

Qualification Pack



Sales Engineer - Electronics Product

QP Code: ELE/Q7602

Version: 3.0

NSQF Level: 5

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ELE/Q7602: Sales Engineer - Electronics Product

Brief Job Description

The individual at work is responsible for studying the market, understanding the customer requirement and offering products and services to satisfy the customer requirement by interacting directly with customers for sale of products and services. The individual also coordinates with the installation and commissioning team as well as the channel sales partners.

Personal Attributes

The job requires the individual to be well groomed, properly dressed, healthy, self-motivated, enterprising, having positive attitude & body language, ready to travel and flexible with time. Individual on the job needs to be customer friendly, have good communication skill and be target oriented. The individual must have patience and positive attitude towards work to listen to diverse customers

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ELE/N7604: Plan and prepare for sales](#)
2. [ELE/N7605: Sell electronics products to potential customers](#)
3. [ELE/N7606: Coordinate for installation and commissioning of electronics product](#)
4. [ELE/N7607: Sell electronics products to wholesalers and retailers](#)
5. [ELE/N1002: Apply health and safety practices at the workplace](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Product Sales
Country	India
NSQF Level	5

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Credits	26
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 3322.0101
Minimum Educational Qualification & Experience	<p>Diploma (after 10 (Electrical/Electronics/Mechanical)) with 1 Year of experience Relevant Experience</p> <p>OR</p> <p>12th grade pass with 1 year NTC/ NAC with 1 Year of experience Relevant Experience</p> <p>OR</p> <p>12th grade Pass with 2 Years of experience Relevant Experience</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level (4) with 3 Years of experience Relevant Experience</p> <p>OR</p> <p>10th grade pass with 4 Years of experience Relevant Experience</p>
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	24/02/2025
NSQC Approval Date	24/02/2022
Version	3.0
Reference code on NQR	QG-05-EH-01342-2023-V1.1-ESSC
NQR Version	1.0

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ELE/N7604: Plan and prepare for sales

Description

This unit is about identifying work requirements, market requirements and customers expectations and preparing for the sales call.

Scope

The scope covers the following :

- Identify work requirements
- Identify market requirements
- Prepare for the sales pitch

Elements and Performance Criteria

Identify work requirements

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

- PC1.** interpret work instructions received from superior/ designated personnel
- PC2.** identify organisational processes for performing pre-sales, sales as well as after-sale services and handling of queries/ problems from relevant sources such as organisational manuals, catalogues, brochures, etc.
- PC3.** identify the monthly, quarterly and yearly sales target to be achieved using relevant techn
- PC4.** identify location and area of operation by seeking information from concerned authority/designated personnel
- PC5.** identify details relevant to marketing and sales such as product and/or service to be sold, target population and target area for product and service coverage, existing suppliers, contractors and customers, various sales techniques, marketing methods and channels adopted by the organisation, etc.
- PC6.** identify the benefits, features and pricing of the products and services of the organisation

Identify market requirements

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

- PC7.** identify the market requirement by analysing sales data from channel sales partners
- PC8.** identify the major prospective users of the product in the region
- PC9.** identify the market share of different products in the region to become aware of target areas for the purpose of sales
- PC10.** conduct a market survey to understand the customers' expectations related to the products and after-sale services
- PC11.** identify the model and brand preference of the customers from the channel partners
- PC12.** identify regional problems with respect to product use and installation
- PC13.** collect information about the demographics of the location to know about the market in a particular region
- PC14.** analyse past sales patterns to study the key growth drivers of the product in the region through relevant data; statistical data, documented sources, etc.

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- PC15.** analyse relevant data to ascertain the peak season as well as the off sales season in the market
- PC16.** interact with the partner executive of the sales channel to understand the customers' preference and expectation
- PC17.** establish common consensus with channel partners on price, discounts and credit period by negotiating as per organisational guidelines
- PC18.** identify the broad level customers' requirement and expectations such as solutions to open and close ended questions, power output expectation, space for installation, budget, technical details such as solar power system and IT hardware equipment, etc.
- PC19.** Identify the criteria on which the customer's purchase of a service/equipment depends such as price, discount and installation
- PC20.** identify the common queries and concerns of the target population while taking a decision to buy a product and/or service and how to handle them

Prepare for the sales pitch

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

- PC21.** prepare a list of potential clients in the region for conducting marketing activities
- PC22.** shortlist the clients to approach for product marketing as per organisational practices; the shortlist could include customers expressing need for homecare medical devices, prominent medical practitioners and popular opinion makers of the area
- PC23.** collect the marketing collateral available with the organisation for use in sales of the product or service

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisational policies for identifying requirements that benefit sales
- KU2.** organisational policies on incentives, quality standards and personnel management
- KU3.** importance of the individual role in the workflow
- KU4.** reporting structure within the organisation
- KU5.** organisation's line of business as well as product portfolio, pricing and materials that need to be sold
- KU6.** organisation's code of conduct
- KU7.** organisation's culture and typical customer profile
- KU8.** organisation's documentation policy
- KU9.** organisation's sales policy
- KU10.** organisation's human resource and performance evaluation policy
- KU11.** follow internal process system such as ERP in the organisation
- KU12.** terms and conditions associated with the sale of company products
- KU13.** competitors and their products
- KU14.** broad categorisation of electronics industry and its sub-sectors
- KU15.** various types of electronics products and organisations where they can be sold for each
- KU16.** key drivers for growth in demand for various types of electronics products

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- KU17.** factors responsible for performing effective sales
- KU18.** different types of selling techniques and promotional methods
- KU19.** importance of preparing before selling
- KU20.** various preparatory activities that are done pre-sales
- KU21.** use relevant reference sheets, manuals and documents to be used at work
- KU22.** computer operation and data analysis in Microsoft Excel tool
- KU23.** 4 Ps of management for sales, planning, priority, perspective and patience

Generic Skills (GS)

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

- GS1.** write material requirements across variety of customers
- GS2.** document sales related information as per the SOP
- GS3.** read catalogue and trade journals to find out the best products/ products in demand
- GS4.** read quality specifications of different components for conducting sales
- GS5.** read company selling policy, customer selection criteria and policy on achieving the number of sales targets
- GS6.** communicate in English and local language
- GS7.** seek inputs to assess queries
- GS8.** put the customer at ease and share all the related information
- GS9.** listen to department heads to capture information on quality, quantity and variety of materials required
- GS10.** communicate quality specifications, quantity and required supply time of different types of materials to the interested customers
- GS11.** decide when to sell different types of materials to get the best possible deal on pricing
- GS12.** select customers as per the criterion set by the organisation
- GS13.** negotiate with the customers on the pricing of materials
- GS14.** negotiate with the customers/clients regarding the supply timing of materials
- GS15.** prepare plan for achieving targets
- GS16.** ensure personal grooming, punctuality and minimum absenteeism
- GS17.** maintain proper etiquette with customer during conversation
- GS18.** seek permission before entering a customer premises
- GS19.** display patience and courteousness with all types of customers under all circumstances
- GS20.** maintain sound and friendly relation with existing and potential customers
- GS21.** solve work related problems
- GS22.** analyse trends in pricing and sales activity of ones own organisation and the competitors
- GS23.** compare the benefits and features of products to be sold with those of the competitors products
- GS24.** identify queries and concerns that potential customers may have and how to address the same

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify work requirements</i>	8	18	-	-
PC1. interpret work instructions received from superior/ designated personnel	1	3	-	-
PC2. identify organisational processes for performing pre-sales, sales as well as after-sale services and handling of queries/ problems from relevant sources such as organisational manuals, catalogues, brochures, etc.	1	3	-	-
PC3. identify the monthly, quarterly and yearly sales target to be achieved using relevant techn	1	3	-	-
PC4. identify location and area of operation by seeking information from concerned authority/designated personnel	1	3	-	-
PC5. identify details relevant to marketing and sales such as product and/or service to be sold, target population and target area for product and service coverage, existing suppliers, contractors and customers, various sales techniques, marketing methods and channels adopted by the organisation, etc.	2	3	-	-
PC6. identify the benefits, features and pricing of the products and services of the organisation	2	3	-	-
<i>Identify market requirements</i>	19	46	-	-
PC7. identify the market requirement by analysing sales data from channel sales partners	2	4	-	-
PC8. identify the major prospective users of the product in the region	1	3	-	-
PC9. identify the market share of different products in the region to become aware of target areas for the purpose of sales	1	3	-	-
PC10. conduct a market survey to understand the customers' expectations related to the products and after-sale services	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. identify the model and brand preference of the customers from the channel partners	1	3	-	-
PC12. identify regional problems with respect to product use and installation	1	3	-	-
PC13. collect information about the demographics of the location to know about the market in a particular region	2	4	-	-
PC14. analyse past sales patterns to study the key growth drivers of the product in the region through relevant data; statistical data, documented sources, etc.	2	4	-	-
PC15. analyse relevant data to ascertain the peak season as well as the off sales season in the market	2	4	-	-
PC16. interact with the partner executive of the sales channel to understand the customers' preference and expectation	1	3	-	-
PC17. establish common consensus with channel partners on price, discounts and credit period by negotiating as per organisational guidelines	1	3	-	-
PC18. identify the broad level customers' requirement and expectations such as solutions to open and close ended questions, power output expectation, space for installation, budget, technical details such as solar power system and IT hardware equipment, etc.	1	3	-	-
PC19. Identify the criteria on which the customer's purchase of a service/equipment depends such as price, discount and installation	1	3	-	-
PC20. identify the common queries and concerns of the target population while taking a decision to buy a product and/or service and how to handle them	1	2	-	-
<i>Prepare for the sales pitch</i>	3	6	-	-
PC21. prepare a list of potential clients in the region for conducting marketing activities	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. shortlist the clients to approach for product marketing as per organisational practices; the shortlist could include customers expressing need for homecare medical devices, prominent medical practitioners and popular opinion makers of the area	1	2	-	-
PC23. collect the marketing collateral available with the organisation for use in sales of the product or service	1	2	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N7604
NOS Name	Plan and prepare for sales
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Product Sales
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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ELE/N7605: Sell electronics products to potential customers

Description

This unit is about approaching the customer and selling the electronics product as well as coordinating with the channel staff.

Scope

The scope covers the following :

- Approach the potential customer
- Complete the sales
- Manage the feedback from customers

Elements and Performance Criteria

Approach the potential customer

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

- PC1.** call prospective customers and schedule a meeting to discuss about the company's products
- PC2.** call contacts from various sections of the society as per organisational practice; hospitals, diagnostic centres, doctors, wholesalers, retailers, references, etc.
- PC3.** confirm important details such as venue and time for meeting as per organisational guidelines
- PC4.** follow appropriate behavioural etiquette while interacting with the client on telephone / personally
- PC5.** ensure that the number of calls and visits are conducted within the timelines proposed by the organisation

Complete the sales

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

- PC6.** pitch company's product as per the customer's requirements related to product and solar equipment; submit technical specifications, give presentation and arrange for live demonstration of medical device and solar equipment
- PC7.** communicate information required by the customer to make a decision to buy; products and services within an organisation, alternatives available in the market, customised offerings, etc.
- PC8.** resolve customers' queries related to specific IT hardware as per organisational procedure
- PC9.** share the invoice, warranty certificate and other relevant documents with the client as per organisational procedure
- PC10.** communicate product delivery related information to the client; date of delivery, transportation mode, delivery address, terms and conditions, warranty coverage, etc.
- PC11.** identify new sales requirements by seeking new business opportunity from the existing clients
- PC12.** interact with existing customers periodically for identifying new requirement by doing regular follow- ups, making telephone calls, conducting visits, etc.

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- PC13.** report comparative assessment of company's products (with respect to the competitor's products on technical and commercial aspects) to the concerned authority as per organisational procedure
- PC14.** ensure that the sale transaction results in profit for the organisation
- PC15.** communicate the mode of payment and third-party charges to the client
- PC16.** provide all the required documents to the customer including invoice
- PC17.** submit the amount received for a sale to the concerned authority as per organisational practice
- PC18.** obtain the purchase order for the medical device along with the advance payment as per company's policy

Manage the feedback from customers

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

- PC19.** identify any delivery requirements from the client as per instructions such as packaging instructions, install specific software and place labels
- PC20.** identify post purchase requirement of client such as installation and support system
- PC21.** record the information communicated by customer accurately as per company policy
- PC22.** conduct checks to ensure that the customer details have been correctly recorded
- PC23.** document the client details in the company's ERP software for future tracking and reference
- PC24.** summarise the customer's requirements in front of the customer and other designated personnel
- PC25.** rectify the incorrect details stored in existing database as per company policy
- PC26.** prepare management information system (MIS) reports, sharing the details of target achievement, future target and plan of action

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation's policies on sale of materials, customer selection and pricing
- KU2.** organisation's policies on incentives, quality standards and personnel management
- KU3.** importance of the individual's role in the workflow
- KU4.** reporting structure
- KU5.** organisation's line of business, product portfolio and materials that need to be sold
- KU6.** organisation's code of conduct
- KU7.** organisation's culture and typical customer profile
- KU8.** organisation's documentation policy
- KU9.** organisation's sales policy
- KU10.** organisation's human resource and performance evaluation policy
- KU11.** terms and conditions associated with the sale of company's products
- KU12.** competitors and their products
- KU13.** computerised systems for sale activities
- KU14.** tax implications or special taxes levied on sale of material

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- KU15.** pricing of different materials and their industry trends
- KU16.** follow sale practices in electronics industry
- KU17.** various methods for identifying customers
- KU18.** trends in pricing with respect to delivery time of products, credit terms, transportation, price, payment terms, etc.
- KU19.** information sought in a quotation
- KU20.** computer and laptop functionalities and operations
- KU21.** how to use negotiation techniques with customers
- KU22.** how to communicate with customers in order to put them at ease
- KU23.** basics of power electronics and requirements
- KU24.** follow behavioural aspects and etiquette during customer interaction
- KU25.** after sales support offering of the company
- KU26.** maintenance procedures of solar panels and solar system
- KU27.** in depth knowledge of the handled product
- KU28.** different types of selling techniques and promotional methods
- KU29.** internal process system and its usage
- KU30.** computer operation and data analysis in Microsoft Excel tool
- KU31.** different models of after sales support provided by the company

Generic Skills (GS)

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

- GS1.** write material requirements of various departments
- GS2.** document sales and marketing related information as per the SOP
- GS3.** record the customer's query details in the query log
- GS4.** read catalogue and trade journals to find out the market prices
- GS5.** read company's sale policy, customer selection criteria and pricing
- GS6.** read the customer information from the database
- GS7.** read text manuals regarding the hardware equipment issues
- 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 customer's requirement
- GS12.** listen to department heads to capture information on quality, quantity and variety of materials required
- GS13.** follow telephone etiquette while interacting with customers
- GS14.** ask relevant questions to understand client's requirement
- GS15.** inform the customer about product related issues such as technical and commercial benefits, comparison with competitor's products, product warranty and other services related to installation and after sale services
- GS16.** seek out help and listen to co-workers on answering queries and satisfying the customer

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- GS17.** express information, both technical and non-technical, to seniors and colleagues
- GS18.** communicate timeline for device installation and setting up of its operations to logistic and installation team
- GS19.** decide when to sell different types of products to get the best possible deal on pricing
- GS20.** select the right customer to conduct sales
- GS21.** decide when to recommend alternate products to the customers
- GS22.** negotiate with customers on pricing of materials to get the best deal for the company
- GS23.** negotiate on installation timelines for the products
- GS24.** interpret the concerns and provide possible solutions to the customer
- GS25.** get the purchase order and push for getting advance payment from the customer
- GS26.** plan to achieve the targets given on product sale
- GS27.** work in coordination with other product sales verticals of the company
- GS28.** achieve the targets given on number of calls and closure
- GS29.** achieve the targets given on sales with the help of co-sale persons, purchase, logistic and installation team
- GS30.** promote company's brand and do business development
- GS31.** ensure personal grooming, punctuality and minimum absenteeism
- GS32.** maintain proper etiquette with customer during conversation
- GS33.** seek permission before entering a customer's premises
- GS34.** display patience and courteousness with all types of customers under all circumstances
- GS35.** maintain sound and friendly relation with customers
- GS36.** be patient and courteous with all types of customers
- GS37.** develop a rapport with customers
- GS38.** create good perception about company's products
- GS39.** show etiquette such as maintaining appropriate physical distance with customers during conversation, not entering office without permission, etc.
- GS40.** put the customer at ease and suggest solutions
- GS41.** handle difficult customers
- GS42.** handle the customer in case there is delay in arranging, installing or setting up the medical device
- GS43.** take support of staff at office to handle difficult questions or situations
- GS44.** provide customers with various solutions to their problems
- GS45.** operate company's internal process software such as ERP for recording and documenting customer calls

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Approach the potential customer</i>	5	10	-	-
PC1. call prospective customers and schedule a meeting to discuss about the company's products	1	2	-	-
PC2. call contacts from various sections of the society as per organisational practice; hospitals, diagnostic centres, doctors, wholesalers, retailers, references, etc.	1	2	-	-
PC3. confirm important details such as venue and time for meeting as per organisational guidelines	1	2	-	-
PC4. follow appropriate behavioural etiquette while interacting with the client on telephone / personally	1	2	-	-
PC5. ensure that the number of calls and visits are conducted within the timelines proposed by the organisation	1	2	-	-
<i>Complete the sales</i>	16	37	-	-
PC6. pitch company's product as per the customer's requirements related to product and solar equipment; submit technical specifications, give presentation and arrange for live demonstration of medical device and solar equipment	1	3	-	-
PC7. communicate information required by the customer to make a decision to buy; products and services within an organisation, alternatives available in the market, customised offerings, etc.	1	3	-	-
PC8. resolve customers' queries related to specific IT hardware as per organisational procedure	2	3	-	-
PC9. share the invoice, warranty certificate and other relevant documents with the client as per organisational procedure	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. communicate product delivery related information to the client; date of delivery, transportation mode, delivery address, terms and conditions, warranty coverage, etc.	1	3	-	-
PC11. identify new sales requirements by seeking new business opportunity from the existing clients	2	3	-	-
PC12. interact with existing customers periodically for identifying new requirement by doing regular follow- ups, making telephone calls, conducting visits, etc.	1	3	-	-
PC13. report comparative assessment of company's products (with respect to the competitor's products on technical and commercial aspects) to the concerned authority as per organisational procedure	2	3	-	-
PC14. ensure that the sale transaction results in profit for the organisation	1	3	-	-
PC15. communicate the mode of payment and third-party charges to the client	1	3	-	-
PC16. provide all the required documents to the customer including invoice	1	3	-	-
PC17. submit the amount received for a sale to the concerned authority as per organisational practice	1	2	-	-
PC18. obtain the purchase order for the medical device along with the advance payment as per company's policy	1	2	-	-
<i>Manage the feedback from customers</i>	9	23	-	-
PC19. identify any delivery requirements from the client as per instructions such as packaging instructions, install specific software and place labels	1	3	-	-
PC20. identify post purchase requirement of client such as installation and support system	1	3	-	-
PC21. record the information communicated by customer accurately as per company policy	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. conduct checks to ensure that the customer details have been correctly recorded	1	3	-	-
PC23. document the client details in the company's ERP software for future tracking and reference	1	3	-	-
PC24. summarise the customer's requirements in front of the customer and other designated personnel	1	3	-	-
PC25. rectify the incorrect details stored in existing database as per company policy	1	3	-	-
PC26. prepare management information system (MIS) reports, sharing the details of target achievement, future target and plan of action	2	2	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ELE/N7605
NOS Name	Sell electronics products to potential customers
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Product Sales
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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ELE/N7606: Coordinate for installation and commissioning of electronics product

Description

This unit is about ensuring timely delivery of the electronic product after sales and its installation and commissioning as per standard procedure.

Scope

The scope covers the following :

- Arrange for delivery of the sold electronic device
- Install the medical device
- Commission the electronic product
- Achieve productivity and quality standards

Elements and Performance Criteria

Arrange for delivery of the sold electronic device

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

- PC1.** send the purchase order having name of the electronic device, the model number and accessories to the purchase department of the company
- PC2.** ensure that the product and model is bought for the customer as per the purchase order
- PC3.** coordinate with the logistic team for delivering the product at the customer's location on time

Install the electronics product

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

- PC4.** coordinate with the installation team for installing the product at customer's location
- PC5.** ensure the installed model and product at customer's location is as per the purchase order
- PC6.** ensure the placement of demanded accessories and configured as per the customer's requirement
- PC7.** ensure the functioning of medical device according to the customer's satisfaction

Commission the electronic product

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

- PC8.** check the installed product to ensure its correct functioning
- PC9.** conduct training session for user of the device as per organisational procedure
- PC10.** instruct the user of the device on the precautions and conditions required for maintaining the device in good condition
- PC11.** complete the relevant documentation for indicating completion of the installation and commissioning process to the client's satisfaction

Achieving productivity and quality standards

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

- PC12.** carry out monthly schedule of installation of medical devices

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PC13. satisfy the customer by answering queries

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation's policies on incentives, delivery standards and personnel management
- KU2.** organisation's sales and after sales support policy
- KU3.** organisation's reporting structure
- KU4.** organisation's policy on product's warranty and other terms and conditions
- KU5.** organisation's line of business and product portfolio
- KU6.** typical customer profile of the organisation
- KU7.** organisation's portfolio of products and those of competitors
- KU8.** the technical configurations of the installed product and their different models
- KU9.** the pre-requisites for installation of the product, e.g., space and location, source of adequate power, etc.
- KU10.** the time taken to ship and install the product
- KU11.** different types of accessories assembled in a pack (one system) of different product models
- KU12.** installation and commissioning process of electronics products
- KU13.** product operation guidelines
- KU14.** product maintenance guidelines for users

Generic Skills (GS)

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

- GS1.** complete all the reporting documentation as per company's policy
- GS2.** read the technical specification of the product and the model
- GS3.** communicate the customer's requirement to purchase team
- GS4.** inform the logistic and installation team about the timeline for installing the device and setting up its operations
- GS5.** communicate the realistic timeline for device installation and its set up to the customer
- GS6.** decide when to purchase different types of materials to get the best possible deal on pricing
- GS7.** select the supplier to maintain uninterrupted supply of desired quantity of materials at low cost
- GS8.** decide when to recommend the use of alternate materials to the departments for keeping the cost low
- GS9.** negotiate with supplier on pricing of materials
- GS10.** negotiate on supply timing of materials
- GS11.** plan the installation and setting up of the product
- GS12.** coordinate with purchase, logistic and installation team
- GS13.** ensure personal grooming, punctuality and minimum absenteeism



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- GS14.** maintain proper etiquette with customer during conversation
- GS15.** seek permission before entering customer's premises
- GS16.** display patience and courteousness with all types of customers under all circumstances
- GS17.** maintain sound and friendly relation with suppliers
- GS18.** develop a rapport with the customers
- GS19.** solve work related problems, for e.g., non-availability of some material
- GS20.** identify queries and concerns that potential customers may have and address the same

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Arrange for delivery of the sold electronic device</i>	6	15	-	-
PC1. send the purchase order having name of the electronic device, the model number and accessories to the purchase department of the company	2	5	-	-
PC2. ensure that the product and model is bought for the customer as per the purchase order	2	5	-	-
PC3. coordinate with the logistic team for delivering the product at the customer's location on time	2	5	-	-
<i>Install the electronics product</i>	9	21	-	-
PC4. coordinate with the installation team for installing the product at customer's location	2	5	-	-
PC5. ensure the installed model and product at customer's location is as per the purchase order	2	5	-	-
PC6. ensure the placement of demanded accessories and configured as per the customer's requirement	3	6	-	-
PC7. ensure the functioning of medical device according to the customer's satisfaction	2	5	-	-
<i>Commission the electronic product</i>	11	24	-	-
PC8. check the installed product to ensure its correct functioning	3	6	-	-
PC9. conduct training session for user of the device as per organisational procedure	2	6	-	-
PC10. instruct the user of the device on the precautions and conditions required for maintaining the device in good condition	3	6	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. complete the relevant documentation for indicating completion of the installation and commissioning process to the client's satisfaction	3	6	-	-
<i>Achieving productivity and quality standards</i>	4	10	-	-
PC12. carry out monthly schedule of installation of medical devices	2	5	-	-
PC13. satisfy the customer by answering queries	2	5	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N7606
NOS Name	Coordinate for installation and commissioning of electronics product
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Product Sales
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Qualification Pack

ELE/N7607: Sell electronics products to wholesalers and retailers

Description

This unit is about establishing contact, visiting wholesalers and retailers of the electronics product for winning new business, making repeat sales and gathering market and customer related information.

Scope

The scope covers the following :

- Establish contact for sales
- Share information and collaterals relevant to sales
- Coordinate with staff

Elements and Performance Criteria

Establish contact for sales

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

- PC1.** find and establish contact with the wholesalers and retailers of the area that sell the electronics product
- PC2.** visit potential wholesalers and retailers with the purpose of winning new business
- PC3.** visit existing wholesalers and retailers of the company for repeat sales

Share information and collaterals relevant to sales

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

- PC4.** share information about the target customers and their need for the product
- PC5.** share information about available products of competitors, their price, special features and customer's response
- PC6.** share the commission rates and offers of the organisation for its wholesalers and retailers
- PC7.** share information about the organisation's sales support, after sale services and queries / problems related to its products

Coordinate with staff

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

- PC8.** update the channel partners about new products, their functionality and other technical specification
- PC9.** train the channel partner executive on product and sales technique
- PC10.** coordinate with channel partner to run promotional campaign and any seasonal sale
- PC11.** gather information from the wholesalers about the demand and supply of different products, availability of products with them and stock out incidences
- PC12.** maintain the accurate record of this information as per company's format

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** organisation's policies on incentives, delivery standards and personnel management
- KU2.** organisation's sales, sales support and after-sales support policy
- KU3.** organisation's reporting structure
- KU4.** organisation's policy on product's warranty and other terms and conditions
- KU5.** organisation's line of business and product portfolio
- KU6.** typical customer profile of the organisation
- KU7.** organisation's portfolio of products and those of competitors
- KU8.** basic knowledge about the technical configurations of organisation's products and their different models
- KU9.** proper documentation required for closing the sale
- KU10.** different types of accessories assembled in a pack (one system)
- KU11.** market and organisational research
- KU12.** selling and closing sale
- KU13.** value proposition for wholesalers and retailers

Generic Skills (GS)

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

- GS1.** complete all the reporting documentation as per company's policy
- GS2.** read product's and model's technical specification
- GS3.** listen to wholesalers and retailers for capturing information about market and customer pertaining to that area
- GS4.** communicate information about market and customer to reporting officer
- GS5.** communicate best practices in sales to the staff
- GS6.** decide when to purchase different types of materials to get the best possible deal on pricing
- GS7.** select the supplier to maintain uninterrupted supply of desired quantity of materials at low cost
- GS8.** decide when to recommend the use of alternate materials to the departments to keep the cost low
- GS9.** negotiate with supplier on pricing of materials
- GS10.** negotiate on supply timing of materials
- GS11.** organise sale promotion activities in coordination with reporting officer, wholesalers, retailers, doctors and other opinion leaders of the area
- GS12.** ensure personal grooming, punctuality and minimising absenteeism
- GS13.** maintain proper etiquette with customer during conversation
- GS14.** seek permission before entering a customer's premises
- GS15.** display patience and courteousness with all types of customers under all circumstances
- GS16.** maintain sound and friendly relation with suppliers
- GS17.** develop a rapport with customer
- GS18.** solve work related problems, e.g., non-availability of some material
- GS19.** identify queries and concerns that potential customers may have and address the same

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Establish contact for sales</i>	6	15	-	-
PC1. find and establish contact with the wholesalers and retailers of the area that sell the electronics product	2	5	-	-
PC2. visit potential wholesalers and retailers with the purpose of winning new business	2	5	-	-
PC3. visit existing wholesalers and retailers of the company for repeat sales	2	5	-	-
<i>Share information and collaterals relevant to sales</i>	12	28	-	-
PC4. share information about the target customers and their need for the product	3	7	-	-
PC5. share information about available products of competitors, their price, special features and customer's response	3	7	-	-
PC6. share the commission rates and offers of the organisation for its wholesalers and retailers	3	7	-	-
PC7. share information about the organisation's sales support, after sale services and queries / problems related to its products	3	7	-	-
<i>Coordinate with staff</i>	12	27	-	-
PC8. update the channel partners about new products, their functionality and other technical specification	3	7	-	-
PC9. train the channel partner executive on product and sales technique	3	5	-	-
PC10. coordinate with channel partner to run promotional campaign and any seasonal sale	2	5	-	-
PC11. gather information from the wholesalers about the demand and supply of different products, availability of products with them and stock out incidences	2	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. maintain the accurate record of this information as per company's format	2	5	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N7607
NOS Name	Sell electronics products to wholesalers and retailers
Sector	Electronics
Sub-Sector	Consumer Electronics & IT Hardware
Occupation	Product Sales
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Qualification Pack

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 I
- 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

Qualification Pack

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 I 	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	-	-

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	24/02/2025
NSQC Clearance Date	24/02/2022

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

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

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

Entrepreneurship

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

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

Customer Service

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

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

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

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

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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



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

Qualification Pack

Assessment Criteria

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

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

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	-	-

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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	25/02/2021
Next Review Date	24/02/2024
NSQC Clearance Date	25/02/2021

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).

Qualification Pack

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 Pack.

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/N7604.Plan and prepare for sales	30	70	-	-	100	20
ELE/N7605.Sell electronics products to potential customers	30	70	-	-	100	20
ELE/N7606.Coordinate for installation and commissioning of electronics product	30	70	-	-	100	15
ELE/N7607.Sell electronics products to wholesalers and retailers	30	70	-	-	100	15
ELE/N1002.Apply health and safety practices at the workplace	35	65	-	-	100	15
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	15
Total	175	375	-	-	550	100



Qualification Pack

Acronyms

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

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)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.