



Pavement Layer (Helper)

QP Code: CON/Q1001

Version: 3.0

NSQF Level: 2

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Contents

CON/Q1001: Pavement Layer (Helper)	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/N1001: Handle and store tools and construction materials for road construction works	5
CON/N1002: Prepare base course for roads by carrying out surface cleaning and manual earthwork	10
CON/N1003: Shift and place hot asphalt mix by suitable/ specified means at specified locations	16
DGT/VSQ/N0101: Employability Skills (30 Hours)	20
Assessment Guidelines and Weightage	25
<i>Assessment Guidelines</i>	25
<i>Assessment Weightage</i>	26
Acronyms	28
Glossary	29



CON/Q1001: Pavement Layer (Helper)

Brief Job Description

A Pavement Layer (Helper) is responsible for assisting in the construction of flexible pavements or rehabilitation works for roads constructed manually by selecting, handling, and placing materials and carrying out earthwork for the construction of the base course and wearing course of the roads using appropriate hand tools and equipment.

Personal Attributes

The individual should be physically fit to work in varying locations and conditions. The person should be organized, diligent, and safety-conscious. The individual should be team-oriented.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CON/N1001: Handle and store tools and construction materials for road construction works](#)
2. [CON/N1002: Prepare base course for roads by carrying out surface cleaning and manual earthwork](#)
3. [CON/N1003: Shift and place hot asphalt mix by suitable/ specified means at specified locations](#)
4. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
5. [CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	
Occupation	Roads and Runway Construction
Country	India
NSQF Level	2
Credits	9



Qualification Pack



Aligned to NCO/ISCO/ISIC Code	NCO-2015/7112.05.9900
Minimum Educational Qualification & Experience	No formal education prescribed OR Ability to read and write
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NIL
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/03/2025
Deactivation Date	09/01/2025
NSQC Approval Date	31/03/2022
Version	3.0
Reference code on NQR	QG-02-CO-03389-2024-V1.1-CSDCI
NQR Version	3.0



CON/N1001: Handle and store tools and construction materials for road construction works

Description

This unit describes the skills and knowledge required to identify, handle, and store tools, and construction materials required for road construction work.

Scope

The scope covers the following :

- Handle and store construction materials relevant to road construction work.
- Handle and store construction tools and equipment relevant to road construction work.

Elements and Performance Criteria

Handle and store construction materials relevant to road construction work

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

- PC1.** identify various construction materials used in road construction works
- PC2.** select construction materials such as aggregates, sand, bitumen, morrum, stone crusher dust, used for construction of flexible pavement as per requirement
- PC3.** select different components of service lines/ drainage work for roads, such as pipelines, ducts, and its accessories as per requirement
- PC4.** select different hazardous material such as hot bitumen/ asphalt, diesel, chemicals etc. used in the road construction work, adopting appropriate safety guidelines
- PC5.** handle materials, tools and hot bitumen as per general safety guidelines using appropriate PPEs
- PC6.** load/ unload, shift and stack the various construction materials such as bricks, blocks, aggregates etc. at appropriate location as per instructions, using proper tools
- PC7.** shift sewer/ drainage pipe segments and their accessories to the specified location and stack them as per instruction/ standard practice
- PC8.** lift and shift heavy materials manually, maintaining correct body posture and ergonomics
- PC9.** store and stack hazardous material as per standard practice/ instructions at specified location at site
- PC10.** erect barricades and safety signages at the workplace as per instructions

Handle and store construction tools and equipment relevant to road construction work.

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

- PC11.** identify various construction tools and equipment used in road construction works
- PC12.** select tools and equipment required for surface grading/ cleaning, earthwork, bitumen spreading, etc. for road laying operation as per requirement
- PC13.** select the various type of scaffolding and barricading systems used for road construction works as per requirement
- PC14.** shift tools and tackles manually to specified location, maintaining correct body posture and ergonomics as per instructions



- PC15.** shift heavy tools/equipment safely by assisting cranes etc. as per the requirements under supervision

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard organizational practices followed for handling and storing tools, equipment, and materials for the roads and pavements laying works
- KU2.** safety rules and regulations for handling and storing required tools, equipment and materials
- 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 relevant tools and equipment
- KU6.** standard procedure of handling and storing bitumen
- KU7.** common tools and tackles used in road laying works including their use
- KU8.** standard procedure of storing and handling of sewer and drainage pipes
- KU9.** procedure for storing, stacking & tagging hazardous materials and their properties
- KU10.** size and type of gravels, stones, and filler materials relevant to the pavement construction
- KU11.** physical properties of bitumen
- KU12.** handling procedure of bitumen and PPEs to be used while working with the hot asphalt
- KU13.** the procedure of handling and stacking of pipes as per standard practice
- KU14.** the standard practice of shifting and stacking of bitumen and polymer containers
- KU15.** the safe procedure followed while loading, unloading, and shifting of construction materials

Generic Skills (GS)

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

- GS1.** write in at least one languages, preferably in the local language of the site
- GS2.** read drawing/sketches, work, and safety-related instructions/signboards, etc. in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more languages, preferably in one of the local languages of the site
- GS4.** listen attentively to instructions communicated by supervisors
- GS5.** communicate orally and efficiently with team members
- GS6.** analyze the safety aspect of the workplace
- GS7.** plan work to achieve productivity as per the direction /close supervision of superiors
- GS8.** ensure work is done within time and as per desired quality based on instructions provided by superiors
- GS9.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle and store construction materials relevant to road construction work</i>	17	30	-	6
PC1. identify various construction materials used in road construction works	-	-	-	-
PC2. select construction materials such as aggregates, sand, bitumen, morrum, stone crusher dust, used for construction of flexible pavement as per requirement	-	-	-	-
PC3. select different components of service lines/ drainage work for roads, such as pipelines, ducts, and its accessories as per requirement	-	-	-	-
PC4. select different hazardous material such as hot bitumen/ asphalt, diesel, chemicals etc. used in the road construction work, adopting appropriate safety guidelines	-	-	-	-
PC5. handle materials, tools and hot bitumen as per general safety guidelines using appropriate PPEs	-	-	-	-
PC6. load/ unload, shift and stack the various construction materials such as bricks, blocks, aggregates etc. at appropriate location as per instructions, using proper tools	-	-	-	-
PC7. shift sewer/ drainage pipe segments and their accessories to the specified location and stack them as per instruction/ standard practice	-	-	-	-
PC8. lift and shift heavy materials manually, maintaining correct body posture and ergonomics	-	-	-	-
PC9. store and stack hazardous material as per standard practice/ instructions at specified location at site	-	-	-	-
PC10. erect barricades and safety signages at the workplace as per instructions	-	-	-	-
<i>Handle and store construction tools and equipment relevant to road construction work.</i>	13	30	-	4



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. identify various construction tools and equipment used in road construction works	-	-	-	-
PC12. select tools and equipment required for surface grading/ cleaning, earthwork, bitumen spreading, etc. for road laying operation as per requirement	-	-	-	-
PC13. select the various type of scaffolding and barricading systems used for road construction works as per requirement	-	-	-	-
PC14. shift tools and tackles manually to specified location, maintaining correct body posture and ergonomics as per instructions	-	-	-	-
PC15. shift heavy tools/equipment safely by assisting cranes etc. as per the requirements under supervision	-	-	-	-
NOS Total	30	60	-	10



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N1001
NOS Name	Handle and store tools and construction materials for road construction works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Roads & Runway Construction
NSQF Level	2
Credits	1
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



CON/N1002: Prepare base course for roads by carrying out surface cleaning and manual earthwork

Description

This unit describes the skills and knowledge required to prepare a base course for roads by carrying out surface cleaning and manual earthwork.

Scope

The scope covers the following :

- Carry out preparatory work prior to earthwork.
- Carry out manual excavation and backfilling with earth / moorum or crusher dust.
- Assist roller operator with the leveling and compaction of base course.

Elements and Performance Criteria

Carry out preparatory work prior to earthwork

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

- PC1.** carry out surface cleaning work using appropriate PPEs
- PC2.** grub soil from the proposed area and dispose uprooted plants and grasses to specified locations as per instructions
- PC3.** remove unwanted materials, organic substances and other manually removable objects from the worksite using appropriate hand tools as per the instructions
- PC4.** clean earth surface for marking activity using proper hand tools
- PC5.** carry out marking for excavation using lime, wooden pegs, ropes and other suitable materials as per the instructions
- PC6.** shift and stack fencing/ barricading materials, safety signages, ladders, ropes, earth cutting and shifting tools at specified locations as per instructions

Carry out manual excavation and backfilling with earth / moorum or crusher dust

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

- PC7.** use appropriate PPEs for the manual earthwork
- PC8.** excavate earth to required depth and slope using appropriate tools as per instructions
- PC9.** dispose the excavated soil/earth from the pit/trench using suitable tools and equipment such as spade, wheel barrows and pans as per instructions
- PC10.** check for loose material, soil lumps, pebbles on achieving the desired earth level
- PC11.** carry out surface dressing by shifting loose material, gravels, plant roots, sludge, muck and debris as per the requirement to the appropriate location
- PC12.** shift earth, moorum, gravel or sands and spread them on the top surface of the roads as per construction requirement of the road/ pavement
- PC13.** fill earth/ gravel, boulders, stone dust and other filler material as per applicability for constructing sub base and base course manually, maintaining specific depth of layers as per instructions
- PC14.** fill/ spread moorum, stone dust maintaining uniform thickness of layers as per applicability/instructions



Assist roller operator with the leveling and compaction of base course

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

- PC15.** sort gravels or oversized aggregates manually from soil prior to backfilling as per instructions
- PC16.** sprinkle water on the base course surface as per the direction of superiors
- PC17.** cut protruded soil lumps and rocks up to desired level using appropriate cutting tools
- PC18.** assist the roller operator by adding earth/ soil in the required quantity to the pits and holes
- PC19.** carry out compaction of the base layer by ramming or operating hand/ plate compactor as per instruction/applicability

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices followed for manual earthwork in pavement laying works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials for manual earthwork in accordance with organizational norms
- KU3.** 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.** hand and marking tools such as spade, pickaxe, shovel, pans, line threads, wooden pegs, ropes and wheelbarrow used in manual earth cutting activity
- KU7.** precautions to be taken while working in a pit/trench below ground level
- KU8.** use of plate compactor, hand roller and earth ramming tools etc
- KU9.** how to maintain slope in excavation
- KU10.** use of ladder to access earth pits
- KU11.** how to dig earth to remove vegetation, stumps, etc
- KU12.** how to manually remove rocks and boulders which have protruded above finished sub-grade surface
- KU13.** appropriate thickness of various layers as per the requirement at the construction site
- KU14.** how to spread water uniformly over surface of base course layers during compaction process
- KU15.** how to shift and spread earth, moorum, stone on the specified surface uniformly maintaining specified thickness of layers
- KU16.** sequence of activities, use of construction materials and steps involved in formation of base course for roads

Generic Skills (GS)

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

- GS1.** write in at least one languages, preferably in the local language of the site
- GS2.** read drawing/sketches, work, and safety-related instructions/signboards in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably in one of the local languages of the site



Qualification Pack



- GS4.** listen attentively to instructions communicated by supervisors
- GS5.** communicate orally and efficiently with team members
- GS6.** analyze the safety aspects of the workplace
- GS7.** plan work to achieve productivity as per the direction /close supervision of superiors
- GS8.** ensure work is done within time and as per desired quality based on instructions provided by superiors
- GS9.** identify any violation of safety norms during the work



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparatory work prior to earthwork</i>	11	14	-	2
PC1. carry out surface cleaning work using appropriate PPEs	-	-	-	-
PC2. grub soil from the proposed area and dispose uprooted plants and grasses to specified locations as per instructions	-	-	-	-
PC3. remove unwanted materials, organic substances and other manually removable objects from the worksite using appropriate hand tools as per the instructions	-	-	-	-
PC4. clean earth surface for marking activity using proper hand tools	-	-	-	-
PC5. carry out marking for excavation using lime, wooden pegs, ropes and other suitable materials as per the instructions	-	-	-	-
PC6. shift and stack fencing/ barricading materials, safety signages, ladders, ropes, earth cutting and shifting tools at specified locations as per instructions	-	-	-	-
<i>Carry out manual excavation and backfilling with earth / moorum or crusher dust</i>	9	15	-	3
PC7. use appropriate PPEs for the manual earthwork	-	-	-	-
PC8. excavate earth to required depth and slope using appropriate tools as per instructions	-	-	-	-
PC9. dispose the excavated soil/earth from the pit/trench using suitable tools and equipment such as spade, wheel barrows and pans as per instructions	-	-	-	-
PC10. check for loose material, soil lumps, pebbles on achieving the desired earth level	-	-	-	-
PC11. carry out surface dressing by shifting loose material, gravels, plant roots, sludge, muck and debris as per the requirement to the appropriate location	-	-	-	-



Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. shift earth, moorum, gravel or sands and spread them on the top surface of the roads as per construction requirement of the road/ pavement	-	-	-	-
PC13. fill earth/ gravel, boulders, stone dust and other filler material as per applicability for constructing sub base and base course manually, maintaining specific depth of layers as per instructions	-	-	-	-
PC14. fill/ spread moorum, stone dust maintaining uniform thickness of layers as per applicability/instructions	-	-	-	-
<i>Assist roller operator with the leveling and compaction of base course</i>	10	31	-	5
PC15. sort gravels or oversized aggregates manually from soil prior to backfilling as per instructions	-	-	-	-
PC16. sprinkle water on the base course surface as per the direction of superiors	-	-	-	-
PC17. cut protruded soil lumps and rocks up to desired level using appropriate cutting tools	-	-	-	-
PC18. assist the roller operator by adding earth/ soil in the required quantity to the pits and holes	-	-	-	-
PC19. carry out compaction of the base layer by ramming or operating hand/ plate compactor as per instruction/applicability	-	-	-	-
NOS Total	30	60	-	10



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N1002
NOS Name	Prepare base course for roads by carrying out surface cleaning and manual earthwork
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Roads & Runway Construction
NSQF Level	2
Credits	2
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQF Clearance Date	31/03/2022



CON/N1003: Shift and place hot asphalt mix by suitable/ specified means at specified locations

Description

This unit describes the skills and knowledge required to shift and place hot asphalt mix by suitable/ specified means at the appropriate work location.

Scope

The scope covers the following :

- Shift and place hot asphalt mix at the appropriate locations using suitable means

Elements and Performance Criteria

Shift and place hot asphalt mix at the appropriate locations using suitable means

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

- PC1.** operate wheel barrow to shift bitumen/ asphalt mix without spillage from mixing location to the placing point
- PC2.** handle hot bitumen safely, wearing appropriate PPEs
- PC3.** place the asphalt mix from wheelbarrow at appropriate location under close supervision
- PC4.** avoid contact with the hot asphalt mix during the transportation work
- PC5.** identify unsafe conditions during mixing and placing of hot asphalt and report the same to the seniors

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices followed for pavement laying works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials for pavement laying 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 the maintenance of tools and equipment relevant to work
- KU6.** the standard and safe procedure, including usage of PPEs for handling hot bitumen/ asphalt mix
- KU7.** method of shifting bitumen/ asphalt mix using transporting equipment
- KU8.** correct procedure of operating the transportation vehicle and unloading bitumen/ asphalt mix from it
- KU9.** physical properties of bitumen/ asphalt mix and hazards involved in handling the same
- KU10.** components of asphalt and mixing procedure of bitumen, aggregates, sands and polymers (if applicable) to form asphalt



Qualification Pack



KU11. the sequence of placing of asphalt on the road surface

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 drawing/sketches, work, and safety-related instructions/signboards in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably in one of the local languages of the site
- GS4.** listen attentively to instructions communicated by supervisors
- GS5.** communicate orally and efficiently with team members
- GS6.** analyze the safety aspect of the workplace
- GS7.** plan work to achieve productivity as per the direction /close supervision of superiors
- GS8.** ensure work is done within time and as per desired quality based on instructions provided by superiors
- GS9.** identify any violation of safety norms during the work



Qualification Pack



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Shift and place hot asphalt mix at the appropriate locations using suitable means</i>	30	60	-	10
PC1. operate wheel barrow to shift bitumen/ asphalt mix without spillage from mixing location to the placing point	-	-	-	-
PC2. handle hot bitumen safely, wearing appropriate PPEs	-	-	-	-
PC3. place the asphalt mix from wheelbarrow at appropriate location under close supervision	-	-	-	-
PC4. avoid contact with the hot asphalt mix during the transportation work	-	-	-	-
PC5. identify unsafe conditions during mixing and placing of hot asphalt and report the same to the seniors	-	-	-	-
NOS Total	30	60	-	10



Qualification Pack



National Occupational Standards (NOS) Parameters

NOS Code	CON/N1003
NOS Name	Shift and place hot asphalt mix by suitable/ specified means at specified locations
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Roads & Runway Construction
NSQF Level	2
Credits	3
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Diversity & Inclusion



Qualification Pack



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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

KU10. how to compute income and expenses

KU11. importance of maintaining safety and security in financial transactions



Qualification Pack



- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

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



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-



Qualification Pack



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



National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
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)/ Elements 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/Elements.
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 50%. To pass the Qualification Pack, every trainee should score a minimum of 50% 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.
7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of



Qualification Pack



improper performance, with a deduction of marks for each iteration.

8. After the certain number of iterations 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 time frame set by SSC.

10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Minimum Aggregate Passing % at QP Level : 50

(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/N1001.Handle and store tools and construction materials for road construction works	30	60	-	10	100	20
CON/N1002.Prepare base course for roads by carrying out surface cleaning and manual earthwork	30	60	-	10	100	20
CON/N1003.Shift and place hot asphalt mix by suitable/ specified means at specified locations	30	60	-	10	100	30
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	0	0	100	10
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	0	0	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10



Qualification Pack



National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
Total	170	350	0	0	550	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.