinfection, sterilization and sanitization
- KU11.** symptoms of infection like fever, cough, redness, swelling and inflammation
- KU12.** actions to be taken during a medical emergency
- KU13.** current guidelines, national legislation, local policies and protocols regarding spread of infectious disease.

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** listen and follow instructions shared by site EHS and superiors regarding site safety
- GS5.** communicate reporting of site conditions, hazards, accidents, etc.
- GS6.** analyze the safety aspect of the workplace
- GS7.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure effective implementation of health, safety and environment policies and procedures</i>	15	40	-	-
PC1. implement safe handling and stacking methods at workplace /store	-	-	-	-
PC2. ensure the adequate availability and placing of safety and protection installations at site	-	-	-	-
PC3. ensure that safe access ways are available at work place for movement of workers and materials	-	-	-	-
PC4. ensure the safe use of tools and tackles by teammates as per work requirements	-	-	-	-
PC5. ensure ergonomic principles are adopted by the teammates while lifting and shifting of construction materials, tools and equipment	-	-	-	-
PC6. ensure appropriate use of following Personal Protective Equipment (PPE) as per work requirement of head protection, ear protection, fall protection, foot protection, face and eye protection, hand and body protection, respiratory protection	-	-	-	-
PC7. maintain entry and exit pathways from confined spaces, excavated pits and other location as per safety parameters/instructions	-	-	-	-
PC8. ensure proper housekeeping at workplace	-	-	-	-
PC9. ensure that subordinates adhere to health and safety plans	-	-	-	-
<i>Identify and respond to risks / fire and emergencies associated with the work practices and workplace</i>	10	20	-	-
PC10. identify any hazard at workplace and report/notify the same to appropriate authorities.	-	-	-	-
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements	-	-	-	-
PC12. ensure effective adherence to emergency response procedures / protocols	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. select and operate different types of fire extinguishers corresponding to types of fires as per EHS guideline	-	-	-	-
PC14. obtain 'height pass' clearance as per EHS guideline	-	-	-	-
PC15. implement control measures to reduce risks ,meeting legislative requirements within the scope of own role and expertise, as per organizational policies	-	-	-	-
<i>Ensure sanitization and infection control guidelines are followed at construction site</i>	5	10	-	-
PC16. promote awareness about latest hygiene and sanitation regulations	-	-	-	-
PC17. ensure disinfection procedure related to material, tools and supplies are followed properly	-	-	-	-
PC18. respond to infection prevention and control and its non-compliance , within scope of own role or report to required personnel	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N9002
NOS Name	Manage workplace for safe and healthy work environment
Sector	Construction
Sub-Sector	Generic
Occupation	Generic Safety
NSQF Level	5
Credits	1
Version	4.0
Last Reviewed Date	08/05/2025
Next Review Date	30/04/2028
NSQC Clearance Date	08/05/2025



DGT/VSQ/N0103: Employability Skills (90 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.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values - Citizenship

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

- PC4.** 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.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC6.** recognize the significance of 21st Century Skills for employment



Qualification Pack



PC7. 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

PC8. adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

PC9. use basic English for everyday conversation in different contexts, in person and over the telephone

PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC11. 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:

PC12. identify career goals based on the skills, interests, knowledge, and personal attributes

PC13. prepare a career development plan with short- and long-term goals

Communication Skills

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

PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings

PC15. use active listening techniques for effective communication

PC16. communicate in writing using appropriate style and format based on formal or informal requirements

PC17. work collaboratively with others in a team

Diversity & Inclusion

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

PC18. communicate and behave appropriately with all genders and PwD

PC19. 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:

PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.

PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook

PC22. identify common components of salary and compute income, expenses, taxes, investments etc

PC23. 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:

PC24. operate digital devices and use their features and applications securely and safely

PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.

PC26. display responsible online behaviour while using various social media platforms



Qualification Pack



- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

Entrepreneurship

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** 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:

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** 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



Qualification Pack



- KU11.** components of salary and 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
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** 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 in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- 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



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 current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC4. 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.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. 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	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. 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/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC)/ Element will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC/Element.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.



Qualification Pack



7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
8. After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
9. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack within the specified timeframe set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

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
CON/N0614.Provide work related information to concerned engineer and subordinates	30	70	-	-	100	30
CON/N0615.Organise and deploy resources as per electrical work requirement	30	70	-	-	100	30
CON/N0616.Monitor the execution of electrical works at the construction site	30	70	-	-	100	20
CON/N9002.Manage workplace for safe and healthy work environment	30	70	-	-	100	10
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
Total	140	310	-	-	450	100



Qualification Pack



Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
EHS	Environmental, Health, and Safety
PPE	Personal Protective Equipment



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.
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.



Qualification Pack



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.