



## Qualification Pack



# Junior Store Keeper -Construction

QP Code: CON/Q1502

Version: 4.0

NSQF Level: 4.5

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



## Qualification Pack

### Contents

CON/Q1502: Junior Store Keeper -Construction .....	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/N1503: Receive and stock incoming material in stores/stock yard at the construction site .....	5
CON/N1504: Arrange storage of materials received at site stores/stock yard .....	11
CON/N1505: Issue material to site as per indent .....	17
CON/N9002: Manage workplace for safe and healthy work environment .....	21
CON/N7001: Plan, arrange and manage resources for execution of relevant work .....	27
CON/N8001: Work effectively in a team to deliver desired results at the workplace .....	33
CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace .....	37
DGT/VSQ/N0102: Employability Skills (60 Hours) .....	41
Assessment Guidelines and Weightage .....	48
<i>Assessment Guidelines</i> .....	48
<i>Assessment Weightage</i> .....	49
Acronyms .....	51
Glossary .....	54



## Qualification Pack

### CON/Q1502: Junior Store Keeper -Construction

#### Brief Job Description

A Junior Store Keeper - Construction is responsible for receiving incoming materials, and stacking, storing and issuing materials along with carrying out necessary documentation at the construction sites.

#### Personal Attributes

The individual should be physically fit to work in varying locations and conditions. The person should be organized, diligent, methodical, and safety-conscious. The individual should have good communication skills.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [CON/N1503: Receive and stock incoming material in stores/stock yard at the construction site](#)
2. [CON/N1504: Arrange storage of materials received at site stores/stock yard](#)
3. [CON/N1505: Issue material to site as per indent](#)
4. [CON/N9002: Manage workplace for safe and healthy work environment](#)
5. [CON/N7001: Plan, arrange and manage resources for execution of relevant work](#)
6. [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
7. [CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace](#)
8. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Store Keeping
<b>Country</b>	India
<b>NSQF Level</b>	4.5



## Qualification Pack

<b>Credits</b>	17
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/4321.0100
<b>Minimum Educational Qualification &amp; Experience</b>	<p>Completed 1st year of UG (UG Certificate) (of 3-year/4-years)</p> <p>OR</p> <p>Completed 3 year diploma after 10th</p> <p>OR</p> <p>Completed 2nd year diploma after 12th (of 2-year diploma)</p> <p>OR</p> <p>Pursuing 2nd year of 2-year diploma after 12th (and continuous education)</p> <p>OR</p> <p>12th grade Pass with 1 Year of experience in the relevant field</p> <p>OR</p> <p>10th grade pass with 3 Years of experience in the relevant field</p>
<b>Minimum Level of Education for Training in School</b>	12th Class
<b>Pre-Requisite License or Training</b>	NIL
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	30/04/2028
<b>NSQC Approval Date</b>	08/05/2025
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-4.5-CO-03964-2025-V2-CSDCI
<b>NQR Version</b>	4.0



## Qualification Pack

# CON/N1503: Receive and stock incoming material in stores/stock yard at the construction site

## Description

This unit describes the skills and knowledge required to receive incoming material at site stores/stock yard in construction site.

## Scope

The scope covers the following :

- Receive incoming material in stores/stock yard at the construction site
- Record and document the material inventory and prepare reports as per organization policies

## Elements and Performance Criteria

### *Receive incoming material in stores/stock yard at the construction site*

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

- PC1.** check the delivery challan and invoice produced by the carrier against the copy of purchase order
- PC2.** check that quality and quantity of incoming material is as per the purchase order or material requisition
- PC3.** check for the test certificate of material in case of steel, cement, admixtures, electrical items, mechanical items, machineries etc
- PC4.** arrange for weighing of incoming bulk material as per standard practices
- PC5.** carry out volumetric measurement of incoming material as per applicability
- PC6.** co-ordinate with quality department for inspection of incoming materials as per standard practices
- PC7.** arrange for unloading of material subject to acceptance from quality department/user and clearance for unloading
- PC8.** report to store in-charge in case of shortage and if material is rejected/ not accepted from quality department/user

### *Make entries in register and prepare various reports for received as per organization policies*

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

- PC9.** record appropriate entries on the delivery note, get approval from store in-charge and return a copy of same to the carrier
- PC10.** maintain the daily goods receipt register /Goods Inward Register mentioning details such as date and time of receipt, name of the supplier, name and detail of carrier, challan number and date, item code, details and description, quantity and value of items, purchase order reference, carrier details, goods inward note reference, rejected memo reference, received by, inspected by etc.
- PC11.** prepare Good Inspection Note (GIN) after material is inspected and approved by the Quality Department



## Qualification Pack

- PC12.** update details related to current stock of materials in stock maintenance as per standard practices
- PC13.** perform all other documentation and filing works related to the received and stocked materials in store/stock yards
- PC14.** inform user departments about the availability or non-availability of material requisitioned by them
- PC15.** carry out periodic meeting with the site team for material requirement and reconciliation
- PC16.** inform site team about the soon to be expiring material in advance for faster consumption of the material at site

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for store keeping
- 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.** details available in delivery challan, invoice, purchase order
- KU7.** how to check quantity of material against purchase order
- KU8.** visual/physical checking of material for breakage, distortion and deterioration
- KU9.** importance of test certificates for steel, cement, electrical and mechanical items, machineries etc
- KU10.** how to measure incoming materials at site as per applicability
- KU11.** standard practices for handling of materials at stores/stock yards
- KU12.** importance of material inspection from quality departments
- KU13.** importance of maintaining daily goods receipt register or goods inward register
- KU14.** details which are required in daily incoming material register
- KU15.** importance of goods inspection report and approval from quality department
- KU16.** importance of maintaining current stock register for different materials such as steel, cement, brick/blocks, aggregate, formwork material etc
- KU17.** documentation and filing works related to receiving of materials in stores
- KU18.** importance of meetings with site departments
- KU19.** importance of keeping the data of expiring material and providing its information to the site departments

## Generic Skills (GS)

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





## Qualification Pack

- 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



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive incoming material in stores/stock yard at the construction site</i>	<b>15</b>	<b>35</b>	-	-
<b>PC1.</b> check the delivery challan and invoice produced by the carrier against the copy of purchase order	-	-	-	-
<b>PC2.</b> check that quality and quantity of incoming material is as per the purchase order or material requisition	-	-	-	-
<b>PC3.</b> check for the test certificate of material in case of steel, cement, admixtures, electrical items, mechanical items, machineries etc	-	-	-	-
<b>PC4.</b> arrange for weighing of incoming bulk material as per standard practices	-	-	-	-
<b>PC5.</b> carry out volumetric measurement of incoming material as per applicability	-	-	-	-
<b>PC6.</b> co-ordinate with quality department for inspection of incoming materials as per standard practices	-	-	-	-
<b>PC7.</b> arrange for unloading of material subject to acceptance from quality department/user and clearance for unloading	-	-	-	-
<b>PC8.</b> report to store in-charge in case of shortage and if material is rejected/ not accepted from quality department/user	-	-	-	-
<i>Make entries in register and prepare various reports for received as per organization policies</i>	<b>15</b>	<b>35</b>	-	-
<b>PC9.</b> record appropriate entries on the delivery note, get approval from store in-charge and return a copy of same to the carrier	-	-	-	-





## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> maintain the daily goods receipt register /Goods Inward Register mentioning details such as date and time of receipt, name of the supplier, name and detail of carrier, challan number and date, item code, details and description, quantity and value of items, purchase order reference, carrier details, goods inward note reference, rejected memo reference, received by, inspected by etc.	-	-	-	-
<b>PC11.</b> prepare Good Inspection Note (GIN) after material is inspected and approved by the Quality Department	-	-	-	-
<b>PC12.</b> update details related to current stock of materials in stock maintenance as per standard practices	-	-	-	-
<b>PC13.</b> perform all other documentation and filing works related to the received and stocked materials in store/stock yards	-	-	-	-
<b>PC14.</b> inform user departments about the availability or non-availability of material requisitioned by them	-	-	-	-
<b>PC15.</b> carry out periodic meeting with the site team for material requirement and reconciliation	-	-	-	-
<b>PC16.</b> inform site team about the soon to be expiring material in advance for faster consumption of the material at site	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N1503
<b>NOS Name</b>	Receive and stock incoming material in stores/stock yard at the construction site
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Store Keeping
<b>NSQF Level</b>	4.5
<b>Credits</b>	3
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## Qualification Pack

### CON/N1504: Arrange storage of materials received at site stores/stock yard

#### Description

This unit describes the skills and knowledge required to arrange storage of materials received at site stores/stock yard.

#### Scope

The scope covers the following :

- Arrange storage of various materials received at site stores/stock yard
- Arrange safe storage of hazardous and inflammable materials at site/ stock yards

#### Elements and Performance Criteria

##### *Arrange storage of materials received at site stores/stock yard*

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

- PC1.** ensure appropriate personal protective equipment (PPEs) are used by helper while handling of materials in stores/stock yards
- PC2.** identify hazards associated with the handling of materials
- PC3.** determine handling characteristic of materials and ensure correct manual/mechanical methods is used when loading, unloading, shifting and placing of materials
- PC4.** ensure appropriate rigging gears such as slings, shackles, lifting belts, steel ropes, chain block etc. are used for lifting and shifting of heavy weight material, components and equipment
- PC5.** ensure stacks/piles of material are stable so as to aid safe handling and loading
- PC6.** ensure materials are stored, stacked/stockpiled as per store layout plan for ease of identification, retrieval and prevention of damage
- PC7.** provide suitable label/tagging/coding and store material at appropriate location
- PC8.** ensure that bagged materials like cement bags, Plaster of Paris bags (POP), Gypsum Bags are stored above ground level in a covered area, free from moisture
- PC9.** ensure reinforcement steel or structural steel are stacked over wooden sleepers above ground levels, based on their classification, sizes and length
- PC10.** ensure safe stacking of bricks and blocks as per standard practices

##### *Arrange safe storage of hazardous and inflammable materials at site/ stock yards*

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

- PC11.** ensure plywood, timber, gypsum boards, fibre board are stacked and stored on a flat platform above ground level in a covered, clean and dry place
- PC12.** ensure safe handling and storing of hazardous material as per environment, health and safety norms
- PC13.** ensure safe handling and storing of inflammable material as per environment, health and safety norms



## Qualification Pack

- PC14.** check that work area is cleared of waste, cleaned, restored and secured in line with workplace procedures

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for store keeping 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.** various kinds of hazards associated with handling of construction materials, tools and equipments and correct handling procedures
- KU7.** manual/mechanical handling of material
- KU8.** different types of tags/colour code/ warning sign and their specific purpose
- KU9.** storing of material at appropriate location based on type (physical state), toxicity, inflammability and other hazards, volume and weight, frequency of movement and use of material.
- KU10.** importance of proper storage area, lighting and proper ventilation
- KU11.** protection of material, tools and equipments from external environment
- KU12.** use of appropriate rigging gears for handling of heavy weight, large volume items
- KU13.** standard practices for stacking and storing of materials such as steel, cement, bricks/blocks, aggregate, pop bags, glass item, imber/plywood, hand and power tools
- KU14.** importance of handling toxic, inflammable and other hazardous material separately as per environment, health and safety norms
- KU15.** housekeeping of storage area/stock area

### 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



## Qualification Pack

**GS9.** evaluate the complexity of the tasks

**GS10.** 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>Arrange storage of materials received at site stores/stock yard</i>	15	35	-	-
<b>PC1.</b> ensure appropriate personal protective equipment (PPEs) are used by helper while handling of materials in stores/stock yards	-	-	-	-
<b>PC2.</b> identify hazards associated with the handling of materials	-	-	-	-
<b>PC3.</b> determine handling characteristic of materials and ensure correct manual/mechanical methods is used when loading, unloading, shifting and placing of materials	-	-	-	-
<b>PC4.</b> ensure appropriate rigging gears such as slings, shackles, lifting belts, steel ropes, chain block etc. are used for lifting and shifting of heavy weight material, components and equipment	-	-	-	-
<b>PC5.</b> ensure stacks/piles of material are stable so as to aid safe handling and loading	-	-	-	-
<b>PC6.</b> ensure materials are stored, stacked/stockpiled as per store layout plan for ease of identification, retrieval and prevention of damage	-	-	-	-
<b>PC7.</b> provide suitable label/tagging/coding and store material at appropriate location	-	-	-	-
<b>PC8.</b> ensure that bagged materials like cement bags, Plaster of Paris bags (POP), Gypsum Bags are stored above ground level in a covered area, free from moisture	-	-	-	-
<b>PC9.</b> ensure reinforcement steel or structural steel are stacked over wooden sleepers above ground levels, based on their classification, sizes and length	-	-	-	-
<b>PC10.</b> ensure safe stacking of bricks and blocks as per standard practices	-	-	-	-
<i>Arrange safe storage of hazardous and inflammable materials at site/ stock yards</i>	15	35	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> ensure plywood, timber, gypsum boards, fibre board are stacked and stored on a flat platform above ground level in a covered, clean and dry place	-	-	-	-
<b>PC12.</b> ensure safe handling and storing of hazardous material as per environment, health and safety norms	-	-	-	-
<b>PC13.</b> ensure safe handling and storing of inflammable material as per environment, health and safety norms	-	-	-	-
<b>PC14.</b> check that work area is cleared of waste, cleaned, restored and secured in line with workplace procedures	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-





## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N1504
<b>NOS Name</b>	Arrange storage of materials received at site stores/stock yard
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Store Keeping
<b>NSQF Level</b>	4.5
<b>Credits</b>	5
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## Qualification Pack

### CON/N1505: Issue material to site as per indent

#### Description

This unit describes the skills and knowledge required to issue material to site as per indent.

#### Scope

The scope covers the following :

- Issue material to site as per the indent
- Record the details for the issued materials

#### Elements and Performance Criteria

##### *Issue material to site as per indent*

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

- PC1.** receive indent and check details such as date, item name, item code, item details, quantity, location, purpose of use, signature of approval and requestor etc
- PC2.** verify that requested item is available in the store/stock yard as per the requirement
- PC3.** obtain approval of the store in-charge for the indent
- PC4.** instruct sub-ordinate to bring the indented item in required quantity
- PC5.** ensure material are shifted properly from the store/stock yard
- PC6.** verify the item and quantity as brought by the sub-ordinate at material issue-counter
- PC7.** hand over the required item to the requestor within specified time limit

##### *Record the details for the issued materials*

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

- PC8.** update the material issued register immediately after issuing materials, as per the site policy
- PC9.** maintain document register for the materials issued to the sub-contractor, as per the site policy
- PC10.** provide all the indents to the store keeper for records and documentation
- PC11.** perform all necessary documentation and filling works after issuing materials from the stores

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for store keeping 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



## Qualification Pack

- KU6.** statutory compliance requirement related to workmen engagement
- KU7.** procedure for issuing material to departmental worker, sub-contractor, external agency
- KU8.** importance of indenting procedure
- KU9.** details which is to filled in indent prior to issuing of material and indent approval from store incharge
- KU10.** standard practices for handling of materials at stores/stock yards
- KU11.** verification of returnable material
- KU12.** updation of material issue register for items such as cements, bricks and blocks, aggregate, structural steels, formwork material
- KU13.** documentation and filling works related to issuing of material

## 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



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Issue material to site as per indent</i>	<b>15</b>	<b>35</b>	-	-
<b>PC1.</b> receive indent and check details such as date, item name, item code, item details, quantity, location, purpose of use, signature of approval and requestor etc	-	-	-	-
<b>PC2.</b> verify that requested item is available in the store/stock yard as per the requirement	-	-	-	-
<b>PC3.</b> obtain approval of the store in-charge for the indent	-	-	-	-
<b>PC4.</b> instruct sub-ordinate to bring the indented item in required quantity	-	-	-	-
<b>PC5.</b> ensure material are shifted properly from the store/stock yard	-	-	-	-
<b>PC6.</b> verify the item and quantity as brought by the sub-ordinate at material issue-counter	-	-	-	-
<b>PC7.</b> hand over the required item to the requestor within specified time limit	-	-	-	-
<i>Record the details for the issued materials</i>	<b>15</b>	<b>35</b>	-	-
<b>PC8.</b> update the material issued register immediately after issuing materials, as per the site policy	-	-	-	-
<b>PC9.</b> maintain document register for the materials issued to the sub-contractor, as per the site policy	-	-	-	-
<b>PC10.</b> provide all the indents to the store keeper for records and documentation	-	-	-	-
<b>PC11.</b> perform all necessary documentation and filling works after issuing materials from the stores	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N1505
<b>NOS Name</b>	Issue material to site as per indent
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Store Keeping
<b>NSQF Level</b>	4.5
<b>Credits</b>	3
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## Qualification Pack

# 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



## Qualification Pack

**PC15.** implement control measures to reduce risks ,meeting legislative requirements within the scope of own role and expertise, as per organizational policies

*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 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





## Qualification Pack

**GS7.** 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>Ensure effective implementation of health, safety and environment policies and procedures</i>	<b>15</b>	<b>40</b>	-	-
<b>PC1.</b> implement safe handling and stacking methods at workplace /store	-	-	-	-
<b>PC2.</b> ensure the adequate availability and placing of safety and protection installations at site	-	-	-	-
<b>PC3.</b> ensure that safe access ways are available at work place for movement of workers and materials	-	-	-	-
<b>PC4.</b> ensure the safe use of tools and tackles by teammates as per work requirements	-	-	-	-
<b>PC5.</b> ensure ergonomic principles are adopted by the teammates while lifting and shifting of construction materials, tools and equipment	-	-	-	-
<b>PC6.</b> 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	-	-	-	-
<b>PC7.</b> maintain entry and exit pathways from confined spaces, excavated pits and other location as per safety parameters/instructions	-	-	-	-
<b>PC8.</b> ensure proper housekeeping at workplace	-	-	-	-
<b>PC9.</b> 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>	<b>10</b>	<b>20</b>	-	-
<b>PC10.</b> identify any hazard at workplace and report/notify the same to appropriate authorities.	-	-	-	-
<b>PC11.</b> follow procedures for accident recording and reporting as per organizational and statutory requirements	-	-	-	-
<b>PC12.</b> ensure effective adherence to emergency response procedures / protocols	-	-	-	-



## Qualification Pack

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



## Qualification Pack

### National Occupational Standards (NOS) Parameters

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



## Qualification Pack

# CON/N7001: Plan, arrange and manage resources for execution of relevant work

## Description

This unit describes the knowledge and the skills required for an individual to plan and organize work in order to meet expected outcome.

## Scope

The scope covers the following :

- Plan and prepare for work
- Arrange and manage manpower
- Arrange allocate and manage tools, material and equipment for completion of work, as per the plan

## Elements and Performance Criteria

### *Plan and prepare for work*

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

- PC1.** identify the targets and timelines for the work set by superiors
- PC2.** determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task
- PC3.** plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities
- PC4.** prepare the work areas in coordination with team members
- PC5.** plan for waste collection and disposal prior to and after completion of work

### *Arrange and manage manpower*

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

- PC6.** determine quantum and nature of work under assigned activity
- PC7.** calculate requirement of manpower for assigned activities
- PC8.** submit manpower requirement to superiors
- PC9.** allocate and extract work as per plan
- PC10.** provide clear instructions to workmen for execution of work
- PC11.** ensure optimum utilization of manpower resources
- PC12.** record the daily labor attendance and their daily productivity

### *Arrange allocate and manage tools, material and equipment for completion of work, as per the plan*

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

- PC13.** estimate requirement for material, components, fixtures, equipment, tools and accessories
- PC14.** submit material, equipment and tool requirement to superiors
- PC15.** allocate material, equipment and tools to workmen and extract the work as per plan
- PC16.** provide clear instructions for optimum use of resources



## Qualification Pack

**PC17.** ensure the work processes adopted are in line with the specified standards and instructions

**PC18.** complete the work with the allocated resources within specified time

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for execution of relevant work
- 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.** how to identify work activities that need to be planned and organized
- KU7.** how to undertake all aspect of planning and organizing the task, including interpretation of task, reading drawing/schedules, arranging resources, reporting problems etc.
- KU8.** manpower requirement on the basis of quantum of work and productivity
- KU9.** sequence and priority of activities
- KU10.** how to identify priority and critical activity of relevant task
- KU11.** method and technique on briefing team members about relevant work
- KU12.** different checks to evaluate progress and quality of relevant works
- KU13.** importance of daily productivity report
- KU14.** importance of daily attendance register
- KU15.** how to calculate quantum of relevant work
- KU16.** calculation of tools and material requirement
- KU17.** optimum use of available resources
- KU18.** computer basics

## 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



## Qualification Pack

**GS9.** evaluate the complexity of the tasks

**GS10.** 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>Plan and prepare for work</i>	<b>12</b>	<b>24</b>	-	-
<b>PC1.</b> identify the targets and timelines for the work set by superiors	-	-	-	-
<b>PC2.</b> determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task	-	-	-	-
<b>PC3.</b> plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities	-	-	-	-
<b>PC4.</b> prepare the work areas in coordination with team members	-	-	-	-
<b>PC5.</b> plan for waste collection and disposal prior to and after completion of work	-	-	-	-
<i>Arrange and manage manpower</i>	<b>12</b>	<b>24</b>	-	-
<b>PC6.</b> determine quantum and nature of work under assigned activity	-	-	-	-
<b>PC7.</b> calculate requirement of manpower for assigned activities	-	-	-	-
<b>PC8.</b> submit manpower requirement to superiors	-	-	-	-
<b>PC9.</b> allocate and extract work as per plan	-	-	-	-
<b>PC10.</b> provide clear instructions to workmen for execution of work	-	-	-	-
<b>PC11.</b> ensure optimum utilization of manpower resources	-	-	-	-
<b>PC12.</b> record the daily labor attendance and their daily productivity	-	-	-	-
<i>Arrange allocate and manage tools, material and equipment for completion of work, as per the plan</i>	<b>6</b>	<b>22</b>	-	-
<b>PC13.</b> estimate requirement for material, components, fixtures, equipment, tools and accessories	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> submit material, equipment and tool requirement to superiors	-	-	-	-
<b>PC15.</b> allocate material, equipment and tools to workmen and extract the work as per plan	-	-	-	-
<b>PC16.</b> provide clear instructions for optimum use of resources	-	-	-	-
<b>PC17.</b> ensure the work processes adopted are in line with the specified standards and instructions	-	-	-	-
<b>PC18.</b> complete the work with the allocated resources within specified time	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N7001
<b>NOS Name</b>	Plan, arrange and manage resources for execution of relevant work
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Generic, Real Estate and Infrastructure construction
<b>Occupation</b>	Generic 1
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## Qualification Pack

# CON/N8001: Work effectively in a team to deliver desired results at the workplace

## Description

This unit describes the skills and knowledge required to work effectively within a team to achieve the desired results

## Scope

The scope covers the following :

- Interact and communicate in an effective manner
- Support co-workers to execute the project requirements
- Practice inclusion

## Elements and Performance Criteria

### *Interact and communicate in an effective manner*

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

- PC1.** pass on work related information/ requirement clearly to the team members
- PC2.** inform co-workers and superiors about any kind of deviations from work
- PC3.** report any unresolved problem to the supervisor immediately
- PC4.** obtain instructions from superiors and respond on the same
- PC5.** communicate to team members/subordinates for appropriate work technique and method
- PC6.** seek clarification and advice as per the requirement

### *Support co-workers to execute the project requirements*

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

- PC7.** hand over the required material, tools, tackles, equipment and work fronts timely to interfacing teams
- PC8.** work together with co-workers in a synchronized manner

### *Practice inclusion*

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

- PC9.** maintain cultural inclusivity at work place
- PC10.** maintain disability friendly work practices
- PC11.** follow gender neutral practices at workplace
- PC12.** address discriminatory and offensive behaviour in a professional manner as per organizational policy

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** own roles and responsibilities



## Qualification Pack

- KU2.** importance of effective communication
- KU3.** the consequence of poor teamwork on project outcomes, timelines, safety at the construction site, etc.
- KU4.** different modes of communication used at workplace
- KU5.** importance of creating healthy and cooperative work environment among the gangs of workers
- KU6.** different activities within the work area where interaction with other workers is required
- KU7.** applicable techniques of work, properties of materials used, tools and tackles used, safety standards that co-workers might need as per the requirement
- KU8.** importance of proper and effective communication and the expected adverse effects in case of failure relating to quality, timeliness, safety, risks at the construction project site
- KU9.** importance and need of supporting co-workers facing problems for the smooth functioning of work
- KU10.** the fundamental concept of gender equality
- KU11.** how to recognise and be sensitive to issues of disability, culture and gender
- KU12.** legislation, policies, and procedures relating to gender sensitivity and cultural diversity including their impact on the area of operation

## 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 the communication regarding work completion, materials used, tools and tackles used, the resource required, etc,
- GS3.** speak in one or more languages, preferably in one of the local language of the site
- GS4.** listen and follow instructions / communication shared by superiors/ co-workers regarding team requirements or interfaces during work processes
- GS5.** communicate orally and effectively with co-workers considering their educational and social background
- GS6.** decide on what information is to be shared with co-workers within the team or to the interfacing gang of workers
- GS7.** plan work and organize the required resources in coordination with team members
- GS8.** complete all assigned task in coordination with team members
- GS9.** take initiative in resolving issues among co-workers or report the same to superiors
- GS10.** ensure best ways of coordination among team members
- GS11.** evaluate the complexity of task and determine if any guidance is required from superiors



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact and communicate in an effective manner</i>	<b>20</b>	<b>40</b>	-	-
<b>PC1.</b> pass on work related information/ requirement clearly to the team members	-	-	-	-
<b>PC2.</b> inform co-workers and superiors about any kind of deviations from work	-	-	-	-
<b>PC3.</b> report any unresolved problem to the supervisor immediately	-	-	-	-
<b>PC4.</b> obtain instructions from superiors and respond on the same	-	-	-	-
<b>PC5.</b> communicate to team members/subordinates for appropriate work technique and method	-	-	-	-
<b>PC6.</b> seek clarification and advice as per the requirement	-	-	-	-
<i>Support co-workers to execute the project requirements</i>	<b>5</b>	<b>15</b>	-	-
<b>PC7.</b> hand over the required material, tools, tackles, equipment and work fronts timely to interfacing teams	-	-	-	-
<b>PC8.</b> work together with co-workers in a synchronized manner	-	-	-	-
<i>Practice inclusion</i>	<b>5</b>	<b>15</b>	-	-
<b>PC9.</b> maintain cultural inclusivity at work place	-	-	-	-
<b>PC10.</b> maintain disability friendly work practices	-	-	-	-
<b>PC11.</b> follow gender neutral practices at workplace	-	-	-	-
<b>PC12.</b> address discriminatory and offensive behaviour in a professional manner as per organizational policy	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N8001
<b>NOS Name</b>	Work effectively in a team to deliver desired results at the workplace
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Generic 2
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025





## Qualification Pack

# CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace

## Description

This unit covers the skills and knowledge required by an individual to supervise, monitor and evaluate performance of subordinates at the work place

## Scope

The scope covers the following :

- Monitor and evaluate subordinates performance as per quality standards and timelines
- Practice and promote gender inclusive behavior and leadership

## Elements and Performance Criteria

### *Monitor and evaluate subordinates performance as per quality standards and timelines*

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

- PC1.** fix expected targets for the respective gang as per site requirements and allocate work to subordinates
- PC2.** establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes
- PC3.** inspect assigned work to the respected gang of workers through progressive checking
- PC4.** observe and verify the work activities performed by the subordinates at the construction site
- PC5.** monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority
- PC6.** ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations

### *Practice and promote gender inclusive behavior and leadership*

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

- PC7.** promote a safe, supportive, inclusive and gender sensitive environment at workplace.
- PC8.** manage and facilitate capacity building to enable inclusion of all genders
- PC9.** take prompt corrective action in case of inappropriate behavior at workplace

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies, procedures and work targets for performance evaluation and appraisals
- KU2.** organizational policies, procedures and protocol for smooth completion of work at the respective workplace
- KU3.** complete work/task accurately by following standard specifications and procedures by optimized and correct used of materials , tools, tackles and equipment



## Qualification Pack

### Generic Skills (GS)

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

- GS1.** write in at one or more language, preferably the local language
- GS2.** read in at one or more language, preferably the local language at the site
- GS3.** speak in at one or more language, preferably one of the local language at the site
- GS4.** communicate effectively with team members at workplace
- GS5.** plan work as per right sequence and organize required resources in coordination with the team members
- GS6.** complete work as per the requirement
- GS7.** evaluate and find solutions to minimize errors and suggest improvements for optimizing resource utilization
- GS8.** assess which situations would require intervention of superiors



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Monitor and evaluate subordinates performance as per quality standards and timelines</i>	20	40	-	-
<b>PC1.</b> fix expected targets for the respective gang as per site requirements and allocate work to subordinates	-	-	-	-
<b>PC2.</b> establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes	-	-	-	-
<b>PC3.</b> inspect assigned work to the respected gang of workers through progressive checking	-	-	-	-
<b>PC4.</b> observe and verify the work activities performed by the subordinates at the construction site	-	-	-	-
<b>PC5.</b> monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority	-	-	-	-
<b>PC6.</b> ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations	-	-	-	-
<i>Practice and promote gender inclusive behavior and leadership</i>	10	30	-	-
<b>PC7.</b> promote a safe, supportive, inclusive and gender sensitive environment at workplace.	-	-	-	-
<b>PC8.</b> manage and facilitate capacity building to enable inclusion of all genders	-	-	-	-
<b>PC9.</b> take prompt corrective action in case of inappropriate behavior at workplace	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N8003
<b>NOS Name</b>	Supervise, monitor and evaluate performance of subordinates at workplace
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Generic 2
<b>NSQF Level</b>	5.5
<b>Credits</b>	1
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 Hours)

#### Description

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

#### Scope

The scope covers the following :

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

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values – Citizenship*

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

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

##### *Becoming a Professional in the 21st Century*

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

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

##### *Basic English Skills*

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



## Qualification Pack

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

### *Career Development & Goal Setting*

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

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

### *Communication Skills*

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

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

### *Diversity & Inclusion*

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

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

### *Financial and Legal Literacy*

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

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

### *Essential Digital Skills*

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

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

### *Entrepreneurship*

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

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

### *Customer Service*

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

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



## Qualification Pack

**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

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

**PC29.** create a professional Curriculum vitae (Résumé)

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

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

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

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

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

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

**KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

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

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

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

**KU11.** how to compute income and expenditure

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

**KU13.** different legal rights and laws

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

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

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

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

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

## Generic Skills (GS)

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

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

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



## Qualification Pack

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





## Qualification Pack

### Assessment Criteria

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



## Qualification Pack

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



## Qualification Pack

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



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	07/05/2028
<b>NSQC Clearance Date</b>	08/05/2025

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

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

e) 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.

f) 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 CSDCI.

g) The candidates shall undergo On job training (OJT), and will learn at actual workplace for a fixed period of time and a certain weightage of assessment is allocated out of total skill weightage of Qualification Pack for undergoing OJT as stipulated by CSDCI. This OJT score and assessors' end point score are combined to arrive at final Marking/grading of trainees' skill test. The OJT score is determined by Supervisor of company under which candidates undergo on job training.

### 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/N1503.Receive and stock incoming material in stores/stock yard at the construction site	30	70	-	-	100	20
CON/N1504.Arrange storage of materials received at site stores/stock yard	30	70	-	-	100	25
CON/N1505.Issue material to site as per indent	30	70	-	-	100	20
CON/N9002.Manage workplace for safe and healthy work environment	30	70	-	-	100	10
CON/N7001.Plan, arrange and manage resources for execution of relevant work	30	70	-	-	100	10



## Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	-	-	100	5
CON/N8003.Supervise, monitor and evaluate performance of subordinates at workplace	30	70	-	-	100	5
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>230</b>	<b>520</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>100</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>MSDE</b>	Ministry of Skill Development and Entrepreneurship
<b>NCVET</b>	National Council for Vocational Education and Training
<b>NSDC</b>	National Skill Development Corporation
<b>SIDH</b>	Skill India Digital Hub
<b>CSDCI</b>	Construction Skill Development Council of India
<b>AB</b>	Awarding Body
<b>SSC</b>	Sector Skill Council
<b>PMKVY</b>	Pradhan Mantri Kaushal Vikas Yojana
<b>DDU-GKY</b>	Deen Dayal Upadhyaya Grameen Kaushalya Yojana
<b>SANKALP</b>	Skill Acquisition and Knowledge Awareness for Livelihood Promotion
<b>STRIVE</b>	Skills Strengthening for Industrial Value Enhancement
<b>JSS</b>	Jan Shikshan Sansthan
<b>STT</b>	Short Term Training
<b>RPL</b>	Recognition of Prior Learning
<b>NAPS</b>	National Apprenticeship Promotion Scheme
<b>AA</b>	Assessment Agency
<b>TP</b>	Training Provider / Training Partner
<b>TC</b>	Training Centre
<b>ITI</b>	Industrial Training Institute
<b>NSQC</b>	National Skill Qualification Committee
<b>NSQF</b>	National Skills Qualification Framework



## Qualification Pack

<b>Q-File</b>	Qualification File
<b>QP</b>	Qualification Pack
<b>MC</b>	Model Curriculum
<b>NOS</b>	National Occupational Standards
<b>PC</b>	Performance Criteria
<b>KU</b>	Knowledge and Understanding
<b>GS</b>	Generic Skills
<b>MCQ</b>	Multiple Choice Question
<b>EHS</b>	Environment Health and Safety
<b>PPE</b>	Personal Protective Equipment
<b>QA/QC</b>	Quality Assurance / Quality Control
<b>FIFO</b>	First In, First Out
<b>LIFO</b>	Last In, First Out
<b>FSN</b>	Fast-moving, Slow-moving, and Non-moving
<b>ABC</b>	Always Better Control (ABC Analysis for Inventory Management)
<b>JIT</b>	Just In Time (Inventory System)
<b>ERP</b>	Enterprise Resource Planning
<b>MRP</b>	Material Requirement Planning
<b>RFI</b>	Radio Frequency Identification
<b>QR code</b>	Quick Response Code
<b>WMS</b>	Warehouse Management System
<b>RCCB</b>	Residual Current Circuit Breaker (for electrical safety in warehouses)
<b>GRN</b>	Goods Receipt Note
<b>BIN</b>	Batching, Identification, and Numbering (Storage method)
<b>CFT</b>	Cubic Feet (Measurement for materials like sand, gravel, bricks)
<b>MT</b>	Metric Ton (Weight measurement for steel, cement, etc.)





## Qualification Pack

<b>NMR</b>	Non-Movable Reserve (Stock that is rarely used)
<b>TMT</b>	Thermo Mechanically Treated (Steel bars)
<b>MS</b>	Mild Steel
<b>SS</b>	Stainless Steel
<b>PVC</b>	Polyvinyl Chloride (Used in pipes, fittings)
<b>GI</b>	Galvanized Iron (Sheets, Pipes)
<b>HDPE</b>	High-Density Polyethylene (Plastic material for pipes)
<b>PO</b>	Purchase Order
<b>WO</b>	Work Order
<b>MRN</b>	Material Requisition Note
<b>DC</b>	Delivery Challan
<b>SRV</b>	Store Receipt Voucher
<b>SIV</b>	Store Issue Voucher
<b>PR</b>	Purchase Requisition
<b>GRIR</b>	Goods Receipt & Invoice Receipt
<b>TDS</b>	Tax Deducted at Source
<b>GST</b>	Goods and Services Tax
<b>BoM</b>	Bill of Materials
<b>BoQ</b>	Bill of Quantities
<b>RFI</b>	Request for Inspection
<b>WBS</b>	Work Breakdown Structure
<b>SOP</b>	Standard Operating Procedure
<b>SFL</b>	Safe Working Load (for lifting equipment)
<b>CPM</b>	Critical Path Method (Project Scheduling)



## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	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

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.
<b>National Occupational Standard</b>	NOS defines the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
<b>Qualification</b>	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
<b>Qualification File</b>	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>