

Qualification Pack



Assembly Operator - RAC

QP Code: ELE/Q3501

Version: 3.0

NSQF Level: 4

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ELE/Q3501: Assembly Operator - RAC

Brief Job Description

The individual at work is responsible for assembling and wiring up of various components, modules or sub-assemblies and systems to make the complete product.

Personal Attributes

The individual must: have strength to lift heavy parts and modules, ability to work in high-decibel noise environment and in a standing position for long hours.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ELE/N3506: Assemble refrigerator](#)
2. [ELE/N3507: Assemble air conditioner](#)
3. [ELE/N1002: Apply health and safety practices at the workplace](#)
4. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Electronics
Sub-Sector	Electronics Manufacturing System
Occupation	Assembly-EMS
Country	India
NSQF Level	4
Credits	20
Aligned to NCO/ISCO/ISIC Code	NCO-2004/8281.25



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Minimum Educational Qualification & Experience	8th grade pass with 2 years of NTC (plus 2 year of NAC/relevant experience) OR 10th grade pass (plus 2 year of NTC/NAC/relevant experience) OR 12th Class OR Certificate-NSQF (level 3 in Maintenance Technician) with 2 Years of experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	24/06/2025
NSQC Approval Date	24/02/2022
Version	3.0
Reference code on NQR	2022/EHW/ESSC/06637
NQR Version	1.0

Remarks:

NA

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ELE/N3506: Assemble refrigerator

Description

This OS unit is about assembling different modules and sub systems to manufacture a refrigerator

Elements and Performance Criteria

Receive and interpret requirement from the supervisor

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

- PC1.** interact with the supervisor to identify production schedule
- PC2.** plan the days production activities based on the supervisors instructions
- PC3.** use appropriate drawings, job instructions or work manuals
- PC4.** check availability of materials required for assembly

Assemble the refrigerator

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

- PC5.** receive the formed and foamed cabinet
- PC6.** place the evaporator inside the freezer section of the cabinet and connect
- PC7.** cover the evaporator with the enclosure
- PC8.** place the electrical control panel in the designated location within the cabinet and connect it to the micro-processor
- PC9.** place the fridge side evaporator in the fridge section of the cabinet and connect
- PC10.** attach the door of the refrigerator to the cabinet
- PC11.** connect the compressors and the radiator to the assembly
- PC12.** attach the expansion valves
- PC13.** solder copper tubes to the compressor to be filled in with the refrigerant later
- PC14.** inject refrigerant gas into the tubes through a charging gun
- PC15.** weld the ends of the tube shut
- PC16.** attach handles to the refrigerator door and place the necessary trays, shelves in their respective positions inside the cabinet
- PC17.** use the drawings accurately to meet the specifications
- PC18.** ensure that approved components or modules are available in good condition

Report problems to supervisor

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

- PC19.** highlight any errors in previous step of the assembly process identified
- PC20.** report defective or inadequate number of components in time
- PC21.** report about inadequate quantity of consumables such as screws, nuts, etc.

Achieve productivity, quality and safety standards as per companys norms

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

- PC22.** achieve 100% work schedule as planned for the day
- PC23.** meet 100% daily or monthly target

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- PC24.** achieve zero errors in assembling as per company policy
- PC25.** achieve zero component damage because of electrostatic discharge
- PC26.** check any repetitive defects during the assembly process
- PC27.** keep work area clean and organised
- PC28.** identify problems on the assembly line and alert in time
- PC29.** achieve 100% compliance with health and safety guidelines and rules

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: incentives, personnel management and vendor management
- KU2.** reporting and documentation processes
- KU3.** importance of individuals role in the work flow
- KU4.** reporting structure
- KU5.** electro-mechanical assembly instructions
- KU6.** general principles of wiring and assembly, methods used and purpose of each
- KU7.** circuit knowledge and functioning of different modules of the refrigerator
- KU8.** principles of refrigeration, sealing systems
- KU9.** methods of refrigeration and their uses
- KU10.** types of compressors such as reciprocating, rotary, centrifugal, scroll and their functions
- KU11.** different types of refrigerants such as R12, R22, R134a, R290, R600a, R410, R32
- KU12.** safety norms in handling hydro carbon gases, nitrogen
- KU13.** fundamentals of electricity such as Ohms law, difference between AC and DC, series and parallel connections
- KU14.** basic electronics of components such as diode, transformer, LED, photo transistor, capacitor, resistor, inductor, thermisters
- KU15.** how to read values of resistors, capacitors, diodes and integrated circuits with specific reference to colour coding, polarity, orientation, tolerance
- KU16.** specific safety precautions that need to be taken while working in an electronic assembly unit
- KU17.** personal protective equipment/gear such as goggles, gloves, rubber base shoes, etc., to be worn while carrying out wiring activities
- KU18.** selection and maintenance of various tools used during the assembly process
- KU19.** frequently occurring errors in the assembly process, causes and preventive measures
- KU20.** continuous improvement processes and work place organization methods such as 5S and Kaizen

Generic Skills (GS)

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

- GS1.** use computers for documentation or record keeping



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- GS2.** complete forms such as work orders, invoices, maintenance records
- GS3.** read warnings, instructions and other text material on product labels, components, etc.
- GS4.** read drawings and job sheets or work orders
- GS5.** interact with supervisor to achieve the daily production target
- GS6.** interact with co-workers in order to share and learn
- GS7.** deliver work on time to the next process
- GS8.** share work load with other operators
- GS9.** identify customer need and suggest customer on possible solutions
- GS10.** analyse errors to avoid repetition in future
- GS11.** improve work process

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive and interpret requirement from the supervisor</i>	8	8	-	-
PC1. interact with the supervisor to identify production schedule	2	2	-	-
PC2. plan the days production activities based on the supervisors instructions	2	2	-	-
PC3. use appropriate drawings, job instructions or work manuals	2	2	-	-
PC4. check availability of materials required for assembly	2	2	-	-
<i>Assemble the refrigerator</i>	24	36	-	-
PC5. receive the formed and foamed cabinet	1	2	-	-
PC6. place the evaporator inside the freezer section of the cabinet and connect	-	2	-	-
PC7. cover the evaporator with the enclosure	-	2	-	-
PC8. place the electrical control panel in the designated location within the cabinet and connect it to the micro-processor	1	2	-	-
PC9. place the fridge side evaporator in the fridge section of the cabinet and connect	2	2	-	-
PC10. attach the door of the refrigerator to the cabinet	2	2	-	-
PC11. connect the compressors and the radiator to the assembly	2	3	-	-
PC12. attach the expansion valves	2	2	-	-
PC13. solder copper tubes to the compressor to be filled in with the refrigerant later	1	4	-	-
PC14. inject refrigerant gas into the tubes through a charging gun	3	3	-	-
PC15. weld the ends of the tube shut	3	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC16. attach handles to the refrigerator door and place the necessary trays, shelves in their respective positions inside the cabinet	2	2	-	-
PC17. use the drawings accurately to meet the specifications	2	4	-	-
PC18. ensure that approved components or modules are available in good condition	3	3	-	-
<i>Report problems to supervisor</i>	6	6	-	-
PC19. highlight any errors in previous step of the assembly process identified	2	2	-	-
PC20. report defective or inadequate number of components in time	2	2	-	-
PC21. report about inadequate quantity of consumables such as screws, nuts, etc.	2	2	-	-
<i>Achieve productivity, quality and safety standards as per companys norms</i>	2	10	-	-
PC22. achieve 100% work schedule as planned for the day	1	1	-	-
PC23. meet 100% daily or monthly target	1	1	-	-
PC24. achieve zero errors in assembling as per company policy	-	2	-	-
PC25. achieve zero component damage because of electrostatic discharge	-	2	-	-
PC26. check any repetitive defects during the assembly process	-	1	-	-
PC27. keep work area clean and organised	-	1	-	-
PC28. identify problems on the assembly line and alert in time	-	1	-	-
PC29. achieve 100% compliance with health and safety guidelines and rules	-	1	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N3506
NOS Name	Assemble refrigerator
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Manufacturing
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/06/2025
NSQC Clearance Date	24/02/2022

Qualification Pack

ELE/N3507: Assemble air conditioner

Description

This OS unit is about assembling the different modules to manufacture the final air conditioner.

Elements and Performance Criteria

Receive and interpret requirement from the supervisor

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

- PC1.** interact with the supervisor to identify production schedule
- PC2.** plan the days production activities based on the supervisors instructions
- PC3.** use appropriate drawings, job instructions or work manuals
- PC4.** check availability of materials required for assembly

Assemble the air conditioner

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

- PC5.** attach the blower at the designated position on the base frame of the air conditioner and connect
- PC6.** place the condenser coil unit on the frame
- PC7.** place the evaporator coil on the already assembled sub system
- PC8.** connect the electronic assembly (PCB) to the sub system assembled
- PC9.** place the control panel at appropriate position and make necessary connections
- PC10.** place the supply unit assembly and the front panel of the system in place
- PC11.** meets the required specifications of the completed assembly

Report problems to supervisor

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

- PC12.** highlight any errors in previous step of the assembly process identified
- PC13.** report defective or inadequate number of components and consumables such as screws and nuts

Achieve productivity, quality, and safety standards as per companys policy

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

- PC14.** accurately interpret drawings, wiring and job specifications/instructions
- PC15.** achieve 100% work as per the scheduled work plan
- PC16.** meet 100% target for number of products to be manufactured per day
- PC17.** achieve zero error as per the companys standards
- PC18.** achieve zero defect to components because of electrostatic discharge
- PC19.** keep work area clean and organised
- PC20.** identify problems on the assembly line and alert in time
- PC21.** check any repetitive defects during the assembly process
- PC22.** achieve 100% compliance with health and safety guidelines and rules

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** companys policies on: incentives, personnel management and vendor management
- KU2.** reporting and documentation processes
- KU3.** importance of individuals role in the work flow
- KU4.** reporting structure
- KU5.** electro-mechanical assembly instructions
- KU6.** general principles of wiring and assembly, methods used and purpose of each
- KU7.** circuit knowledge and functioning of different modules of the refrigerator
- KU8.** principles of refrigeration, sealing systems
- KU9.** types of compressors such as reciprocating, rotary, centrifugal, scroll and their functions
- KU10.** different types of refrigerants such as R12, R22, R134a, R290, R600a, R410, R32
- KU11.** safety norms in handling hydro carbon gases, nitrogen
- KU12.** fundamentals of electricity such as Ohms law, difference between AC and DC, series and parallel connections
- KU13.** basic electronics of components such as diode, transformer, LED, photo transistor, capacitor, resistor, inductor, thermistors
- KU14.** how to read values of resistors, capacitors, diodes and integrated circuits with specific reference to colour coding, polarity, orientation, tolerance
- KU15.** specific safety precautions that need to be taken while working in an electronic assembly unit
- KU16.** personal protective equipment/gear such as goggles, gloves, rubber base shoes, etc., to be worn while carrying out wiring activities
- KU17.** selection and maintenance of various tools used during the assembly process
- KU18.** frequently occurring errors in the assembly process, causes and preventive measures

Generic Skills (GS)

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

- GS1.** use computers for documentation or record keeping
- GS2.** complete forms such as work orders, invoices, maintenance records
- GS3.** read warnings, instructions and other text material on product labels, components, etc.
- GS4.** read job sheets, work orders and instructions manual
- GS5.** read technical schematics in order to carry out assembling operation
- GS6.** interact with supervisor to achieve the daily production target
- GS7.** interact with co-workers in order to share and learn
- GS8.** follow standard operating procedures while making decisions
- GS9.** take approval from supervisor in case the decision has to be made for exceptions
- GS10.** improve work processes
- GS11.** reduce repetition of errors

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive and interpret requirement from the supervisor</i>	8	8	-	-
PC1. interact with the supervisor to identify production schedule	2	2	-	-
PC2. plan the days production activities based on the supervisors instructions	2	2	-	-
PC3. use appropriate drawings, job instructions or work manuals	2	2	-	-
PC4. check availability of materials required for assembly	2	2	-	-
<i>Assemble the air conditioner</i>	17	32	-	-
PC5. attach the blower at the designated position on the base frame of the air conditioner and connect	2	6	-	-
PC6. place the condenser coil unit on the frame	3	5	-	-
PC7. place the evaporator coil on the already assembled sub system	2	4	-	-
PC8. connect the electronic assembly (PCB) to the sub system assembled	1	2	-	-
PC9. place the control panel at appropriate position and make necessary connections	3	5	-	-
PC10. place the supply unit assembly and the front panel of the system in place	3	5	-	-
PC11. meets the required specifications of the completed assembly	3	5	-	-
<i>Report problems to supervisor</i>	5	8	-	-
PC12. highlight any errors in previous step of the assembly process identified	3	5	-	-
PC13. report defective or inadequate number of components and consumables such as screws and nuts	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Achieve productivity, quality, and safety standards as per companys policy</i>	10	12	-	-
PC14. accurately interpret drawings, wiring and job specifications/instructions	2	3	-	-
PC15. achieve 100% work as per the scheduled work plan	1	1	-	-
PC16. meet 100% target for number of products to be manufactured per day	1	1	-	-
PC17. achieve zero error as per the companys standards	1	1	-	-
PC18. achieve zero defect to components because of electrostatic discharge	1	2	-	-
PC19. keep work area clean and organised	1	1	-	-
PC20. identify problems on the assembly line and alert in time	1	1	-	-
PC21. check any repetitive defects during the assembly process	1	1	-	-
PC22. achieve 100% compliance with health and safety guidelines and rules	1	1	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N3507
NOS Name	Assemble air conditioner
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Manufacturing
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/06/2025
NSQC Clearance Date	24/02/2022

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ELE/N1002: Apply health and safety practices at the workplace

Description

This OS unit is about knowledge and practices relating to health, safety and security that candidates need to use in the workplace.

Scope

The scope covers the following :

- Deal with workplace hazards
- Apply fire safety practices
- Follow emergencies, rescue and first-aid procedures
- Effective waste management/recycling practices

Elements and Performance Criteria

Deal with workplace hazards

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

- PC1.** identify job-site hazards and possible causes of accident in the workplace
- PC2.** perform work complying to organizational safe working practices and observing hazard signs displayed on containers, equipment and in various work areas such as inside buildings, in open areas and public spaces, etc.
- PC3.** use appropriate personal protective equipment (PPE) for specific tasks and work conditions, contaminant (concentration w.r.t air) requirements and severity of hazard while conforming to the Indian/International standards
- PC4.** follow standard safety procedures while handling tool/ ,equipment, hazardous substances and while working in hazardous environments
- PC5.** dispose electronic waste (such as toxins; metals such as lead, cadmium, barium; flame retardant plastics, welding slag etc.) as per industry approved techniques
- PC6.** avoid damage of components due to negligence in electrostatic discharge (ESD) procedures
- PC7.** locate general health and safety equipment in the workplace such as fire extinguishers; first aid equipment; safety instruments, clothing and installations (fire exits, exhaust fans)
- PC8.** maintain appropriate posture while handling heavy objects
- PC9.** apply good housekeeping practices at all times

Apply fire safety practices

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

- PC10.** take preventive measures to prevent fire hazards
- PC11.**
 - use appropriate fire extinguishers for different types of fires
 - Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no l
- PC12.** exhibit rescue and first-aid techniques in case of fire or electrocution

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Follow emergencies, rescue and first-aid procedures

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

- PC13.** administer appropriate first aid to victims in case of bleeding, burns, choking, electric shock, poisoning etc.
- PC14.** administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock,
- PC15.** participate regularly in emergency procedures such as raising alarm, safe/efficient, evacuation, correct means of taking shelter and escaping, correct assembly point, roll call, correct return to work
- PC16.** use correct method to move injured people and others during an emergency

Effective waste management/recycling practices

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

- PC17.** identify recyclable and non-recyclable, and hazardous waste generated
- PC18.** segregate waste into different categories
- PC19.** ensure disposal of non-recyclable waste appropriately
- PC20.** deposit non-recyclable and reusable material at identified location
- PC21.** follow processes specified for disposal of hazardous waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of working in clean and safe work environment following safety practices and procedures
- KU2.** health and safety roles and responsibilities of relevant personnel within and outside the organisation
- KU3.** key internal and external sources of health and safety information
- KU4.** basic knowledge of electronic devices and related health risks
- KU5.** meaning of hazards and risks
- KU6.** various types of health and safety hazards commonly present in the work environment such as physical hazards, electrical hazards, chemical hazards, fire hazards, equipment related hazards, health hazards, etc.
- KU7.** methods of accident prevention
- KU8.** importance of using protective clothing/equipment while working
- KU9.** general principles for identifying and controlling health and safety risks
- KU10.** main hazards and preventive as well as control measures while working with different types of equipment
- KU11.** importance of carrying out electrical and non-electrical isolation to prevent hazards from loss of machine/system/process control
- KU12.** main hazards and preventive as well as control measures when working with electrical systems or using electrical equipment
- KU13.** forms and classifications of hazardous substances
- KU14.** safe working practices while working at various hazardous sites
- KU15.** prevention and control measures to reduce risks from exposure to hazardous substances

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- KU16.** health effects associated with exposure to noise and vibration and the appropriate control measures
- KU17.** precautionary activities to prevent the fire accident
- KU18.** various causes of fire such as heating of metal, spontaneous ignition, sparking, electrical eating, loose fires (smoking, welding, etc.) chemical fires etc.
- KU19.** techniques of using the different fire extinguishers
- KU20.** different methods and material to extinguish fires
- KU21.** different materials used for extinguishing fire such as sand, water, foam, CO₂, dry powder
- KU22.** rescue techniques used during a fire hazard
- KU23.** various types of safety signs and their meaning
- KU24.** basic first aid treatment relevant to the common work place injuries e.g. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries
- KU25.** contents of written accident report
- KU26.** potential injuries and ill health associated with incorrect handling of tools and equipment
- KU27.** safe lifting and carrying practices
- KU28.** potential impact to a person who is moved incorrectly
- KU29.** personal safety, health and dignity issues relating to the movement of a person by others
- KU30.** ESD measures and 5S
- KU31.** efficient utilization and management of material and water
- KU32.** ways to recognize common electrical problems and practices of conserving electricity
- KU33.** usage of different colours of dustbins, categorization of waste into dry, wet, recyclable, nonrecyclable and items of single-use plastics
- KU34.** organization's procedure for minimizing waste
- KU35.** waste management and methods of waste disposal
- KU36.** common sources of pollution and ways to minimize it
- KU37.** names, contact information and location of people responsible for health and safety in the workplace
- KU38.** location of documents and equipment for health and safety compliance/practices in the workplace
- KU39.** safety notices, signs and instructions at workplace

Generic Skills (GS)

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

- GS1.** interpret general health and safety guidelines labels, charts, signages
- GS2.** read operation manuals
- GS3.** write health and safety compliance report
- GS4.** write an accident/incident report in local language or English
- GS5.** provide an emergency or safety incident brief to seniors or relevant authorities in a calm, clear and to-the-point manner
- GS6.** communicate general health and safety guidelines to colleagues/co-workers



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- GS7.** communicate appropriately with co-workers in order to clarify instructions and other issues
- GS8.** act in case of any potential hazards observed in the work place
- GS9.** plan and organize their own work schedule, work area, tools, equipment in compliance with organizational policies for health, safety and security
- GS10.** take adequate measures to ensure the safety of clients and visitors at the workplace
- GS11.** identify immediate or temporary solutions to resolve delays
- GS12.** evaluate the work area for health and safety risks or hazards
- GS13.** use cause and effect relations to anticipate potential issues, problems and their solution in the work area related to safety
- GS14.** recognise emergency and potential emergency situations
- GS15.** protect self and others from a health and safety risk or hazard
- GS16.** communicate and collaborate to incorporate sustainable practices (greening) in workplace processes
- GS17.** record data on waste disposal at workplace

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Deal with workplace hazards</i>	20	31	-	-
PC1. identify job-site hazards and possible causes of accident in the workplace	2	3	-	-
PC2. perform work complying to organizational safe working practices and observing hazard signs displayed on containers, equipment and in various work areas such as inside buildings, in open areas and public spaces, etc.	3	4	-	-
PC3. use appropriate personal protective equipment (PPE) for specific tasks and work conditions, contaminant (concentration w.r.t air) requirements and severity of hazard while conforming to the Indian/International standards	3	4	-	-
PC4. follow standard safety procedures while handling tool/ ,equipment, hazardous substances and while working in hazardous environments	3	4	-	-
PC5. dispose electronic waste (such as toxins; metals such as lead, cadmium, barium; flame retardant plastics, welding slag etc.) as per industry approved techniques	2	4	-	-
PC6. avoid damage of components due to negligence in electrostatic discharge (ESD) procedures	2	3	-	-
PC7. locate general health and safety equipment in the workplace such as fire extinguishers; first aid equipment; safety instruments, clothing and installations (fire exits, exhaust fans)	2	3	-	-
PC8. maintain appropriate posture while handling heavy objects	1	3	-	-
PC9. apply good housekeeping practices at all times	2	3	-	-
<i>Apply fire safety practices</i>	4	9	-	-
PC10. take preventive measures to prevent fire hazards	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. <ul style="list-style-type: none"> use appropriate fire extinguishers for different types of fires Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no l 	1	3	-	-
PC12. exhibit rescue and first-aid techniques in case of fire or electrocution	1	3	-	-
<i>Follow emergencies, rescue and first-aid procedures</i>	6	13	-	-
PC13. administer appropriate first aid to victims in case of bleeding, burns, choking, electric shock, poisoning etc.	1	3	-	-
PC14. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock,	1	2	-	-
PC15. participate regularly in emergency procedures such as raising alarm, safe/efficient, evacuation, correct means of taking shelter and escaping, correct assembly point, roll call, correct return to work	2	4	-	-
PC16. use correct method to move injured people and others during an emergency	2	4	-	-
<i>Effective waste management/recycling practices</i>	5	12	-	-
PC17. identify recyclable and non-recyclable, and hazardous waste generated	1	3	-	-
PC18. segregate waste into different categories	1	2	-	-
PC19. ensure disposal of non-recyclable waste appropriately	1	2	-	-
PC20. deposit non-recyclable and reusable material at identified location	1	3	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC21. follow processes specified for disposal of hazardous waste	1	2	-	-
NOS Total	35	65	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N1002
NOS Name	Apply health and safety practices at the workplace
Sector	Electronics
Sub-Sector	Generic
Occupation	Generic - Health Safety
NSQF Level	4
Credits	TBD
Version	3.0
Last Reviewed Date	24/02/2022
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021



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

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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	-	-	-	-

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.



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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
ELE/N3506.Assemble refrigerator	40	60	-	-	100	35
ELE/N3507.Assemble air conditioner	40	60	-	-	100	35
ELE/N1002.Apply health and safety practices at the workplace	35	65	-	-	100	20
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	135	215	-	-	350	100



Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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Knowledge and Understanding (KU)	<p>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.</p>
Organisational Context	<p>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.</p>
Technical Knowledge	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
Core Skills/ Generic Skills (GS)	<p>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.</p>
Electives	<p>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.</p>
Options	<p>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.</p>