

Qualification Pack



Purchase-Executive

QP Code: ELE/Q7702

Version: 3.0

NSQF Level: 4

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ELE/Q7702: Purchase-Executive

Brief Job Description

Also known as Procurement Executive, the individual purchases quality materials in a timely manner at competitive prices to maintain the optimum inventory level. The individual also collects information about the materials required by different departments and selects the appropriate supplier.

Personal Attributes

The job requires the individual to be well groomed, healthy, while dealing with diverse people. The individual should also have a positive attitude, body language, attention to details, stamina to stand for long hours and should be able to use analytical thinking.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

- [1. ELE/N7703: Collect information about materials and suppliers](#)
- [2. ELE/N7705: Issue purchase order and receive supplies](#)
- [3. ELE/N7704: Maintain inventory of materials](#)
- [4. ELE/N1002: Apply health and safety practices at the workplace](#)
- [5. DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Purchase and Procurement
Country	India
NSQF Level	4
Credits	20
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3323.0401

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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 Purchase Domain) 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/06670
NQR Version	1.0

Remarks:

NA

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ELE/N7703: Collect information about materials and suppliers

Description

This OS unit is about collecting information about materials requirement of the company and suppliers in the market.

Scope

The scope covers the following :

- Collect information about the materials requirement
- Collect information about products and suppliers
- Achieve productivity and quality standards

Elements and Performance Criteria

Collect information about the materials requirement

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

- PC1.** identify and collect the quantity and quality specifications of the required materials from all the departments of the organisation
- PC2.** identify purchase requirements by approaching various departments that requisition and approve purchases after checking the inventory and usage level
- PC3.** collate and record all the gathered information as per organisational procedure

Collect information about products and suppliers

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

- PC4.** collect information about manufactures and suppliers, both domestic and foreign, by using various methods such as secondary research, references, exhibitions, product catalogues, etc. and shortlist them on the basis of various criteria
- PC5.** decide on the condition of required materials —whether as semi-finished or finished products—to best suit the organisational requirement
- PC6.** obtain quotation from the identified supplier(s) as per the quantity and quality specifications
- PC7.** collect details about the tax structure and duties related to import of materials
- PC8.** obtain the quotations from the suppliers and negotiate with them to get the best deal for the company
- PC9.** complete the documentation as per the SOP defined by the organisation

Achieve productivity and quality standards

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

- PC10.** ensure availability of required quantity of material for achieving daily target of production
- PC11.** ensure 100% completion of targets
- PC12.** accurately assess any problem and look for solution
- PC13.** prepare most optimum route plan to complete daily targets

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** organisational policies on material purchase, vendor selection, inventory management, incentives, quality standards and personnel management
- KU2.** importance of the individual role in the workflow and reporting structure
- KU3.** organisational line of business, product portfolio and required materials
- KU4.** computerised purchasing systems
- KU5.** statutory and regulatory requirements for import and export of materials
- KU6.** tax implications or special taxes levied on material purchase from different sources and locations
- KU7.** pricing of different materials and their industry trends
- KU8.** follow purchasing and procurement practices in electronics industry
- KU9.** different methods for identifying suppliers
- KU10.** trends in vendor pricing with respect to delivery time of products, credit terms, transportation, price, payment terms, etc.
- KU11.** information sought in a quotation
- KU12.** use negotiation techniques with vendors/suppliers

Generic Skills (GS)

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

- GS1.** write material requirements of various departments
- GS2.** document purchase and procurement related information
- GS3.** communicate in English and local language
- GS4.** seek inputs to assess the queries
- GS5.** build rapport with suppliers and customers
- GS6.** listen to department heads to capture information on quality, quantity and variety of materials required
- GS7.** communicate with suppliers about quality specifications of different types of materials, their quantity and supply time required
- GS8.** decide when to purchase different types of materials to get the best possible deal on pricing
- GS9.** decide when to recommend departments on the use of alternate materials to keep the cost low
- GS10.** prepare departmental budget for purchase of different types of materials and accommodate the purchase requirements of new materials of all departments in the existing budget
- GS11.** plan for quantity of different types of required materials
- GS12.** ensure personal grooming and punctuality, reduce absenteeism and maintain proper etiquette
- GS13.** display patience and courteousness with all types of customers under all circumstances
- GS14.** maintain sound and friendly relation with suppliers
- GS15.** build good interpersonal relationship with different departments
- GS16.** solve work related problems, e.g., non-availability of some material



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- GS17.** analyse trends in vendor pricing and sales activity to determine correct timing of purchases
- GS18.** evaluate existing and potential suppliers for different types of materials and recommend changes in suppliers to the purchase manager

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Collect information about the materials requirement</i>	8	11	-	-
PC1. identify and collect the quantity and quality specifications of the required materials from all the departments of the organisation	4	4	-	-
PC2. identify purchase requirements by approaching various departments that requisition and approve purchases after checking the inventory and usage level	2	4	-	-
PC3. collate and record all the gathered information as per organisational procedure	2	3	-	-
<i>Collect information about products and suppliers</i>	16	27	-	-
PC4. collect information about manufactures and suppliers, both domestic and foreign, by using various methods such as secondary research, references, exhibitions, product catalogues, etc. and shortlist them on the basis of various criteria	3	4	-	-
PC5. decide on the condition of required materials —whether as semi-finished or finished products—to best suit the organisational requirement	2	4	-	-
PC6. obtain quotation from the identified supplier(s) as per the quantity and quality specifications	2	5	-	-
PC7. collect details about the tax structure and duties related to import of materials	2	5	-	-
PC8. obtain the quotations from the suppliers and negotiate with them to get the best deal for the company	3	5	-	-
PC9. complete the documentation as per the SOP defined by the organisation	4	4	-	-
<i>Achieve productivity and quality standards</i>	18	20	-	-
PC10. ensure availability of required quantity of material for achieving daily target of production	4	5	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure 100% completion of targets	6	5	-	-
PC12. accurately assess any problem and look for solution	4	5	-	-
PC13. prepare most optimum route plan to complete daily targets	4	5	-	-
NOS Total	42	58	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N7703
NOS Name	Collect information about materials and suppliers
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Purchase and Procurement
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/N7705: Issue purchase order and receive supplies

Description

This unit is about issuing purchase order to the supplier and receiving materials.

Scope

The scope covers the following :

- Issue purchase order
- Receive materials from the supplier
- Achieve productivity and quality standards

Elements and Performance Criteria

Issue purchase order

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

- PC1.** prepare purchase order as per the standard operating procedures (SOP) mentioning materials required and their quantity and quality specifications
- PC2.** complete all other documents related to the purchase order as per the organisation's SOP
- PC3.** share the purchase order with the approval authority for review and approval
- PC4.** send the purchase order to the suppliers for timely delivery of materials

Receive materials from the supplier

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

- PC5.** ensure receipt of the materials within agreed timelines by regular following up with supplier
- PC6.** prepare the receiving area and equipment for receipt and checking the supplies in a safe and secure manner
- PC7.** ensure the checking of materials against the purchase order by the quality team and segregate the rejected material before acknowledging receipt
- PC8.** prepare and verify the invoice against the purchase order and its delivery schedule
- PC9.** send the invoice along with status report on received materials and their quality and quantity check to accounts department for release of payment
- PC10.** ensure that not-approved material is sent back to supplier as per agreed timelines
- PC11.** ensure that proper documentation is done as per the organisation's SOP

Achieve productivity and quality standards

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

- PC12.** ensure that the purchase order contains information such as supplier details, shipping details, quantity of materials, etc.
- PC13.** ensure the availability of required stock of materials to prevent delay in further processing

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** organisational policies on materials purchase; vendor selection and inventory management
- KU2.** organisational policies on incentives, quality standards and personnel management
- KU3.** importance of the individual role in the workflow
- KU4.** reporting structure
- KU5.** organisational line of business and product portfolio
- KU6.** computerised purchasing and record keeping systems
- KU7.** statutory and regulatory requirements like tax implications or special taxes to be levied for import & export of materials from different locations
- KU8.** steps of preparing a purchase order and include all the information in it
- KU9.** importance of documentation in the entire process
- KU10.** procedure for preparing the receiving area and equipment for accommodating supplies as per the purchase order
- KU11.** procedure for preparing invoices and include all the information in them
- KU12.** Verify the materials against the invoice on the basis of pre-decided factors
- KU13.** limitations of accommodating non-approved material
- KU14.** enter relevant information in the purchase order
- KU15.** strategy and importance for checking the quantity and quality of inventory on a regular basis
- KU16.** pricing of different material and their industry trends
- KU17.** follow quality purchasing and procurement practices

Generic Skills (GS)

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

- GS1.** complete forms such as work orders, invoices and maintenance records
- GS2.** use computers for documentation or record keeping
- GS3.** fill up appropriate forms, activity logs and attendance sheets as per organisational format, in English and/or local language
- GS4.** document purchase and procurement related information as per the SOP
- GS5.** read warnings, instructions and other text material on product labels, components, etc.
- GS6.** read company purchasing and procurement policy, vendor selection criterion and policy on maintaining minimum inventory of materials
- GS7.** communicate appropriately with suppliers about not-approved supplied material
- GS8.** communicate in English and local language
- GS9.** seek inputs to assess the queries
- GS10.** put the customer at ease and suggest solutions
- GS11.** listen carefully and interpret the requirement of customers
- GS12.** deduct the amount of money from the invoice for not-approved materials
- GS13.** decide when to pay money to the supplier
- GS14.** select the supplier to maintain uninterrupted supply of desired quantity of materials at low cost
- GS15.** prioritise and plan work activities



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- GS16.** share the required work load
- GS17.** deliver work on time to the next process
- GS18.** negotiate with client and ensure profit on each transaction
- GS19.** ensure personal grooming, punctuality and less absenteeism
- GS20.** maintain proper etiquette with customer during conversation
- GS21.** seek permission before entering customer premises
- GS22.** display patience and courteousness with all types of customers under all circumstances
- GS23.** maintain sound and friendly relation with suppliers
- GS24.** Build good interpersonal relationships with different departments
- GS25.** solve work related problems, e.g., non-availability of some material
- GS26.** improve work processes

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Issue purchase order</i>	6	18	-	-
PC1. prepare purchase order as per the standard operating procedures (SOP) mentioning materials required and their quantity and quality specifications	2	5	-	-
PC2. complete all other documents related to the purchase order as per the organisation's SOP	1	5	-	-
PC3. share the purchase order with the approval authority for review and approval	2	4	-	-
PC4. send the purchase order to the suppliers for timely delivery of materials	1	4	-	-
<i>Receive materials from the supplier</i>	20	42	-	-
PC5. ensure receipt of the materials within agreed timelines by regular following up with supplier	2	6	-	-
PC6. prepare the receiving area and equipment for receipt and checking the supplies in a safe and secure manner	3	6	-	-
PC7. ensure the checking of materials against the purchase order by the quality team and segregate the rejected material before acknowledging receipt	3	6	-	-
PC8. prepare and verify the invoice against the purchase order and its delivery schedule	3	6	-	-
PC9. send the invoice along with status report on received materials and their quality and quantity check to accounts department for release of payment	3	6	-	-
PC10. ensure that not-approved material is sent back to supplier as per agreed timelines	3	6	-	-
PC11. ensure that proper documentation is done as per the organisation's SOP	3	6	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Achieve productivity and quality standards</i>	4	10	-	-
PC12. ensure that the purchase order contains information such as supplier details, shipping details, quantity of materials, etc.	2	5	-	-
PC13. ensure the availability of required stock of materials to prevent delay in further processing	2	5	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N7705
NOS Name	Issue purchase order and receive supplies
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Purchase and Procurement
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/N7704: Maintain inventory of materials

Description

This unit is about maintaining the inventory at optimum level to enable smooth production process and minimise holding of stocks.

Scope

The scope covers the following :

- Maintain the inventory
- Achieve productivity and quality standards

Elements and Performance Criteria

Maintain the inventory

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

- PC1.** identify the stock requisitioned by authorised sources of various departments;their order quantity levels and quality parameters identify the stock requisitioned by authorised sources of various departments;their order quantity levels and quality parameters
- PC2.** take stock of materials available in store with respect to quantity, quality, inflow date and date of expiry
- PC3.** record inventory details as per organisational procedure in computerised as well as manual inventory record keeping systems
- PC4.** identify re-order items, their quantity and specifications, by comparing inventory with requisitions
- PC5.** ensure timely initiation of re-order process for materials that require re-ordering
- PC6.** apply methods such last in first out (LIFO) and first in first out (FIFO) for material distribution as per requirement of the concerned departments
- PC7.** organise and store materials in stock to make them easily retrievable and safe
- PC8.** ensure optimum inventory of materials within the organization by conducting regular checks as per organisational practices
- PC9.** ensure the quantity of material required for production is available at the time by maintaining proper records

Achieve productivity and quality standards

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

- PC10.** check to confirm that the properties of the delivered stock match with the organisational demands and requirements from the supplier
- PC11.** check the packaging of the products with respect to the desired standards
- PC12.** store the materials as per the guidelines mentioned in the organisation's SOP
- PC13.** ensure that the product contains product number, quantity, basic description including vendor name and other important details as applicable
- PC14.** ensure that the required stock of materials is available in the inventory to avoid delay in further processing

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PC15. adhere to the industry standards for upkeep of materials in the inventory

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisational policies on material purchase, vendor selection and inventory management
- KU2.** organisational policies on incentives, quality standards and personnel management
- KU3.** importance of the individual role in the workflow
- KU4.** reporting structure
- KU5.** organisational line of business and product portfolio
- KU6.** various processes that take place in purchasing of a product
- KU7.** computerised purchasing systems
- KU8.** different types of inventory management systems
- KU9.** concept of re-order levels, i.e. First-In, First-Out and Last-In, First-Out method
- KU10.** factors important for taking the stock of materials
- KU11.** how to use Microsoft Office, ERP software and different inventory and data management systems for the purchase process
- KU12.** correct technique to check the obtained product as per required standards
- KU13.** importance of maintaining records for the purchase process
- KU14.** check the safety, and easy retrieval of the inventory and packaged products by following required steps
- KU15.** maintain records for inventory management
- KU16.** relevant industry standards and regulations for the upkeep of materials

Generic Skills (GS)

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

- GS1.** complete forms such as work orders, invoices and maintenance records
- GS2.** use computers for documentation or record keeping
- GS3.** fill up appropriate forms, activity logs and attendance sheets as per organisational format in English and/ or local language
- GS4.** document purchase and procurement related information as per the SOP
- GS5.** read warnings, instructions and other text material on product labels, components, etc.
- GS6.** read company purchasing and procurement policy, vendor selection criterion and policy on maintaining minimum inventory of materials
- GS7.** communicate appropriately with suppliers about not-approved supplied material
- GS8.** communicate in English and local language
- GS9.** seek inputs to assess the queries
- GS10.** put the customer at ease and suggest solutions
- GS11.** listen carefully and interpret the requirement of customers



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- GS12.** deduct the amount of money from the invoice for not-approved materials
- GS13.** decide when to pay money to the supplier
- GS14.** prioritise and plan work activities
- GS15.** share required work load
- GS16.** deliver work on time to the next process
- GS17.** negotiate with client and ensure profit on each transaction
- GS18.** ensure personal grooming, punctuality and less absenteeism
- GS19.** maintain proper etiquette with customer during conversation
- GS20.** seek permission before entering customer premises
- GS21.** display patience and courteousness with all types of customers under all circumstances
- GS22.** maintain sound and friendly relation with suppliers
- GS23.** Build good interpersonal relationships with different departments
- GS24.** solve work related problems, e.g., non-availability of some material
- GS25.** improve work processes

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the inventory</i>	23	50	-	-
PC1. identify the stock requisitioned by authorised sources of various departments;their order quantity levels and quality parameters identify the stock requisitioned by authorised sources of various departments;their order quantity levels and quality parameters	2	4	-	-
PC2. take stock of materials available in store with respect to quantity, quality, inflow date and date of expiry	3	4	-	-
PC3. record inventory details as per organisational procedure in computerised as well as manual inventory record keeping systems	3	6	-	-
PC4. identify re-order items, their quantity and specifications, by comparing inventory with requisitions	3	5	-	-
PC5. ensure timely initiation of re-order process for materials that require re-ordering	3	8	-	-
PC6. apply methods such last in first out (LIFO) and first in first out (FIFO) for material distribution as per requirement of the concerned departments	2	8	-	-
PC7. organise and store materials in stock to make them easily retrievable and safe	2	5	-	-
PC8. ensure optimum inventory of materials within the organization by conducting regular checks as per organisational practices	2	5	-	-
PC9. ensure the quantity of material required for production is available at the time by maintaining proper records	3	5	-	-
<i>Achieve productivity and quality standards</i>	7	20	-	-
PC10. check to confirm that the properties of the delivered stock match with the organisational demands and requirements from the supplier	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. check the packaging of the products with respect to the desired standards	1	4	-	-
PC12. store the materials as per the guidelines mentioned in the organisation's SOP	1	4	-	-
PC13. ensure that the product contains product number, quantity, basic description including vendor name and other important details as applicable	1	4	-	-
PC14. ensure that the required stock of materials is available in the inventory to avoid delay in further processing	1	2	-	-
PC15. adhere to the industry standards for upkeep of materials in the inventory	1	2	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N7704
NOS Name	Maintain inventory of materials
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Purchase and Procurement
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
<p>PC11.</p> <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	-	-
<p>PC12. exhibit rescue and first-aid techniques in case of fire or electrocution</p>	1	3	-	-
<p><i>Follow emergencies, rescue and first-aid procedures</i></p>	6	13	-	-
<p>PC13. administer appropriate first aid to victims in case of bleeding, burns, choking, electric shock, poisoning etc.</p>	1	3	-	-
<p>PC14. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock,</p>	1	2	-	-
<p>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</p>	2	4	-	-
<p>PC16. use correct method to move injured people and others during an emergency</p>	2	4	-	-
<p><i>Effective waste management/recycling practices</i></p>	5	12	-	-
<p>PC17. identify recyclable and non-recyclable, and hazardous waste generated</p>	1	3	-	-
<p>PC18. segregate waste into different categories</p>	1	2	-	-
<p>PC19. ensure disposal of non-recyclable waste appropriately</p>	1	2	-	-
<p>PC20. deposit non-recyclable and reusable material at identified location</p>	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	-	-



Qualification Pack

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 Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the 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 the theory part for each candidate at each examination/training center (as per assessment criteria below).

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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 a minimum of 70% of % aggregate

marks to successfully clear the assessment.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pac

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/N7703.Collect information about materials and suppliers	42	58	-	-	100	30
ELE/N7705.Issue purchase order and receive supplies	30	70	-	-	100	25
ELE/N7704.Maintain inventory of materials	30	70	-	-	100	20
ELE/N1002.Apply health and safety practices at the workplace	35	65	-	-	100	15
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	157	293	-	-	450	100



Qualification Pack

Acronyms

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

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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.

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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>