

Qualification Pack



Manufacturing and Packaging Assistant (Pharma, Biologics and Medical device)

QP Code: LFS/Q0216

Version: 4.0

NSQF Level: 3

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LFS/Q0216: Manufacturing and Packaging Assistant (Pharma, Biologics and Medical device)

Brief Job Description

The Manufacturing and Packaging Assistant (Pharma, Biologics and Medical device) supports in manufacturing and packaging activities by performing a combination of tasks. The job role holder also supports the team in maintaining a healthy, safe and secure working environment.

Personal Attributes

The individual should have good analytical skills. The job holder should be able to give attention to detail and understand the criticality of work. The person is expected to be physically strong.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LFS/N0274: Discuss about Life Sciences Industry and Basics of manufacturing Operations](#)
2. [LFS/N0239: Perform the support operations for production in adherence to current Good Manufacturing Practices \(cGMP\) guidelines](#)
3. [LFS/N0240: Perform the support operations for primary and secondary packaging of drugs in adherence to current Good Manufacturing Practices \(cGMP\) guidelines](#)
4. [LFS/N0112: Adherence to Environment, health and safety guidelines in a production facility and GMP controlled area](#)
5. [LFS/N0113: Ensure a hygienic and clean work area to avoid contamination](#)
6. [LFS/N0115: Coordinate and communicate with the Supervisor, teams and auditors](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical, Biotechnology, Medical Devices and In Vitro Diagnostic (IVD)
Occupation	Manufacturing



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Country	India
NSQF Level	3
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8131.9900
Minimum Educational Qualification & Experience	10th Class OR Certificate-NSQF ((Assistant- Secondary and Tertiary Packaging (Pharma, Biologics and Medical Devices)) Level 2)) with 3 Years of experience
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	17/12/2027
NSQC Approval Date	17/12/2024
Version	4.0
Reference code on NQR	QG-03-LS-03401-2024-V2-LSSSDC
NQR Version	2.0

Remarks:

No Remarks



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LFS/N0274: Discuss about Life Sciences Industry and Basics of manufacturing Operations

Description

This NOS unit is related to discussing about Life Sciences Industry and Basics of manufacturing Operations

Scope

The scope covers the following :

- Life Sciences industry and Manufacturing Occupation
- Basics of manufacturing Operations

Elements and Performance Criteria

Life Sciences industry and Manufacturing Occupation

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

- PC1.** discuss key insights in the life sciences sector through various market research reports
- PC2.** Identify the major segments within the life sciences industry (pharmaceuticals, biotechnology, medical devices, etc.).
- PC3.** Elaborate importance of a skilled individual in manufacturing Occupation
- PC4.** explain the role of government policies and initiatives in promoting the growth of the life sciences industry in India.

Basics of manufacturing Operations

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

- PC5.** Comply with key regulatory requirements for manufacturing facilities (e.g., cGMP, cGLP, cGDP).
- PC6.** Ensure ethical considerations in life sciences manufacturing, including data integrity and patient safety.
- PC7.** Analyze the impact of standard quantity effect on product quality and efficacy.
- PC8.** Analyze the role of each component in ensuring efficient and compliant manufacturing operations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Understand the Indian Life Sciences industry's key features and challenges.
- KU2.** major segments like pharmaceuticals, biotechnology, and medical devices.
- KU3.** critical role of skilled individuals in ensuring quality and safety in manufacturing.
- KU4.** various guidelines like current Good Manufacturing Practices, current Good Storage Practices, Good Documentation Practices
- KU5.** basics of ALCOA Principles, data integrity and information security rules



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- KU6.** methods to conserve water and energy
- KU7.** methods to minimize the pollution
- KU8.** how government policies and initiatives drive industry growth.

Generic Skills (GS)

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

- GS1.** use written communication skills to record information accurately in compliance with ALCOA principles as per SOP and GMP guidelines
- GS2.** use reading and comprehension skills to read the various coding systems, instructions, guidelines, procedures, rules, and signages
- GS3.** use listening skills to interpret the instructions, escalation matrix, procedures to be followed and to seek clarifications
- GS4.** use verbal communication skills to interact with teammates, supervisor, production chemist, and cross-functional teams
- GS5.** use team-building skills while dealing with teammates
- GS6.** apply problem-solving skills to find solutions for deviations found during process-related checks, non-conformities in standards and labeling
- GS7.** apply critical thinking skills to analyze and identify when to report an issue/concern to the supervisor and when to deal with a process error individually, depending on the type of concern
- GS8.** apply customer centricity to remain compliant with data integrity rules, GMP/GLP guidelines and to evaluate impact of wrongdoings
- GS9.** apply decision-making skills to make balanced judgments within the authority while dealing with daily work-life situations



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Life Sciences industry and Manufacturing Occupation</i>	20	-	5	5
PC1. discuss key insights in the life sciences sector through various market research reports	-	-	-	-
PC2. Identify the major segments within the life sciences industry (pharmaceuticals, biotechnology, medical devices, etc.).	-	-	-	-
PC3. Elaborate importance of a skilled individual in manufacturing Occupation	-	-	-	-
PC4. explain the role of government policies and initiatives in promoting the growth of the life sciences industry in India.	-	-	-	-
<i>Basics of manufacturing Operations</i>	20	30	10	10
PC5. Comply with key regulatory requirements for manufacturing facilities (e.g., cGMP, cGLP, cGDP).	-	-	-	-
PC6. Ensure ethical considerations in life sciences manufacturing, including data integrity and patient safety.	-	-	-	-
PC7. Analyze the impact of standard quantity effect on product quality and efficacy.	-	-	-	-
PC8. Analyze the role of each component in ensuring efficient and compliant manufacturing operations	-	-	-	-
NOS Total	40	30	15	15



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National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0274
NOS Name	Discuss about Life Sciences Industry and Basics of manufacturing Operations
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical
Occupation	Manufacturing
NSQF Level	4
Credits	1.00
Version	1.0
Last Reviewed Date	08/04/2025
Next Review Date	08/04/2028
NSQC Clearance Date	08/04/2025



Qualification Pack

LFS/N0239: Perform the support operations for production in adherence to current Good Manufacturing Practices (cGMP) guidelines

Description

This NOS is about supporting in pre-production, production, and post-production activities

Scope

The scope covers the following :

- Pre-production support activities
- Production support activities
- Post-production support activities
- Environment sustainability

Elements and Performance Criteria

Pre-Production Support activities

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

- PC1.** follow sanitization and gowning process as per cleanroom guidelines
- PC2.** check for utilities, damaged labels, outdated chemicals, and damaged containers in the production area
- PC3.** clean the production equipment and area before the start of production operations as per SOP
- PC4.** ensure that there is no chemical residue/substance left on the work area/equipment/machine/floor
- PC5.** support in the assembling of the production machine post cleaning as per SOP
- PC6.** ensure all the materials required for the production process are available to the team
- PC7.** transfer starting material, raw materials, tools, or equipment between storage and production areas by hand or using hand trucks or powered lift trolley as per SOP

Production Support activities

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

- PC8.** load and unload material from conveyors and machines as and when required
- PC9.** assist the supervisor in status labeling and inline weighing of product containers
- PC10.** segregate and store the labeled containers at a predefined area under supervision
- PC11.** support in the generation of Batch Manufacturing Records(BMR) and logbooks for the manufacturing process as cGMP Guidelines
- PC12.** support the supervisor in maintaining the calibration, maintenance schedules records of all the production equipment

Post-Production Support activities

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

- PC13.** transfer the finished products from production area to the storage area
- PC14.** dispose of waste and leftover material safely as per the waste disposal guidelines of cGMP



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- PC15.** support in the dismantling of the production machine for cleaning as per SOP
- PC16.** clean the production area after completion of work as per SOP
- PC17.** assist the supervisor in cleaning validation and line clearance process for smooth flow of work

Environment Sustainability

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

- PC18.** ensure energy conservation by switching off the machine and equipment post operations
- PC19.** identify ways to optimize the usage of electricity/energy in various tasks/activities/processes
- PC20.** ensure energy conservation by optimizing the lab machine/ equipment performance
- PC21.** ensure no leakage of water in the manufacturing area
- PC22.** identify recyclable and non-recyclable, and hazardous waste generated
- PC23.** segregate waste into different categories to achieve zero pollution of land and water

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organizational coding system for raw materials and finished products
- KU2.** different types of machines used in the manufacturing process and their applications
- KU3.** the Standard Operating Procedures (SOPs) for cleaning of machines/equipment
- KU4.** signs and symptoms of faulty instruments and apparatus /early warning signs of potential problems and related causes
- KU5.** standard measuring units and methods of performing simple calculations for weighing etc
- KU6.** the common causes of variation during the production process and corrective action required
- KU7.** the properties of all chemicals/reagents/solutions used in the manufacturing process and the use of Material Safety Datasheets (MSDS) for each chemical
- KU8.** GMP guidelines
- KU9.** how to maintain Batch Manufacturing Records(BMR)
- KU10.** the escalation matrix for reporting identified issues, hazards, and breakage
- KU11.** the environment sustainable procedures for chemical disposal and their importance
- KU12.** waste segregation methods

Generic Skills (GS)

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

- GS1.** use reading and comprehension skills to read and understand manuals, SOPs, health and safety instructions, memos, reports, and notes/comments received from the supervisor
- GS2.** use written communication skills to record and communicate details of work done to appropriate stakeholders by using handwritten report or computer-based record/electronic mail
- GS3.** apply critical thinking skills to find solutions for workflow-related difficulties



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- GS4.** apply critical thinking skills to analyze and identify when to report an issue/concern to the supervisor and how to deal with a colleague depending on the type of concern
- GS5.** give attention to detail and apply analytical skills in choosing well-defined methods/instructions to resolve day to day problems
- GS6.** apply basic sciences (chemistry), mathematics calculations to fulfil work-related requirements
- GS7.** apply planning and organizing skills to plan and organize assigned work to achieve specified deadlines as per the schedule provided
- GS8.** use verbal communication skills to communicate confidential and sensitive information discretely to the authorized person and to interact with teammates

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Pre-Production Support activities</i>	10	10	5	5
PC1. follow sanitization and gowning process as per cleanroom guidelines	-	-	-	-
PC2. check for utilities, damaged labels, outdated chemicals, and damaged containers in the production area	-	-	-	-
PC3. clean the production equipment and area before the start of production operations as per SOP	-	-	-	-
PC4. ensure that there is no chemical residue/substance left on the work area/equipment/machine/floor	-	-	-	-
PC5. support in the assembling of the production machine post cleaning as per SOP	-	-	-	-
PC6. ensure all the materials required for the production process are available to the team	-	-	-	-
PC7. transfer starting material, raw materials, tools, or equipment between storage and production areas by hand or using hand trucks or powered lift trolley as per SOP	-	-	-	-
<i>Production Support activities</i>	10	15	5	5
PC8. load and unload material from conveyors and machines as and when required	-	-	-	-
PC9. assist the supervisor in status labeling and inline weighing of product containers	-	-	-	-
PC10. segregate and store the labeled containers at a predefined area under supervision	-	-	-	-
PC11. support in the generation of Batch Manufacturing Records(BMR) and logbooks for the manufacturing process as cGMP Guidelines	-	-	-	-
PC12. support the supervisor in maintaining the calibration, maintenance schedules records of all the production equipment	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Post-Production Support activities</i>	5	10	5	5
PC13. transfer the finished products from production area to the storage area	-	-	-	-
PC14. dispose of waste and leftover material safely as per the waste disposal guidelines of cGMP	-	-	-	-
PC15. support in the dismantling of the production machine for cleaning as per SOP	-	-	-	-
PC16. clean the production area after completion of work as per SOP	-	-	-	-
PC17. assist the supervisor in cleaning validation and line clearance process for smooth flow of work	-	-	-	-
<i>Environment Sustainability</i>	5	3	-	2
PC18. ensure energy conservation by switching off the machine and equipment post operations	-	-	-	-
PC19. identify ways to optimize the usage of electricity/energy in various tasks/activities/processes	-	-	-	-
PC20. ensure energy conservation by optimizing the lab machine/ equipment performance	-	-	-	-
PC21. ensure no leakage of water in the manufacturing area	-	-	-	-
PC22. identify recyclable and non-recyclable, and hazardous waste generated	-	-	-	-
PC23. segregate waste into different categories to achieve zero pollution of land and water	-	-	-	-
NOS Total	30	38	15	17



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National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0239
NOS Name	Perform the support operations for production in adherence to current Good Manufacturing Practices (cGMP) guidelines
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical
Occupation	Manufacturing
NSQF Level	3
Credits	4.00
Version	4.0
Last Reviewed Date	17/12/2024
Next Review Date	17/12/2027
NSQC Clearance Date	17/12/2024



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LFS/N0240: Perform the support operations for primary and secondary packaging of drugs in adherence to current Good Manufacturing Practices (cGMP) guidelines

Description

The NOS is about supporting in pre-packaging and packaging activities

Scope

The scope covers the following :

- Pre- packaging support activities
- Packaging support activities

Elements and Performance Criteria

Pre- Packaging support activities

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

- PC1.** check the packaging machine, identify malfunction (if any) and report to the supervisor
- PC2.** clean and lubricate packaging equipment to make it fit for use as per the SOP
- PC3.** check for the calibration and validation tags on the packaging equipment as per the SOP
- PC4.** check the status label on the containers for the correct product name, Batch No., container nos. etc. and store them in the designated area as per the SOP

Packaging support activities

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

- PC5.** help in the set-up of the packaging equipment under Supervision
- PC6.** ensure the availability of primary and secondary packaging materials to the packaging team as per cGMP
- PC7.** handle the products requiring special attention e.g. refrigerated and frozen items, light-sensitive material and flammables
- PC8.** assist in safe and efficient packaging and labeling of products
- PC9.** identify any product mix-up during the packaging process and immediately inform the supervisor
- PC10.** support in maintenance of Batch Packaging Record (BPR) and packaging process related logbooks and documents as per cGMP guidelines and SOP
- PC11.** dispose of waste materials safely as per health and safety management system of the company and cGMP Guidelines
- PC12.** clean the packaging area after completion of work as per SOP
- PC13.** support in the line clearance process in the packaging area for smooth operations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** organizational coding system for manufacturing
- KU2.** the basic principle of the packaging process
- KU3.** types of the packaging process
- KU4.** different types of machines used in the packaging process and their applications
- KU5.** different types of primary and secondary packaging materials used
- KU6.** quality requirements of materials and the effect of variation on process performance
- KU7.** different types of labels
- KU8.** signs and symptoms of faulty instruments and apparatus /early warning signs of potential problems and related causes
- KU9.** GMP guidelines
- KU10.** how to maintain Batch Packaging Records (BPR)
- KU11.** the common causes of variation and corrective action required
- KU12.** the safety measures taken during waste disposal
- KU13.** principles of ALCOA(Attributable, Legible, Contemporaneous, Original and Accurate)

Generic Skills (GS)

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

- GS1.** use written communication skills to record and communicate details of work done to appropriate stakeholders by using written/typed report or computer-based record/electronic mail
- GS2.** use verbal communication skills to communicate confidential and sensitive information discretely to the authorized person and to interact with teammates
- GS3.** apply problem-solving skills to find solutions for workflow-related difficulties
- GS4.** give attention to detail and apply analytical skills in choosing well-defined methods/instructions to resolve day to day problems
- GS5.** • apply critical thinking skills to analyze and identify when to report an issue/concern to the supervisor
• and when to deal with a colleague individually, depending on the type of concern
- GS6.** use team-building skills while interacting with teammates and while managing the difficult/stressful or emotional situations at work

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Pre- Packaging support activities</i>	15	25	5	5
PC1. check the packaging machine, identify malfunction (if any) and report to the supervisor	-	-	-	-
PC2. clean and lubricate packaging equipment to make it fit for use as per the SOP	-	-	-	-
PC3. check for the calibration and validation tags on the packaging equipment as per the SOP	-	-	-	-
PC4. check the status label on the containers for the correct product name, Batch No., container nos. etc. and store them in the designated area as per the SOP	-	-	-	-
<i>Packaging support activities</i>	15	25	5	5
PC5. help in the set-up of the packaging equipment under Supervision	-	-	-	-
PC6. ensure the availability of primary and secondary packaging materials to the packaging team as per cGMP	-	-	-	-
PC7. handle the products requiring special attention e.g. refrigerated and frozen items, light-sensitive material and flammables	-	-	-	-
PC8. assist in safe and efficient packaging and labeling of products	-	-	-	-
PC9. identify any product mix-up during the packaging process and immediately inform the supervisor	-	-	-	-
PC10. support in maintenance of Batch Packaging Record (BPR) and packaging process related logbooks and documents as per cGMP guidelines and SOP	-	-	-	-
PC11. dispose of waste materials safely as per health and safety management system of the company and cGMP Guidelines	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. clean the packaging area after completion of work as per SOP	-	-	-	-
PC13. support in the line clearance process in the packaging area for smooth operations	-	-	-	-
NOS Total	30	50	10	10



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National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0240
NOS Name	Perform the support operations for primary and secondary packaging of drugs in adherence to current Good Manufacturing Practices (cGMP) guidelines
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical
Occupation	Manufacturing
NSQF Level	3
Credits	3.00
Version	4.0
Last Reviewed Date	17/12/2024
Next Review Date	17/12/2027
NSQC Clearance Date	17/12/2024



Qualification Pack

LFS/N0112: Adherence to Environment, health and safety guidelines in a production facility and GMP controlled area

Description

This NOS unit is about adhering with the rules and regulations related to health, safety, environment, and security in a manufacturing facility or testing/ research laboratory in life sciences sector

Scope

The scope covers the following :

- Follow health and personal hygiene protocols
- Follow safety and security procedures
- Follow emergency procedures

Elements and Performance Criteria

Follow health and personal hygiene protocols

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

- PC1.** comply with health and personal hygiene-related protocols as per WHO standards, , revised GMP and ICH GMP guidelines
- PC2.** wash hands before entering in the production area as per SOP
- PC3.** report any allergy, sickness or any other environment-related breach before or after entering the work premises to the designated person
- PC4.** follow gowning procedures while entering an environment controlled work area

Follow safety and security procedures

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

- PC5.** comply with safety and security policies and procedures
- PC6.** use appropriate safety gears like headgear, masks, gloves and other relevant safety accessories as mentioned in the guidelines, while carrying out work
- PC7.** use helmets, ropes, harness, and ladders while working at heights
- PC8.** use pulleys/ forklift (if available) to transport the material/ spares/ heavy assembly and tools
- PC9.** report any identified breaches in safety and security policies and procedures to the designated person
- PC10.** segregate material and follow the 5S system at the storage area
- PC11.** adhere to storage and handling guidelines for hazardous material
- PC12.** identify and correct any hazards that one can deal with safely, competently and within the limits of authority
- PC13.** record the details of completed safety drills and training

Follow emergency procedures

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



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- PC14.** raise the alarm and report any hazards that one is not competent to deal with, to the relevant person in line with organizational procedures and warn other people who may be affected
- PC15.** inform the concerned person immediately about every unsafe act/ incident
- PC16.** follow emergency procedures efficiently

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** individual's role and responsibilities in maintaining healthy, hygienic, safe and secure working environment
- KU2.** company's procedures and protocols for the environment, health and safety
- KU3.** relevant legislative requirements as per local laws
- KU4.** implications that any non-compliance with health, safety and security may have on individuals and the organization
- KU5.** workplace hazards in the manufacturing/ research facility in the life sciences sector and reporting procedures for unhealthy/ unsafe act/incidents, hazards and accident as per GMP
- KU6.** limits of individual responsibility for dealing with hazards
- KU7.** chemical substances, their characteristics, and required precaution and safety measures
- KU8.** gowning procedure
- KU9.** the organization's emergency procedures for different emergency situations and the importance of following these
- KU10.** evacuation procedures for employees, contract staff and visitors
- KU11.** procedure to summon medical assistance and the emergency services, where necessary
- KU12.** different types of breaches in the environment, health, safety and security and how and when to report these
- KU13.** WHO guidelines for personal hygiene
- KU14.** types of safety gears and procedure to use them
- KU15.** importance of material segregation and 5S system
- KU16.** WHO guidelines for handling and storing hazardous material

Generic Skills (GS)

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

- GS1.** use reading and comprehension skills to read instructions, guidelines, procedures, rules, and signages
- GS2.** use written communication skills to accurately record every information required to be reported as per SOP and GMP guidelines in the language prescribed by the company's SOP
- GS3.** apply planning and organizing skills to plan and organize tools and material required for work to fulfil environment, health, safety and security requirements
- GS4.** use critical thinking skills to ascertain the breach/ compliance of EHS protocols



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- GS5.** apply customer centricity to remain compliant with data integrity rules, GMP guidelines and to evaluate impact of wrongdoings
- GS6.** apply decision-making skills to make balanced judgments within the authority in different situations while dealing with hazards and breaches
- GS7.** apply problem-solving skills to find solutions for workflow-related difficulties
- GS8.** use verbal communication skills to communicate with supervisor/ manager/ EHS Incharge or any other concerned authority clearly for escalating any emergency situation or hazard

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow health and personal hygiene protocols</i>	10	10	5	5
PC1. comply with health and personal hygiene-related protocols as per WHO standards, , revised GMP and ICH GMP guidelines	-	-	-	-
PC2. wash hands before entering in the production area as per SOP	-	-	-	-
PC3. report any allergy, sickness or any other environment-related breach before or after entering the work premises to the designated person	-	-	-	-
PC4. follow gowning procedures while entering an environment controlled work area	-	-	-	-
<i>Follow safety and security procedures</i>	10	20	5	5
PC5. comply with safety and security policies and procedures	-	-	-	-
PC6. use appropriate safety gears like headgear, masks, gloves and other relevant safety accessories as mentioned in the guidelines, while carrying out work	-	-	-	-
PC7. use helmets, ropes, harness, and ladders while working at heights	-	-	-	-
PC8. use pulleys/ forklift (if available) to transport the material/ spares/ heavy assembly and tools	-	-	-	-
PC9. report any identified breaches in safety and security policies and procedures to the designated person	-	-	-	-
PC10. segregate material and follow the 5S system at the storage area	-	-	-	-
PC11. adhere to storage and handling guidelines for hazardous material	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. identify and correct any hazards that one can deal with safely, competently and within the limits of authority	-	-	-	-
PC13. record the details of completed safety drills and training	-	-	-	-
<i>Follow emergency procedures</i>	10	10	5	5
PC14. raise the alarm and report any hazards that one is not competent to deal with, to the relevant person in line with organizational procedures and warn other people who may be affected	-	-	-	-
PC15. inform the concerned person immediately about every unsafe act/ incident	-	-	-	-
PC16. follow emergency procedures efficiently	-	-	-	-
NOS Total	30	40	15	15



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National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0112
NOS Name	Adherence to Environment, health and safety guidelines in a production facility and GMP controlled area
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical, Contract Research
Occupation	Generic
NSQF Level	4
Credits	1.00
Version	4.0
Last Reviewed Date	17/12/2024
Next Review Date	17/12/2027
NSQC Clearance Date	17/12/2024



Qualification Pack

LFS/N0113: Ensure a hygienic and clean work area to avoid contamination

Description

This NOS unit is about maintaining hygienic and clean work area to avoid contamination

Scope

The scope covers the following :

- Sanitation activities before starting the work
- Sanitation activities during work
- Sanitation activities post completion of work

Elements and Performance Criteria

sanitation activities before starting the work

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

- PC1.** inspect the area and machine, taking into account various surfaces
- PC2.** check for cleaning validation tag on machines and accessories
- PC3.** ensure to clean the area or machine part as per SOP, in case of any stain on floor or machine
- PC4.** perform the cleaning validation in the presence of authorized personnel or QA inspector
- PC5.** ensure that there is adequate ventilation for the work being carried out
- PC6.** handle the cleaning material/reagent only after wearing the personal protective equipment required for the cleaning method
- PC7.** segregate and store the chemicals/ material with an appropriate label in designated places to avoid contamination

Sanitation activities during work

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

- PC8.** deal with accidental spillage, if any, caused while carrying out the work and clean as per SOP
- PC9.** segregate and store the intermediate material with an appropriate label in designated places to avoid contamination
- PC10.** report any additional cleaning requirement that is outside one's purview, to the appropriate person
- PC11.** segregate, store and dispose of the rejected products or generated waste as per SOP under the supervision of supervisor and EHS personnel

Sanitation activities after completion of work

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

- PC12.** ensure that there is no oily substance on the floor to avoid slippage
- PC13.** ensure that no scrap material is lying around
- PC14.** perform the cleaning of the equipment after every batch production as per SOP
- PC15.** perform the cleaning validation of the equipment in the presence of designated authorized personnel and QA inspector



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- PC16.** ensure that, on completion of the work, the area is left clean and dry and meets WHO and cGMP requirements of sanitized premises
- PC17.** place the trolley, equipment, materials and personal protective equipment at the designated place after use, ensuring they are clean and securely stored
- PC18.** dispose of the waste garnered from the activity as per SOP
- PC19.** dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** levels of hygiene required by production area and the importance of maintaining the same
- KU2.** methodology for production area inspection with methods and materials required for cleaning a variety of surfaces and equipment
- KU3.** the method to check the treated surface and equipment on completion of cleaning
- KU4.** procedures for reporting any unidentified soiling or any deviation for cleaning validation
- KU5.** role of different materials, chemicals, and equipment in cleaning and sanitation of production area
- KU6.** current Good Manufacturing Practices (cGMP) and WHO guidelines for cleaning/ sanitation activity and maintaining hygiene
- KU7.** cleaning validation process
- KU8.** waste disposal guidelines as per WHO and cGMP and relevant organizational SOPs

Generic Skills (GS)

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

- GS1.** use written communication skills to record and communicate details of work done to appropriate people using written/typed report and electronic mail
- GS2.** use verbal communication skills to communicate with supervisor, cross-functional teams and auditors effectively
- GS3.** use critical thinking skills to interpret the various coding systems as per company norms and in identifying the non-compliance while performing the area inspection
- GS4.** apply customer centricity at work
- GS5.** apply problem-solving and decision making while dealing with any deviation

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>sanitation activities before starting the work</i>	10	10	5	5
PC1. inspect the area and machine, taking into account various surfaces	-	-	-	-
PC2. check for cleaning validation tag on machines and accessories	-	-	-	-
PC3. ensure to clean the area or machine part as per SOP, in case of any stain on floor or machine	-	-	-	-
PC4. perform the cleaning validation in the presence of authorized personnel or QA inspector	-	-	-	-
PC5. ensure that there is adequate ventilation for the work being carried out	-	-	-	-
PC6. handle the cleaning material/reagent only after wearing the personal protective equipment required for the cleaning method	-	-	-	-
PC7. segregate and store the chemicals/ material with an appropriate label in designated places to avoid contamination	-	-	-	-
<i>Sanitation activities during work</i>	10	20	5	5
PC8. deal with accidental spillage, if any, caused while carrying out the work and clean as per SOP	-	-	-	-
PC9. segregate and store the intermediate material with an appropriate label in designated places to avoid contamination	-	-	-	-
PC10. report any additional cleaning requirement that is outside one's purview, to the appropriate person	-	-	-	-
PC11. segregate, store and dispose of the rejected products or generated waste as per SOP under the supervision of supervisor and EHS personnel	-	-	-	-
<i>Sanitation activities after completion of work</i>	10	10	5	5



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. ensure that there is no oily substance on the floor to avoid slippage	-	-	-	-
PC13. ensure that no scrap material is lying around	-	-	-	-
PC14. perform the cleaning of the equipment after every batch production as per SOP	-	-	-	-
PC15. perform the cleaning validation of the equipment in the presence of designated authorized personnel and QA inspector	-	-	-	-
PC16. ensure that, on completion of the work, the area is left clean and dry and meets WHO and cGMP requirements of sanitized premises	-	-	-	-
PC17. place the trolley, equipment, materials and personal protective equipment at the designated place after use, ensuring they are clean and securely stored	-	-	-	-
PC18. dispose of the waste garnered from the activity as per SOP	-	-	-	-
PC19. dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	-	-	-	-
NOS Total	30	40	15	15



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0113
NOS Name	Ensure a hygienic and clean work area to avoid contamination
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical, Contract Research
Occupation	Generic
NSQF Level	4
Credits	1.00
Version	3.0
Last Reviewed Date	17/12/2024
Next Review Date	17/12/2027
NSQC Clearance Date	17/12/2024



Qualification Pack

LFS/N0115: Coordinate and communicate with the Supervisor, teams and auditors

Description

This NOS is about the manufacturing & packaging assistant coordinating with supervisor and teammates within and outside the department and responding to auditors.

Scope

The scope covers the following :

- Coordination with the supervisor
- Team coordination
- Respond to audit queries
- Sensitivity towards all genders and people with disability

Elements and Performance Criteria

Coordination with Supervisor

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

- PC1.** follow work instructions received from the reporting supervisor
- PC2.** communicate daily work report in defined format to supervisor
- PC3.** ensure timely intimation to supervisor/ operator about planned absence/ illness/ dizziness during work/ critical issues requiring his/her intervention
- PC4.** report problems related to facility, equipment and material availability to the supervisor / operator
- PC5.** report any incident/ deviation/ warning signal which will cause disruption of work/ production

Team coordination

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

- PC6.** takeover/ handover the shift, to/from colleagues as per SOP
- PC7.** coordinate with warehouse team for material transit, segregation and storage in pre-identified place
- PC8.** resolve any problems by communicating with the supervisor
- PC9.** assist maintenance team in dismantling and assembly of equipment for maintenance
- PC10.** coordinate with EHS team for any safety incident, accident and emergency

Respond to audit queries

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

- PC11.** interact with auditors in a language he/she is comfortable with
- PC12.** provide clear answers to the auditor`s queries
- PC13.** maintain data integrity while responding to auditors or while producing the documented records for activities performed

Sensitivity towards all genders and people with disability

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



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- PC14.** respect all genders, religions, and caste
- PC15.** empathize with the people with disability
- PC16.** offer support or help to a person with disability only when asked
- PC17.** ensure to adhere with the guidelines laid in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act
- PC18.** report any violation of prevention of sexual harassment (POSH) rules immediately to the POSH committee

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the company's policies on the preferred language of communication, reporting and escalation policy
- KU2.** the reporting structure of the organization
- KU3.** types of audits in the life sciences sector for the manufacturing operations
- KU4.** regulatory and statutory compliance rules related to documentation
- KU5.** the essential guidelines for data integrity in the life sciences industry
- KU6.** the guidelines laid on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act
- KU7.** the methods of workplace communication
- KU8.** the methods of team coordination
- KU9.** the types of possible disabilities among people with disability (PwD)
- KU10.** the challenges faced by PwD
- KU11.** the importance of displaying empathy towards PwD
- KU12.** the right way to use the laws, acts, and provisions defined for PwD by the statutory bodies
- KU13.** the importance of awareness for gender sensitization and prevention of sexual harassment (POSH) act
- KU14.** the importance of respecting all religions, caste, and cultures

Generic Skills (GS)

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

- GS1.** use reading and comprehension skills to gauge the relevant information manuals, SOPs, health and safety instructions, memos, reports, job cards, and notes/ comments
- GS2.** use written communication skills to record and communicate details of work done to appropriate stakeholders by using written/typed report or computer-based record/ electronic mail
- GS3.** use verbal communication skills to communicate confidential and sensitive information discretely to the authorized person while interacting with teammates
- GS4.** use team-building skills during the interaction with teammates while managing the difficult/stressful or emotional situations at work



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- GS5.** apply problem-solving skills to find solutions for workflow-related difficulties with help of senior colleagues
- GS6.** apply critical thinking skills to identify when to report an issue/concern to the supervisor and to deal with a colleague individually, depending on the type of concern
- GS7.** apply customer-centricity while responding to auditors and QA personnel

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Coordination with Supervisor</i>	5	10	5	5
PC1. follow work instructions received from the reporting supervisor	-	-	-	-
PC2. communicate daily work report in defined format to supervisor	-	-	-	-
PC3. ensure timely intimation to supervisor/ operator about planned absence/ illness/ dizziness during work/ critical issues requiring his/her intervention	-	-	-	-
PC4. report problems related to facility, equipment and material availability to the supervisor / operator	-	-	-	-
PC5. report any incident/ deviation/ warning signal which will cause disruption of work/ production	-	-	-	-
<i>Team coordination</i>	5	10	5	5
PC6. takeover/ handover the shift, to/from colleagues as per SOP	-	-	-	-
PC7. coordinate with warehouse team for material transit, segregation and storage in pre-identified place	-	-	-	-
PC8. resolve any problems by communicating with the supervisor	-	-	-	-
PC9. assist maintenance team in dismantling and assembly of equipment for maintenance	-	-	-	-
PC10. coordinate with EHS team for any safety incident, accident and emergency	-	-	-	-
<i>Respond to audit queries</i>	5	10	5	5
PC11. interact with auditors in a language he/she is comfortable with	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. provide clear answers to the auditor`s queries	-	-	-	-
PC13. maintain data integrity while responding to auditors or while producing the documented records for activities performed	-	-	-	-
<i>Sensitivity towards all genders and people with disability</i>	5	10	5	5
PC14. respect all genders, religions, and caste	-	-	-	-
PC15. empathize with the people with disability	-	-	-	-
PC16. offer support or help to a person with disability only when asked	-	-	-	-
PC17. ensure to adhere with the guidelines laid in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act	-	-	-	-
PC18. report any violation of prevention of sexual harassment (POSH) rules immediately to the POSH committee	-	-	-	-
NOS Total	20	40	20	20



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	LFS/N0115
NOS Name	Coordinate and communicate with the Supervisor, teams and auditors
Sector	Life Sciences
Sub-Sector	Pharmaceutical, Bio Pharmaceutical, Contract Research
Occupation	Generic
NSQF Level	3
Credits	1.00
Version	3.0
Last Reviewed Date	17/12/2024
Next Review Date	17/12/2027
NSQC Clearance Date	17/12/2024



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:



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- 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.



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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



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

Qualification Pack

Assessment Criteria

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

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

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



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	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 Life Sciences Sector Skill Development Council (LSSSDC)
2. Each Element will be assigned marks proportional to its importance in NOS. LSSSDC will also lay down the proportion of marks for Theory, Practical, Project, and Viva for each Element.
3. The assessment for the theory part will be based on the knowledge bank of questions created by the LSSSDC.
4. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
5. LSSSDC as assessment and awarding body will create unique evaluations for each assessment component i.e. theory, practical, project and viva for every student at each examination/training center based on this criterion.
6. Wherever any assessment component is not applicable/ feasible, the balance assessment components will be used to assess the candidate and accordingly the total marks will be calculated only for the applied



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assessment component.

7. To pass the Qualification Pack, every trainee should score a minimum of 50%-70% of marks in each NOS (depending on NSQF Level) to successfully clear the assessment. In the case of a Govt funded program, the program guidelines will be overarching on the pass percentage rules.

8. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.

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.)

Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LFS/N0274.Discuss about Life Sciences Industry and Basics of manufacturing Operations	40	30	15	15	100	10
LFS/N0239.Perform the support operations for production in adherence to current Good Manufacturing Practices (cGMP) guidelines	30	38	15	17	100	25
LFS/N0240.Perform the support operations for primary and secondary packaging of drugs in adherence to current Good Manufacturing Practices (cGMP) guidelines	30	50	10	10	100	25
LFS/N0112.Adherence to Environment, health and safety guidelines in a production facility and GMP controlled area	30	40	15	15	100	10



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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LFS/N0113.Ensure a hygienic and clean work area to avoid contamination	30	40	15	15	100	10
LFS/N0115.Coordinate and communicate with the Supervisor, teams and auditors	20	40	20	20	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	200	268	90	92	650	100



Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standards
SOP	Standard Operating Procedure
GMP	Good Manufacturing Practice
API	Active Pharmaceutical Ingredient
GDP	Good Documentation Practice
MSDS	Material Safety Data Sheet
NSQC	National Skills Qualification Committee
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualification Framework
OJT	On the Job Training
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework



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NOS	National Occupational Standard(s)
NQR	National Qualification Register
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OJT	On the Job Training
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ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualification Framework
OJT	On the Job Training
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations



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NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualification Framework
OJT	On the Job Training
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualification Framework
OJT	On the Job Training

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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
National Occupational Standard	National Occupational Standards (NOS) specify the standard of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Each NOS defines one key function in a job role. Each NOS is a concise and readable document, usually consisting of no more than five or six pages (some are only one or two). NOS always have measurable outcomes as Performance Criteria.
National Occupational Standard	NOS define 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.
Qualification	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
Qualification File	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.



Qualification Pack

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