



Qualification Pack



Assistant Surveyor

QP Code: CON/Q0901

Version: 3.0

NSQF Level: 2

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CON/Q0901: Assistant Surveyor

Brief Job Description

Assistant Surveyor is responsible for providing support to the surveyor in various surveying activities undertaken on-site before and during construction works

Personal Attributes

The individual is expected to be physically fit and should be able to work across various locations in extreme weather/site conditions. The person should be team-oriented.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

- [1. CON/N0901: Handle and store tools and instruments used in surveying work as per the instructions](#)
- [2. CON/N0902: Provide support in various surveying works](#)
- [3. CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
- [4. CON/N9001: Work according to personal health, safety and environment protocol at construction site](#)
- [5. DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Surveying
Country	India
NSQF Level	2
Credits	9
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2165.9900



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Minimum Educational Qualification & Experience	Ability to read and write
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NIL
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/03/2025
NSQC Approval Date	31/03/2022
Version	3.0
Reference code on NQR	2022/CON/CSDCI/06624
NQR Version	1



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CON/N0901: Handle and store tools and instruments used in surveying work as per the instructions

Description

This unit describes the skills and knowledge required to identify, select, use and store appropriate surveying tools and instruments as per instructions

Scope

The scope covers the following :

- Handle tools and instruments used at the surveying site as per the instructions.
- Store tools and instruments used in surveying work as per standard procedures.

Elements and Performance Criteria

Handle tools and instruments used at the surveying site as per the instructions.

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

- PC1.** identify different type of chains, measuring tapes, offsets, levelling equipment, measuring instruments, and other tools/instruments(levelling staff, arrows, pegs) used in surveying work
- PC2.** handle chains/ tapes with precision while taking measurements
- PC3.** handle different types of offsets and use them according to the directions given by surveyor
- PC4.** handle levelling equipment such as dumpy level, auto level, tilting level etc. during surveying work
- PC5.** handle different types of angle measuring instruments like tachometer, theodolite etc
- PC6.** handle other tools used in surveying like levelling staff, arrows, pegs etc. to assist the surveyor
- PC7.** handle other miscellaneous instruments used in various surveys like GPS, photogrammetry, different types of transits etc. under the supervision of surveyor

Store tools and instruments used in surveying work as per standard procedure.

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

- PC8.** store and stack the surveying tools and instruments at designated location/ warehouse, as per standard practices/ manufacturer's guidelines
- PC9.** stack and store different surveying materials such as lime, strings, hurdles, paints etc. according to standard practices or instructions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard organizational practices followed for handling and storing tools, equipment, and materials for the surveying works
- KU2.** safety rules and regulations for handling and storing required tools, equipment, and materials



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- KU3.** importance of personal protection including the use of related safety gears & equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of relevant tools and equipment
- KU6.** different type of chain and tapes, levels, angle measuring instruments, distance measuring instruments, and tools used in surveying
- KU7.** different materials used in surveying, their areas of applications and storage procedures

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read drawing/sketches, work, and safety-related instructions/signboards, etc. in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably in one of the local languages of the site
- GS4.** communicate orally and efficiently with the team members
- GS5.** analyse the safety aspect of the workplace
- GS6.** plan work to achieve productivity as per the direction /close supervision of superiors
- GS7.** ensure work is done within time and as per desired quality based on instructions provided by superiors
- GS8.** identify any violation of safety norms during the work



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle tools and instruments used at the surveying site as per the instructions.</i>	20	80	-	-
PC1. identify different type of chains, measuring tapes, offsets, levelling equipment, measuring instruments, and other tools/instruments(levelling staff, arrows, pegs) used in surveying work	-	-	-	-
PC2. handle chains/ tapes with precision while taking measurements	-	-	-	-
PC3. handle different types of offsets and use them according to the directions given by surveyor	-	-	-	-
PC4. handle levelling equipment such as dumpy level, auto level, tilting level etc. during surveying work	-	-	-	-
PC5. handle different types of angle measuring instruments like tachometer, theodolite etc	-	-	-	-
PC6. handle other tools used in surveying like levelling staff, arrows, pegs etc. to assist the surveyor	-	-	-	-
PC7. handle other miscellaneous instruments used in various surveys like GPS, photogrammetry, different types of transits etc. under the supervision of surveyor	-	-	-	-
<i>Store tools and instruments used in surveying work as per standard procedure.</i>	-	-	-	-
PC8. store and stack the surveying tools and instruments at designated location/ warehouse, as per standard practices/ manufacturer's guidelines	-	-	-	-
PC9. stack and store different surveying materials such as lime, strings, hurdles, paints etc. according to standard practices or instructions	-	-	-	-
NOS Total	20	80	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N0901
NOS Name	Handle and store tools and instruments used in surveying work as per the instructions
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Surveying
NSQF Level	2
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



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CON/N0902: Provide support in various surveying works

Description

This unit describes the skills and knowledge required to provide support in various surveying works

Scope

The scope covers the following :

- Carry out preparatory works related to linear and angular measurement
- Assist in linear measurements of distances and lengths
- Assist in angular measurement and leveling
- Assist in setting out as per the layout/ work plan

Elements and Performance Criteria

Carry out preparatory works related to linear and angular measurement

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

- PC1.** collect the required number of tools and instruments as per the instructions of the surveyor
- PC2.** lift and shift materials, surveying tools and equipment to the instructed location, following the ergonomic principles
- PC3.** place the tripod appropriately at the station mark and attach the instrument/equipment to it as per the surveyor's instruction
- PC4.** report to seniors in case of any ambiguity or deviations

Assist in linear measurements of distances and lengths

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

- PC5.** unfold the chain or tape as per standard practices
- PC6.** fix the ranging rod at the indicated point to mark the starting point as per instructions
- PC7.** start the measurements from the exact point as per instructions
- PC8.** interpret the hand signals shown by surveyor for ranging correctly, and follow them
- PC9.** fix arrows at every chain length under the guidance of surveyor

Assist in angular measurement and leveling

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

- PC10.** place the instruments/ equipment used for angular measurement/ leveling appropriately at the location/ point instructed by the surveyor
- PC11.** select the staff based on the type of instrument being used
- PC12.** locate and confirm the staff point as instructed by the surveyor
- PC13.** place the staff perpendicular to the surface of base with precision while the readings of angular / level measurement are being noted down by surveyor

Assist in setting out as per the layout/work plan

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

- PC14.** mark the points using suitable means during layout setting work as instructed by surveyor



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- PC15.** install hurdles/profiles at marked locations maintaining their tops at approximately same level
- PC16.** install nails on the top of the fixed hurdles/profiles as per instructions given by surveyor
- PC17.** mark symbols such as grid numbers using appropriate colored paints to denote the identification of point
- PC18.** connect line thread /strings to respective nails on profile for marking appropriate layout
- PC19.** mark layouts for excavations/ other civil work using lime as per the layout plan, the set-up of the thread/ string, and instruction given by the surveyor
- PC20.** collect and count all tools and instruments after completion of survey
- PC21.** shift the tools back to the store and stack the same as per standard practice

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard organizational practices followed for handling and storing tools, equipment, and materials for the surveying works
- KU2.** safety rules and regulations for handling and storing required tools, equipment and materials
- KU3.** importance of personal protection including the use of related safety gears & equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of relevant tools and equipment
- KU6.** basic numeracy and arithmetic calculations
- KU7.** ergonomic principles for lifting and shifting of long, heavy, and sharp objects
- KU8.** standard procedure for linear measurements
- KU9.** different types of staffs to be used for different types of instruments
- KU10.** procedure to locate various points on field
- KU11.** standard procedure for marking various points and symbols
- KU12.** procedure for application of lime for marking
- KU13.** importance of correct layout marking
- KU14.** procedures for installing hurdles and profiles as per requirement

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read drawing/sketches, work, and safety-related instructions/signboards, etc. in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably in one of the local languages of the site
- GS4.** communicate orally and efficiently with team members
- GS5.** analyse the safety aspect of the workplace
- GS6.** plan work to achieve productivity as per the direction /close supervision of superiors



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- GS7.** ensure work is done within time and as per desired quality based on instructions provided by superiors
- GS8.** identify any violation of safety norms during the work



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparatory works related to linear and angular measurement</i>	6	24	-	-
PC1. collect the required number of tools and instruments as per the instructions of the surveyor	-	-	-	-
PC2. lift and shift materials, surveying tools and equipment to the instructed location, following the ergonomic principles	-	-	-	-
PC3. place the tripod appropriately at the station mark and attach the instrument/equipment to it as per the surveyor's instruction	-	-	-	-
PC4. report to seniors in case of any ambiguity or deviations	-	-	-	-
<i>Assist in linear measurements of distances and lengths</i>	6	24	-	-
PC5. unfold the chain or tape as per standard practices	-	-	-	-
PC6. fix the ranging rod at the indicated point to mark the starting point as per instructions	-	-	-	-
PC7. start the measurements from the exact point as per instructions	-	-	-	-
PC8. interpret the hand signals shown by surveyor for ranging correctly, and follow them	-	-	-	-
PC9. fix arrows at every chain length under the guidance of surveyor	-	-	-	-
<i>Assist in angular measurement and leveling</i>	8	32	-	-
PC10. place the instruments/ equipment used for angular measurement/ leveling appropriately at the location/ point instructed by the surveyor	-	-	-	-
PC11. select the staff based on the type of instrument being used	-	-	-	-
PC12. locate and confirm the staff point as instructed by the surveyor	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. place the staff perpendicular to the surface of base with precision while the readings of angular / level measurement are being noted down by surveyor	-	-	-	-
<i>Assist in setting out as per the layout/work plan</i>	-	-	-	-
PC14. mark the points using suitable means during layout setting work as instructed by surveyor	-	-	-	-
PC15. install hurdles/profiles at marked locations maintaining their tops at approximately same level	-	-	-	-
PC16. install nails on the top of the fixed hurdles/profiles as per instructions given by surveyor	-	-	-	-
PC17. mark symbols such as grid numbers using appropriate colored paints to denote the identification of point	-	-	-	-
PC18. connect line thread /strings to respective nails on profile for marking appropriate layout	-	-	-	-
PC19. mark layouts for excavations/ other civil work using lime as per the layout plan, the set-up of the thread/ string, and instruction given by the surveyor	-	-	-	-
PC20. collect and count all tools and instruments after completion of survey	-	-	-	-
PC21. shift the tools back to the store and stack the same as per standard practice	-	-	-	-
NOS Total	20	80	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N0902
NOS Name	Provide support in various surveying works
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Surveying
NSQF Level	2
Credits	4
Version	3.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



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CON/N8001: Work effectively in a team to deliver desired results at the workplace

Description

This unit describes the skills and knowledge required to work effectively within a team to achieve the desired results

Scope

The scope covers the following :

- Interact and communicate in an effective manner
- Support co-workers to execute the project requirements
- Practice inclusion

Elements and Performance Criteria

Interact and communicate in an effective manner

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

- PC1.** pass on work related information/ requirement clearly to the team members
- PC2.** inform co-workers and superiors about any kind of deviations from work
- PC3.** report any unresolved problem to the supervisor immediately
- PC4.** obtain instructions from superiors and respond on the same
- PC5.** communicate to team members/subordinates for appropriate work technique and method
- PC6.** seek clarification and advice as per the requirement

Support co-workers to execute the project requirements

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

- PC7.** hand over the required material, tools, tackles, equipment and work fronts timely to interfacing teams
- PC8.** work together with co-workers in a synchronized manner

Practice inclusion

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

- PC9.** maintain cultural inclusivity at work place
- PC10.** maintain disability friendly work practices
- PC11.** follow gender neutral practices at workplace
- PC12.** address discriminatory and offensive behaviour in a professional manner as per organizational policy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** own roles and responsibilities



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- KU2.** importance of effective communication
- KU3.** the consequence of poor teamwork on project outcomes, timelines, safety at the construction site, etc.
- KU4.** different modes of communication used at workplace
- KU5.** importance of creating healthy and cooperative work environment among the gangs of workers
- KU6.** different activities within the work area where interaction with other workers is required
- KU7.** applicable techniques of work, properties of materials used, tools and tackles used, safety standards that co-workers might need as per the requirement
- KU8.** importance of proper and effective communication and the expected adverse effects in case of failure relating to quality, timeliness, safety, risks at the construction project site
- KU9.** importance and need of supporting co-workers facing problems for the smooth functioning of work
- KU10.** the fundamental concept of gender equality
- KU11.** how to recognise and be sensitive to issues of disability, culture and gender
- KU12.** legislation, policies, and procedures relating to gender sensitivity and cultural diversity including their impact on the area of operation

Generic Skills (GS)

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

- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read the communication regarding work completion, materials used, tools and tackles used, the resource required, etc,
- GS3.** speak in one or more languages, preferably in one of the local language of the site
- GS4.** listen and follow instructions / communication shared by superiors/ co-workers regarding team requirements or interfaces during work processes
- GS5.** communicate orally and effectively with co-workers considering their educational and social background
- GS6.** decide on what information is to be shared with co-workers within the team or to the interfacing gang of workers
- GS7.** plan work and organize the required resources in coordination with team members
- GS8.** complete all assigned task in coordination with team members
- GS9.** take initiative in resolving issues among co-workers or report the same to superiors
- GS10.** ensure best ways of coordination among team members
- GS11.** evaluate the complexity of task and determine if any guidance is required from superiors



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact and communicate in an effective manner</i>	18	42	-	-
PC1. pass on work related information/ requirement clearly to the team members	-	-	-	-
PC2. inform co-workers and superiors about any kind of deviations from work	-	-	-	-
PC3. report any unresolved problem to the supervisor immediately	-	-	-	-
PC4. obtain instructions from superiors and respond on the same	-	-	-	-
PC5. communicate to team members/subordinates for appropriate work technique and method	-	-	-	-
PC6. seek clarification and advice as per the requirement	-	-	-	-
<i>Support co-workers to execute the project requirements</i>	6	14	-	-
PC7. hand over the required material, tools, tackles, equipment and work fronts timely to interfacing teams	-	-	-	-
PC8. work together with co-workers in a synchronized manner	-	-	-	-
<i>Practice inclusion</i>	6	14	-	-
PC9. maintain cultural inclusivity at work place	-	-	-	-
PC10. maintain disability friendly work practices	-	-	-	-
PC11. follow gender neutral practices at workplace	-	-	-	-
PC12. address discriminatory and offensive behaviour in a professional manner as per organizational policy	-	-	-	-
NOS Total	30	70	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N8001
NOS Name	Work effectively in a team to deliver desired results at the workplace
Sector	Construction
Sub-Sector	Generic
Occupation	Generic 2
NSQF Level	2
Credits	1
Version	11.0
Last Reviewed Date	NA
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023



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CON/N9001: Work according to personal health, safety and environment protocol at construction site

Description

This NOS covers the skill and knowledge required for an individual to work according to personal health, safety and environmental protocol at construction site

Scope

The scope covers the following :

- Follow safety norms as defined by organization
- Adopt healthy & safe work practices
- Implement good housekeeping and environment protection process and activities

Elements and Performance Criteria

Follow safety norms as defined by organization

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

- PC1.** identify and report any hazards, risks or breaches in site safety to the appropriate authority
- PC2.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities
- PC3.** follow recommended safe practices in handling construction materials, including chemical and hazardous material whenever applicable
- PC4.** participate in safety awareness programs like Tool Box Talks, safety demonstrations, mock drills, conducted at site
- PC5.** select and operate different types of fire extinguishers corresponding to types of fires as per EHS guideline
- PC6.** identify near miss , unsafe condition and unsafe act

Adopt healthy & safe work practices

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

- PC7.** use appropriate Personal Protective Equipment (PPE) as per work requirements including: Head Protection (Helmets), Ear protection, Fall Protection, Foot Protection, Face and Eye Protection, Hand and Body Protection, Respiratory Protection (if required)
- PC8.** handle all required tools, tackles , materials & equipment safely
- PC9.** follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines
- PC10.** install and apply properly all safety equipment as instructed
- PC11.** follow safety protocol and practices as laid down by site EHS department
- PC12.** undertake and pass height pass test as per EHS guideline

Implement good housekeeping and environment protection process and activities

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

- PC13.** collect and deposit construction waste into identified containers before disposal, separate containers that may be needed for disposal of toxic or hazardous wastes
- PC14.** apply ergonomic principles wherever required



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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** reporting procedures in cases of breaches or hazards for site safety, accidents, and emergency situations as per guidelines
- KU2.** types of safety hazards at construction sites
- KU3.** basic ergonomic principles as per applicability
- KU4.** the procedure for responding to accidents and other emergencies at site
- KU5.** use of appropriate personal protective equipment to be used based on various working conditions
- KU6.** importance of handling tools, equipment and materials as per applicable
- KU7.** health and environmental effect of construction materials as per applicability
- KU8.** various environmental protection methods as per applicability
- KU9.** storage of waste including the following at appropriate location: non-combustible scrap material and debris, combustible scrap material and debris, general construction waste and trash (non-toxic, non-hazardous), any other hazardous wastes, any other flammable wastes
- KU10.** how to use hazardous material, in a safe and appropriate manner as per applicability
- KU11.** types of fire
- KU12.** Procedure of operating different types of fire extinguishers
- KU13.** safety relevant to tools, tackles, & requirement as per applicability
- KU14.** housekeeping activities relevant to task

Generic Skills (GS)

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

- GS1.** write in one or more languages, preferably in the local language of the site
- GS2.** fill safety formats for near miss, unsafe conditions and safety suggestions
- GS3.** read in one or more language, preferably in the local language of the site
- GS4.** read sign boards, notice boards relevant to safety
- GS5.** speak in one or more language, preferably in one of the local language of the site
- GS6.** listen instructions / communication shared by site EHS and superiors regarding site safety, and conducting tool box talk
- GS7.** communicate reporting of site conditions, hazards, accidents, etc.
- GS8.** maintain safe conditions for others
- GS9.** keep the workplace clean and tidy
- GS10.** identify safety risks that affect the health, safety and environment for self and others working in the vicinity, tackle it if within limit or report to appropriate authority
- GS11.** assess and analyze areas which may affect health, safety and environment protocol on the site
- GS12.** ensure personal safety behavior
- GS13.** respond to emergency



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow safety norms as defined by organization</i>	6	24	-	-
PC1. identify and report any hazards, risks or breaches in site safety to the appropriate authority	-	-	-	-
PC2. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	-	-	-	-
PC3. follow recommended safe practices in handling construction materials, including chemical and hazardous material whenever applicable	-	-	-	-
PC4. participate in safety awareness programs like Tool Box Talks, safety demonstrations, mock drills, conducted at site	-	-	-	-
PC5. select and operate different types of fire extinguishers corresponding to types of fires as per EHS guideline	-	-	-	-
PC6. identify near miss , unsafe condition and unsafe act	-	-	-	-
<i>Adopt healthy & safe work practices</i>	10	40	-	-
PC7. use appropriate Personal Protective Equipment (PPE) as per work requirements including: Head Protection (Helmets), Ear protection, Fall Protection, Foot Protection, Face and Eye Protection, Hand and Body Protection, Respiratory Protection (if required)	-	-	-	-
PC8. handle all required tools, tackles , materials & equipment safely	-	-	-	-
PC9. follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines	-	-	-	-
PC10. install and apply properly all safety equipment as instructed	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. follow safety protocol and practices as laid down by site EHS department	-	-	-	-
PC12. undertake and pass height pass test as per EHS guideline	-	-	-	-
<i>Implement good housekeeping and environment protection process and activities</i>	4	16	-	-
PC13. collect and deposit construction waste into identified containers before disposal, separate containers that may be needed for disposal of toxic or hazardous wastes	-	-	-	-
PC14. apply ergonomic principles wherever required	-	-	-	-
NOS Total	20	80	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N9001
NOS Name	Work according to personal health, safety and environment protocol at construction site
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	2
Credits	1
Version	9.0
Last Reviewed Date	NA
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023



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DGT/VSQ/N0101: Employability Skills (30 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
- 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. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team



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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

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 basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services



Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation 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. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	26/01/2025
NSQC Clearance Date	27/01/2022

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)/ Elements will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC/ Elements.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 50%. To pass the Qualification Pack, every trainee should score a minimum of 50% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.



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- The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
- After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity .
- In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack within the specified time frame set by SSC.
- Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N0901.Handle and store tools and instruments used in surveying work as per the instructions	20	80	-	-	100	25
CON/N0902.Provide support in various surveying works	20	80	-	-	100	45
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	-	-	100	10
CON/N9001.Work according to personal health, safety and environment protocol at construction site	20	80	-	-	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	110	340	-	-	450	100



Qualification Pack

Acronyms

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



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.