



Jal Mitra

QP Code: PSC/Q0117

Version: 2.0

NSQF Level: 4

Water Management and Plumbing Skill Council || Unit No-606, DLF Prime Tower
Okhla Phase-1 New Delhi-110020

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PSC/Q0117: Jal Mitra

Brief Job Description

Jal Mitra would act as a one stop solution provider who gives various services to communities under the Jal Jeevan Mission scheme such as plumbing installation, maintenance, repair and operations of various plumbing related structures and systems. The person will also mobilize community members and organize for required resources across a specified geographic area with support from Village Water & Sanitation Committee , Gram Panchayat and government bodies

Personal Attributes

The individual must be able to do laborious work, be a good listener and a team player. The person must be willing to take ownership, be result oriented and have a positive attitude.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [PSC/N0146: Construct and Maintain Water Conservation Structures](#)
2. [PSC/N0147: Construct and Repair Soak Pits and Kitchen Gardens](#)
3. [PSC/N0148: Assess Functionality of IoT Based Remote Monitoring Systems](#)
4. [PSC/N0149: Assist Village Water and Sanitation Committees \(VWSCs\)](#)
5. [PSC/N0150: Carry out Service Delivery and Management Activities for Rural Projects](#)
6. [PSC/N0136: Apply Health and Safety Practices at the Workplace](#)
7. [PSC/N0138: Implement Measures to Work Effectively](#)
8. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing
Occupation	Plumbing Systems Installation and Maintenance
Country	India

NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 7126.9900
Minimum Educational Qualification & Experience	<p>10th Class + I.T.I with 3 Years of experience relevant OR 12th Class with 3 Years of experience relevant OR 10th Class (NSQF Level-4 Certification in Plumber - General) with 3 Years of experience relevant OR Diploma (in Civil or Mechanical Engineering) with 2 Years of experience relevant</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	2.0

PSC/N0146: Construct and Maintain Water Conservation Structures

Description

This unit deals in detail with the planning, construction and maintenance of simple water conservation structures for village dwellings, farms and communities.

Scope

The scope covers the following :

- Plan for construction
- Carry out construction and maintenance

Elements and Performance Criteria

Plan for construction

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

- PC1.** estimate the rain water harvesting potential based on annual rainfall for a catchment area including a rooftop, farm or small community
- PC2.** select a simple water conservation structure suitable for a village dwelling, farm or small community based on type of terrain, area and amount of water harvested
- PC3.** identify site for construction of water harvesting structure
- PC4.** estimate and source materials, tools and labours required for construction of water harvesting structure

Carry out construction and maintenance

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

- PC5.** perform construction of water harvesting structures by means of bricklaying, preparation of mortar and concrete and performing other masonry works
- PC6.** perform regular cleaning and maintenance of the water harvesting structures
- PC7.** repair faulty water harvesting structure
- PC8.** lay bricks, mortar, concrete for construction of water conservation structures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standards relevant to the plumbing industry
- KU2.** importance of accuracy in measurements and calculations
- KU3.** mathematical formulas needed to calculate area, length, perimeter, diameter, circumference, volume, mass, force, pressure, scales, ratios etc.
- KU4.** global, national and regional water crises scenario
- KU5.** need for conservation of water quantity and quality and ensuring sustainability of the structure
- KU6.** role of community and organizations in water conservation
- KU7.** water conservation plans for villages and introduction to water budgeting

- KU8.** various natural sources of water
- KU9.** procedures and precautions for conservation of rainwater in water conservation structures
- KU10.** various water conservation structures and their application such as contour trenches, ponds, watersheds, water basins, stop dams, etc.
- KU11.** materials, tools, equipment and labours required for construction of water conservation structures for village dwelling, farms and small communities
- KU12.** construction, operation and maintenance procedures for water conservation structures
- KU13.** measures to avoid air and water contamination, erosion and sedimentation while collecting and storing water in water conservation structures
- KU14.** health and safety measures to be taken during construction and maintenance of water conservation structures

Generic Skills (GS)

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

- GS1.** read and write common plumbing symbols
- GS2.** fill in relevant forms for material requisitioning, reporting, employment and other purposes
- GS3.** comprehend required quantities, names of materials, equipment and supplies and related forms and formats
- GS4.** provide verbal instructions and information about work related matters in local language or Hindi or English
- GS5.** state information, doubts and concerns about work related matters with clarity and in a professional manner
- GS6.** evaluate adequacy of information available for sound decision making
- GS7.** co-ordinate with a range of team members and activities
- GS8.** plan work activities and communicate to others whose work plans and timelines may be affected
- GS9.** identify the objectives, concerns and priorities of the client
- GS10.** identify array of solutions that addresses needs of the client
- GS11.** apply problem solving skills
- GS12.** communicate and discuss work flow related difficulties and problems in order to find out solution from official authorities that can't be solved at one's level of authority
- GS13.** identify how the shortcoming or defects in materials, supplies, tools and equipment can impact work quality and performance

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan for construction</i>	17	25	-	18
PC1. estimate the rain water harvesting potential based on annual rainfall for a catchment area including a rooftop, farm or small community	4	6	-	4
PC2. select a simple water conservation structure suitable for a village dwelling, farm or small community based on type of terrain, area and amount of water harvested	4	6	-	4
PC3. identify site for construction of water harvesting structure	4	6	-	4
PC4. estimate and source materials, tools and labours required for construction of water harvesting structure	5	7	-	6
<i>Carry out construction and maintenance</i>	13	15	-	12
PC5. perform construction of water harvesting structures by means of bricklaying, preparation of mortar and concrete and performing other masonry works	5	7	-	4
PC6. perform regular cleaning and maintenance of the water harvesting structures	4	4	-	4
PC7. repair faulty water harvesting structure	2	2	-	2
PC8. lay bricks, mortar, concrete for construction of water conservation structures	2	2	-	2
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	PSC/N0146
NOS Name	Construct and Maintain Water Conservation Structures
Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing
Occupation	Plumbing Systems Installation and Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2026
NSQC Clearance Date	24/02/2022

PSC/N0147: Construct and Repair Soak Pits and Kitchen Gardens

Description

This unit deals in detail with the re-use of grey water generated in a household or community by the construction of soak pits and kitchen gardens and repairing them, if found faulty.

Scope

The scope covers the following :

- Construction of soak pits and kitchen gardens for re-use of grey water
- Repair of soak pits and kitchen gardens

Elements and Performance Criteria

Construction of soak pits and kitchen gardens for re-use of grey water

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

- PC1.** estimate average grey water generation for a household per day
- PC2.** estimate size of soak pit required to treat the grey water generated
- PC3.** estimate and source materials and tools required for construction of soak-pit and kitchen garden
- PC4.** construct soak pit for treatment of the grey water and ground water re-charge
- PC5.** construct a kitchen garden for the re-use of grey water

Repair of soak pits and kitchen gardens

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

- PC6.** inspect the constructed soak pit and kitchen garden for faults
- PC7.** rectify the fault(s) in soak pit and kitchen garden

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** differentiation of grey water from other types of water in households
- KU2.** various grey water sources in households
- KU3.** grey water estimation process
- KU4.** quality of grey water and its risk assessment
- KU5.** benefits of grey water management at household and community level
- KU6.** role of community and organizations in grey water management
- KU7.** village action plan for grey water management
- KU8.** technological options for grey water management at household and community level such as soak pit, kitchen garden, filtration chambers, etc.
- KU9.** materials, tools, equipment and labour required for construction of soak pit and kitchen garden

- KU10.** construction and maintenance of community soak pit (Reference- Swachh Bharat Mission guidelines)
- KU11.** measures to avoid air and water contamination, erosion and sedimentation during construction and maintenance of soak pit and kitchen garden
- KU12.** health and safety measures to be taken during construction and maintenance of soak pit and kitchen garden

Generic Skills (GS)

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

- GS1.** read and write common plumbing symbols
- GS2.** fill in relevant forms for material requisitioning, reporting, employment and other purposes
- GS3.** comprehend required quantities, names of materials, equipment and supplies and related forms and formats
- GS4.** provide verbal instructions and information about work related matters in local language or Hindi or English
- GS5.** state information, doubts and concerns about work related matters with clarity and in a professional manner
- GS6.** evaluate adequacy of information available for sound decision making
- GS7.** co-ordinate with a range of team members and activities
- GS8.** plan work activities and communicate to others whose work plans and timelines may be affected
- GS9.** identify the objectives, concerns and priorities of the client
- GS10.** identify array of solutions that addresses needs of the client
- GS11.** apply problem solving skills
- GS12.** communicate and discuss work flow related difficulties and problems in order to find out solution from official authorities that can't be solved at one's level of authority
- GS13.** identify how the shortcoming or defects in materials, supplies, tools and equipment can impact work quality and performance

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Construction of soak pits and kitchen gardens for re-use of grey water</i>	22	32	-	22
PC1. estimate average grey water generation for a household per day	4	6	-	4
PC2. estimate size of soak pit required to treat the grey water generated	4	6	-	4
PC3. estimate and source materials and tools required for construction of soak-pit and kitchen garden	4	6	-	4
PC4. construct soak pit for treatment of the grey water and ground water re-charge	5	7	-	6
PC5. construct a kitchen garden for the re-use of grey water	5	7	-	4
<i>Repair of soak pits and kitchen gardens</i>	8	8	-	8
PC6. inspect the constructed soak pit and kitchen garden for faults	4	4	-	4
PC7. rectify the fault(s) in soak pit and kitchen garden	4	4	-	4
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	PSC/N0147
NOS Name	Construct and Repair Soak Pits and Kitchen Gardens
Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing
Occupation	Plumbing Systems Installation and Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2026
NSQC Clearance Date	24/02/2022

PSC/N0148: Assess Functionality of IoT Based Remote Monitoring Systems

Description

This unit deals in detail with the basic understanding of remote monitoring, usage of IoT and sensors used in rural water supply programs.

Scope

The scope covers the following :

- Assess Functionality of IoT Based Remote Monitoring Systems

Elements and Performance Criteria

Assess functionality of IoT devices

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

- PC1.** read the dashboard of the IoT based remote water monitoring system
- PC2.** check if appropriate supply of water and current is available to the equipment
- PC3.** check the cables for any damage or improper usage
- PC4.** check if appropriate analog/digital signal is received from the sensor at the equipment terminal
- PC5.** perform basic troubleshooting of the remote monitoring system

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various types of sensors and their application
- KU2.** types and applications of IoT based equipment used in remote water monitoring and management
- KU3.** components of IoT based Piped Water Monitoring System including pump controller, smart stand post and remote monitoring dashboard
- KU4.** information available from the dashboards of remote water monitoring systems
- KU5.** importance of maintenance of IoT based remote water monitoring systems
- KU6.** basic troubleshooting of faults that could occur in an IoT based remote water monitoring system
- KU7.** health, safety and security guidelines to be adhered to while dealing with IoT based remote water monitoring systems

Generic Skills (GS)

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

- GS1.** read and write common information from dashboard indicators

- GS2.** fill in relevant forms for reporting, troubleshooting action, etc.
- GS3.** co-ordinate with clients and team members for timely completion of work
- GS4.** plan the work activities in a flow to minimize the inconvenience of others i.e. co-workers, users.
- GS5.** plan work activities and communicate to others whose work plans and timelines may be affected
- GS6.** identify the objectives, concerns and priorities of the user and client
- GS7.** apply problem solving skills
- GS8.** work in a disciplined and focused manner
- GS9.** communicate and discuss work flow related difficulties and problems in order to find out solution from official authorities that can't be solved at one's level of authority

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assess functionality of IoT devices</i>	30	50	-	20
PC1. read the dashboard of the IoT based remote water monitoring system	6	10	-	4
PC2. check if appropriate supply of water and current is available to the equipment	6	10	-	4
PC3. check the cables for any damage or improper usage	6	10	-	4
PC4. check if appropriate analog/digital signal is received from the sensor at the equipment terminal	6	10	-	4
PC5. perform basic troubleshooting of the remote monitoring system	6	10	-	4
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	PSC/N0148
NOS Name	Assess Functionality of IoT Based Remote Monitoring Systems
Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing
Occupation	Plumbing Systems Installation and Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2026
NSQC Clearance Date	24/02/2022

PSC/N0149: Assist Village Water and Sanitation Committees (VWSCs)

Description

This unit deals in detail with certain tasks performed by the Jal Mitra in co-ordination with village community members, committees and gram panchayat. The tasks relate to scheme planning, social mobilization and enhancing community ownership for the adoption and implementation of Jal Jeevan Mission and its associated elements like water conservation, efficient water usage practices and sustainability of piped water schemes.

Scope

The scope covers the following :

- Gather data and provide inputs required for planning of the scheme
- Mobilize participation of communities and enhance their ownership

Elements and Performance Criteria

Gather data and provide inputs required for planning of the scheme

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

- PC1.** conduct survey to estimate the water requirements in consultation with the Village Water and Sanitation Committee (VWSC)
- PC2.** undertake drinking water quality tests for the geographic area
- PC3.** collate information for water budgeting and water quality mapping
- PC4.** identify location in the community where water quality boards can be put up
- PC5.** collate community related data and suggestions for water conservation, grey water re-use and water usage efficiency potential
- PC6.** verify data and information collected before handover to the relevant authorities
- PC7.** provide suggestions for creating tools and techniques that will engage the community members

Mobilize participation of communities and enhance their ownership

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

- PC8.** conduct stakeholder analysis
- PC9.** enroll communities to participate in various schemes for water conservation and water usage efficiency practices
- PC10.** co-ordinate with the village committees and gram panchayat for implementation of schemes for water conservation and efficient water usage
- PC11.** setup water quality board at gram panchayat for ensuring planning, cleaning and maintenance of water harvesting structures
- PC12.** facilitate the creation of a roadmap for Participatory Rural Appraisal (PRA) activities
- PC13.** engage communities through various tools of Participatory Rural Appraisal (PRA) in co-ordination with village committees and gram panchayat
- PC14.** ensure participation of diverse social groups of the village from different religions, castes and age groups for triangulation

- PC15.** initiate dialogue and discussion between community members to find solutions on critical issues like health, sanitation, hygiene, etc.
- PC16.** promote campaigns by conducting workshops, distributing flyers, organising rallies and other awareness building activities
- PC17.** impart training to various local level stakeholders for use and care of the systems and structures installed

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various water conservation and efficient water usage solutions and schemes
- KU2.** data and information required for planning various water conservation and efficient water usage solutions and schemes and how to obtain that data
- KU3.** importance of data verification and data triangulation
- KU4.** basic water quality mapping and water budgeting concepts and practices
- KU5.** role of community and importance of mobilizing community members for successful implementation of water conservation and efficient water usage practices and schemes
- KU6.** stakeholders involved in selection and implementation of water conservation and efficient water usage solutions and schemes
- KU7.** how to conduct PRAs, structure and roles and responsibilities of VWSCs and other rural committees
- KU8.** social and behavioural change required at the community level
- KU9.** various types of campaigns and campaign activities
- KU10.** key messages for awareness building of community members and other stakeholders
- KU11.** cleaning and maintenance of water conservation structures

Generic Skills (GS)

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

- GS1.** read and write common information from water quality reports, campaign related published materials, etc.
- GS2.** fill in relevant forms for data collation and sharing
- GS3.** co-ordinate with community members, committees and gram panchayats
- GS4.** plan the work activities in a flow to minimize the inconvenience of others i.e. co-workers, users.
- GS5.** plan work activities and communicate to others whose work plans and timelines may be affected
- GS6.** identify the objectives, concerns and priorities of the user and client
- GS7.** apply problem solving skills
- GS8.** work in a disciplined and focused manner
- GS9.** communicate and discuss work flow related difficulties and problems in order to find out solution from official authorities that can't be solved at one's level of authority

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Gather data and provide inputs required for planning of the scheme</i>	14	26	-	14
PC1. conduct survey to estimate the water requirements in consultation with the Village Water and Sanitation Committee (VWSC)	2	4	-	2
PC2. undertake drinking water quality tests for the geographic area	2	4	-	2
PC3. collate information for water budgeting and water quality mapping	2	4	-	2
PC4. identify location in the community where water quality boards can be put up	2	4	-	2
PC5. collate community related data and suggestions for water conservation, grey water re-use and water usage efficiency potential	2	4	-	2
PC6. verify data and information collected before handover to the relevant authorities	2	3	-	2
PC7. provide suggestions for creating tools and techniques that will engage the community members	2	3	-	2
<i>Mobilize participation of communities and enhance their ownership</i>	16	24	-	6
PC8. conduct stakeholder analysis	2	4	-	0.5
PC9. enroll communities to participate in various schemes for water conservation and water usage efficiency practices	2	3	-	0.5
PC10. co-ordinate with the village committees and gram panchayat for implementation of schemes for water conservation and efficient water usage	1	3	-	0.5
PC11. setup water quality board at gram panchayat for ensuring planning, cleaning and maintenance of water harvesting structures	2	2	-	0.5
PC12. facilitate the creation of a roadmap for Participatory Rural Appraisal (PRA) activities	2	2	-	0.5

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. engage communities through various tools of Participatory Rural Appraisal (PRA) in co-ordination with village committees and gram panchayat	1	2	-	0.5
PC14. ensure participation of diverse social groups of the village from different religions, castes and age groups for triangulation	1	2	-	0.5
PC15. initiate dialogue and discussion between community members to find solutions on critical issues like health, sanitation, hygiene, etc.	1	2	-	1
PC16. promote campaigns by conducting workshops, distributing flyers, organising rallies and other awareness building activities	2	2	-	1
PC17. impart training to various local level stakeholders for use and care of the systems and structures installed	2	2	-	0.5
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	PSC/N0149
NOS Name	Assist Village Water and Sanitation Committees (VWSCs)
Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing
Occupation	Plumbing Systems Installation and Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2026
NSQC Clearance Date	24/02/2022

PSC/N0150: Carry out Service Delivery and Management Activities for Rural Projects

Description

This unit deals in detail with various service delivery and management activities to be performed to function as a rural entrepreneur to start enterprises to meet the local demands.

Scope

The scope covers the following :

- Prepare for service delivery
- Carry out service delivery
- Manage post service delivery projects

Elements and Performance Criteria

Prepare for service delivery

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

- PC1.** identify the needs and requirements of the client and the objectives to be achieved
- PC2.** prepare a checklist of tasks and schedule of activities to achieve the objectives
- PC3.** perform an estimation and costing of the materials and labour required
- PC4.** seek approvals and suggestions on the workplan from the stakeholders

Carry out service delivery

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

- PC5.** arrange for resources as per plan from authorized sources
- PC6.** implement plan with the support of stakeholders
- PC7.** review the work to ascertain if the objectives are met
- PC8.** ensure to enhance the service delivery, wherever required

Manage post service delivery activities

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

- PC9.** seek feedback from stakeholders about the work done
- PC10.** maintain records of the materials consumed and inventory
- PC11.** maintain accounts for incomes/revenues, expenses, margins and cash-flows
- PC12.** identify opportunities for increasing cost effectiveness while maintaining quality and continuity

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of planning and time management
- KU2.** how to plan for efficient delivery of projects
- KU3.** tools for effective planning

- KU4.** estimation and costing of materials and labour
- KU5.** importance of maintaining quality, continuity and cost effectiveness
- KU6.** importance of maintaining records of materials consumed and inventory
- KU7.** basic accounting principles for micro enterprise
- KU8.** calculation of margins and cash-flow

Generic Skills (GS)

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

- GS1.** read and write common plumbing symbols
- GS2.** fill in relevant forms for material requisitioning, reporting, employment and other purposes
- GS3.** comprehend required quantities, names of materials, equipment and supplies and related forms and formats
- GS4.** provide verbal instructions and information about work related matters in local language or Hindi or English
- GS5.** state information, doubts and concerns about work related matters with clarity and in a professional manner
- GS6.** evaluate adequacy of information available for sound decision making
- GS7.** co-ordinate with a range of team members and activities
- GS8.** plan work activities and communicate to others whose work plans and timelines may be affected
- GS9.** identify the objectives, concerns and priorities of the client
- GS10.** identify array of solutions that addresses needs of the client
- GS11.** apply problem solving skills
- GS12.** communicate and discuss work flow related difficulties and problems in order to find out solution from official authorities that can't be solved at one's level of authority
- GS13.** identify how the shortcoming or defects in materials, supplies, tools and equipment can impact work quality and performance

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for service delivery</i>	9	18	-	4
PC1. identify the needs and requirements of the client and the objectives to be achieved	2	4	-	1
PC2. prepare a checklist of tasks and schedule of activities to achieve the objectives	2	4	-	1
PC3. perform an estimation and costing of the materials and labour required	4	7	-	1
PC4. seek approvals and suggestions on the workplan from the stakeholders	1	3	-	1
<i>Carry out service delivery</i>	7	16	-	3
PC5. arrange for resources as per plan from authorized sources	3	6	-	1
PC6. implement plan with the support of stakeholders	2	6	-	1
PC7. review the work to ascertain if the objectives are met	2	4	-	1
PC8. ensure to enhance the service delivery, wherever required	-	-	-	-
<i>Manage post service delivery activities</i>	12	20	-	2
PC9. seek feedback from stakeholders about the work done	3	4	-	0.5
PC10. maintain records of the materials consumed and inventory	3	5	-	0.5
PC11. maintain accounts for incomes/revenues, expenses, margins and cash-flows	3	6	-	0.5
PC12. identify opportunities for increasing cost effectiveness while maintaining quality and continuity	3	5	-	0.5
NOS Total	28	54	-	9

National Occupational Standards (NOS) Parameters

NOS Code	PSC/N0150
NOS Name	Carry out Service Delivery and Management Activities for Rural Projects
Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing
Occupation	Plumbing Systems Installation and Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2026
NSQC Clearance Date	24/02/2022

PSC/N0136: Apply Health and Safety Practices at the Workplace

Description

This unit is about following safety procedures, communicating potential hazards and dangers of accidents on the job.

Scope

The scope covers the following :

- Follow safety measures to avoid accidents
- Daily inspection of tools and equipment
- Deal with emergencies

Elements and Performance Criteria

Follow safety measures to avoid accidents

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

- PC1.** identify risks and hazards at the workplace
- PC2.** wear personal protective equipment (PPE) as per the type of plumbing work
- PC3.** place protective barricades and signages around the pits and trenches
- PC4.** isolate the plumbing fittings and fixtures from electrical wiring to avoid accidents
- PC5.** adhere to organisational procedures for reporting hazards and incidents to relevant authorities
- PC6.** establish ventilation before entering underground work areas
- PC7.** work safely in and around trenches, elevated places and confined areas
- PC8.** ensure tools and hazardous materials are not left unattended
- PC9.** ensure good housekeeping in order to prevent hazards e.g. fire
- PC10.** dispose waste materials and used PPE according to regulations and codes of practice

Follow hygiene and sanitation practices

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

- PC11.** follow recommended personal hygiene and sanitation practices, for example, washing/sanitizing hands, covering face with a bent elbow while coughing/sneezing etc.
- PC12.** clean and disinfect work area, materials/supplies, equipment etc. before and after use.
- PC13.** report hygiene and sanitation issues to appropriate authority

Use tools, equipment and materials safely

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

- PC14.** check that the tools, equipment and materials are in good condition and as per industry standards before use
- PC15.** use power tools and machinery that are grounded
- PC16.** replace or repair split or loose tools before use
- PC17.** store and transport various plumbing materials safely

Deal with emergencies

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

- PC18.** follow workplace emergency and evacuation procedures
- PC19.** use a fire extinguisher correctly
- PC20.** use safe methods to free a person from electrocution
- PC21.** administer appropriate first aid (such as CPR etc.) to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** possible causes of risk, hazard or accident in the workplace
- KU2.** organisational procedures for upkeep of tools and plumbing materials, health and safety
- KU3.** location of all the general health and safety equipment in the workplace
- KU4.** meaning of hazards and risks
- KU5.** hazardous environment encountered during work such as underground areas, elevated areas, areas with water and electricity supply, presence of biological waste, under construction sites etc.
- KU6.** work practices and precautions to control and prevent risks, hazards and accidents
- KU7.** importance of each personal protective equipment used such as eye protection mask, hard hats, gloves, apron, rubber boots etc.
- KU8.** tools and plumbing equipment as per latest industry standards
- KU9.** preventative and remedial actions to be taken in case of exposure to toxic materials
- KU10.** specific safety and health related problems faced in domestic, commercial and institutional setups
- KU11.** various causes of fire and precautionary activities to prevent the fire accident
- KU12.** techniques of using the different fire extinguishers
- KU13.** rescue techniques applied during a fire hazard
- KU14.** various types of safety signs and meaning
- KU15.** appropriate basic first aid treatment relevant to the condition e.g. shock, electrical shock, bleeding, minor burns, poisoning, eye injuries etc.
- KU16.** potential injuries and ill health associated with incorrect handling of tools and equipment

Generic Skills (GS)

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

- GS1.** write an accident/incident report in local language or English
- GS2.** read and comprehend labels, charts, signages, manuals, plumbing symbols etc.
- GS3.** question coworkers appropriately in order to clarify instructions and other issues
- GS4.** plan and organize the work schedule, work area, tools, equipment and materials for improved productivity
- GS5.** determine key considerations and priorities when faced with problems

- GS6.** seek official and authorised sources of help and guidance to resolve problems that cannot be solved at one's level of authority

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow safety measures to avoid accidents</i>	13	32	-	3
PC1. identify risks and hazards at the workplace	2	2	-	0.5
PC2. wear personal protective equipment (PPE) as per the type of plumbing work	2	2	-	0.5
PC3. place protective barricades and signages around the pits and trenches	1	4	-	0.5
PC4. isolate the plumbing fittings and fixtures from electrical wiring to avoid accidents	1	4	-	-
PC5. adhere to organisational procedures for reporting hazards and incidents to relevant authorities	2	4	-	0.5
PC6. establish ventilation before entering underground work areas	1	4	-	-
PC7. work safely in and around trenches, elevated places and confined areas	1	3	-	-
PC8. ensure tools and hazardous materials are not left unattended	1	3	-	-
PC9. ensure good housekeeping in order to prevent hazards e.g. fire	1	3	-	0.5
PC10. dispose waste materials and used PPE according to regulations and codes of practice	1	3	-	0.5
<i>Follow hygiene and sanitation practices</i>	3	8	-	1
PC11. follow recommended personal hygiene and sanitation practices, for example, washing/sanitizing hands, covering face with a bent elbow while coughing/sneezing etc.	1	3	-	0.5
PC12. clean and disinfect work area, materials/supplies, equipment etc. before and after use.	1	3	-	0.5
PC13. report hygiene and sanitation issues to appropriate authority	1	2	-	-
<i>Use tools, equipment and materials safely</i>	6	9	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. check that the tools, equipment and materials are in good condition and as per industry standards before use	1	3	-	0.25
PC15. use power tools and machinery that are grounded	1	2	-	0.25
PC16. replace or repair split or loose tools before use	2	2	-	0.25
PC17. store and transport various plumbing materials safely	2	2	-	0.25
<i>Deal with emergencies</i>	8	14	-	2
PC18. follow workplace emergency and evacuation procedures	2	3	-	0.5
PC19. use a fire extinguisher correctly	2	4	-	0.5
PC20. use safe methods to free a person from electrocution	2	3	-	0.5
PC21. administer appropriate first aid (such as CPR etc.) to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.	2	4	-	0.5
NOS Total	30	63	-	7

National Occupational Standards (NOS) Parameters

NOS Code	PSC/N0136
NOS Name	Apply Health and Safety Practices at the Workplace
Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing, Water Supply & Water Treatment & Quality Control, Sewerage & Sewage Treatment, Drainage, Water Harvesting & Ground Recharging, Firefighting & Safety Systems, Gas & Piping (Industrial / Medical), HVAC & Steam, Manufacturing of Plumbing / Firefighting Products, Micro-Hydel Power
Occupation	Plumbing Systems Installation and Maintenance, Designing, Sales, Material Handling, Plumbing Servicing, Plumbing Plant Operations
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2026
NSQC Clearance Date	24/02/2022

PSC/N0138: Implement Measures to Work Effectively

Description

This unit covers basic etiquette and competencies that a candidate requires to implement measures for effective team working and communication at the workplace.

Scope

The scope covers the following :

- Ensure team preparedness for the tasks
- Monitor completion of work as per expected standards
- Handle queries, concerns and welfare of workers
- Respect diversity

Elements and Performance Criteria

Ensure team preparedness for the tasks

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

- PC1.** create a work plan and schedule for the workers as per work priorities, availability of manpower, equipment and weather conditions
- PC2.** assign work taking full account of each team member's abilities
- PC3.** train the workers

Monitor completion of work as per expected standards

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

- PC4.** monitor project activities to ensure adherence to work instructions, schedules, budgets and targets
- PC5.** identify causes for any lag in performance as well as possible solutions to bridge the gap
- PC6.** provide feedback on individual work performance to each team member for improvement in work quality
- PC7.** implement measures to improve team effectiveness e.g. adhering to timelines, taking scheduled breaks, proactiveness, minimum interruptions etc.
- PC8.** ensure accurate and effective delivery of written communication (reports, updates etc.) to stakeholders within agreed timelines

Handle queries, concerns and welfare of workers

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

- PC9.** investigate work-related complaints to verify problems and record responses relevant to the project
- PC10.** perform administrative duties, such as authorising leaves, processing time sheets as per standard operating procedure (SOP)
- PC11.** review contracts or work assignments to determine service, machine, or workforce requirements for jobs
- PC12.** deal with conflicts among the team members in a professional manner
- PC13.** prepare and maintain required records, such as work activity or personnel reports

Respect diversity

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

- PC14.** use respectful verbal, non-verbal and written communication that is gender, disability, age and culturally sensitive
- PC15.** transact with all people without any personal bias based on gender, disability, caste, religion, colour, sexual orientation or culture and in accordance with their legal rights
- PC16.** recognize indicators of harassment and discrimination based on gender, disability, caste, religion, colour, sexual orientation or culture at workplace and follow organisational policy for reporting the same.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies, and procedures followed in the company relevant to employment, behaviour and performance conditions
- KU2.** reporting structure, inter-dependent functions, lines and procedures in the work area
- KU3.** relevant people and their responsibilities within the work area
- KU4.** escalation matrix and procedures for reporting work and employment related issues
- KU5.** sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013
- KU6.** organizational policy for harassment and discrimination based on gender, disability, caste, religion, colour, sexual orientation or culture
- KU7.** internal and external stakeholders at the workplace and their communication requirements
- KU8.** importance of effective communication in the workplace and the impact of poor communication on the employee, the employer and the customer
- KU9.** various components of effective communication such as tone and pitch
- KU10.** advantages and disadvantages of various modes of communication
- KU11.** importance of teamwork in organizational and individual success
- KU12.** goal setting
- KU13.** group dynamics and processes
- KU14.** measures to improve workplace productivity
- KU15.** importance of ethics and discipline for professional success
- KU16.** common reasons for interpersonal conflict
- KU17.** importance of developing effective working relationships for professional success
- KU18.** how to deal with grievances and problems appropriately and effectively
- KU19.** importance and ways of managing interpersonal conflict effectively
- KU20.** laws, acts and provisions defined for PwD by the statutory bodies
- KU21.** government and private schemes and benefits available for PwD
- KU22.** basic gender concepts such as gender power relations, gender roles, access and control, gender sensitivity, gender equity and equality
- KU23.** gender, disability, cultural and age related biases, stereotyping and its impact
- KU24.** actions and consequences of gendered behavior
- KU25.** types of harassment and discrimination based on gender, disability, caste, religion or culture that occurs at a typical workplace and how to recognize it
- KU26.** types of unacceptable behavior

Generic Skills (GS)

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

- GS1.** write clear and legible notes, instructions and maintain records in local language or English
- GS2.** comprehend quantities and basic work-related terminology for operational requirements
- GS3.** interpret information accurately from work-related documents, work instructions and records
- GS4.** communicate appropriately (correct protocol and manner of speaking) to understand about the type of output required and answer queries
- GS5.** display active listening skills while interacting with co-workers and others in the workplace
- GS6.** plan tasks to maintain a smooth relationship with fellow team members
- GS7.** plan the steps within one's limits of authority as per required modification
- GS8.** perform activities accurately and effectively in order to meet customer requirements
- GS9.** work with co-workers and supervisor to resolve any issues that threaten work quality as per the planned schedule

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure team preparedness for the tasks</i>	6	11	2	2
PC1. create a work plan and schedule for the workers as per work priorities, availability of manpower, equipment and weather conditions	2	4	1	0.5
PC2. assign work taking full account of each team member's abilities	2	4	1	0.5
PC3. train the workers	2	3	-	1
<i>Monitor completion of work as per expected standards</i>	10	15	4	3
PC4. monitor project activities to ensure adherence to work instructions, schedules, budgets and targets	2	3	1	0.5
PC5. identify causes for any lag in performance as well as possible solutions to bridge the gap	2	3	1	0.5
PC6. provide feedback on individual work performance to each team member for improvement in work quality	2	3	0.5	0.5
PC7. implement measures to improve team effectiveness e.g. adhering to timelines, taking scheduled breaks, proactiveness, minimum interruptions etc.	2	3	0.5	0.5
PC8. ensure accurate and effective delivery of written communication (reports, updates etc.) to stakeholders within agreed timelines	2	3	1	1
<i>Handle queries, concerns and welfare of workers</i>	7	14	5	1
PC9. investigate work-related complaints to verify problems and record responses relevant to the project	1	3	1	-
PC10. perform administrative duties, such as authorising leaves, processing time sheets as per standard operating procedure (SOP)	2	3	1	0.5
PC11. review contracts or work assignments to determine service, machine, or workforce requirements for jobs	2	3	1	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. deal with conflicts among the team members in a professional manner	1	3	1	0.5
PC13. prepare and maintain required records, such as work activity or personnel reports	1	2	1	-
<i>Respect diversity</i>	7	9	3	1
PC14. use respectful verbal, non-verbal and written communication that is gender, disability, age and culturally sensitive	3	3	1	-
PC15. transact with all people without any personal bias based on gender, disability, caste, religion, colour, sexual orientation or culture and in accordance with their legal rights	2	3	1	0.5
PC16. recognize indicators of harassment and discrimination based on gender, disability, caste, religion, colour, sexual orientation or culture at workplace and follow organisational policy for reporting the same.	2	3	1	0.5
NOS Total	30	49	14	7

National Occupational Standards (NOS) Parameters

NOS Code	PSC/N0138
NOS Name	Implement Measures to Work Effectively
Sector	Plumbing
Sub-Sector	Industrial / Non-Industrial Plumbing, Water Supply & Water Treatment & Quality Control, Sewerage & Sewage Treatment, Drainage, Water Harvesting & Ground Recharging, Firefighting & Safety Systems, Gas & Piping (Industrial / Medical), HVAC & Steam, Manufacturing of Plumbing / Firefighting Products, Micro-Hydel Power
Occupation	Plumbing Systems Installation and Maintenance, Designing, Sales, Material Handling, Plumbing Servicing
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2026
NSQC Clearance Date	24/02/2022

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:

- 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.
- 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
- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode



Qualification Pack



- 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

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	-	-

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	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-

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	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/06/2025
NSQC Clearance Date	30/06/2022

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).
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
PSC/N0146.Construct and maintain water conservation structures for village dwellings, farms and small communities	30	40	-	30	100	15
PSC/N0147.Construct and repair soak pits and kitchen gardens for re-use of grey water in a household and community	30	40	-	30	100	15
PSC/N0148.Assess functionality of IoT based remote monitoring systems used in rural water supply programs	30	50	-	20	100	15
PSC/N0149.Assist village water and sanitation committees (VWSCs) in scheme planning, social mobilisation and enhancing community ownership of schemes	30	50	-	20	100	15
PSC/N0150.Carry out Service Delivery and Management Activities for Rural Projects	28	54	-	9	91	15
PSC/N0136.Apply Health and Safety Practices at the Workplace	30	63	-	7	100	10
PSC/N0138.Implement Measures to Work Effectively	30	49	14	7	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
Total	228	376	14	123	741	100

Acronyms

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

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.
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.