



Qualification Pack



Doors & Windows Fixer

QP Code: CON/Q1105

Version: 3.0

NSQF Level: 3.0

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CON/Q1105: Doors & Windows Fixer

Brief Job Description

A Doors & Windows Fixer is responsible for carrying out installation of doors and windows. The responsibilities include the installation of frames and sub-frames for fixing doors and windows, installation of wooden, PVC, aluminum and pre-fabricated sliding doors and windows. The individual also installs hardware and accessories on doors and windows.

Personal Attributes

The individual should be physically fit to be able to work for long durations. The person should be able to work efficiently within a team, and possess appropriate verbal and written communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

- [CON/N1111: Install frames and sub-frames for fixing doors and windows](#)
- [CON/N1112: Install wooden and PVC doors and windows](#)
- [CON/N1113: Install pre-fabricated sliding doors and windows](#)
- [CON/N1114: Install aluminum doors and windows with glass glazing](#)
- [CON/N1115: Install hardware and accessories on doors and windows](#)
- [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
- [CON/N8002: Plan and organize work to meet expected outcomes](#)
- [CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
- [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior and Exterior Finishes



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Country	India
NSQF Level	3.0
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7115.0200
Minimum Educational Qualification & Experience	10th Class OR 8th grade pass (with 2-year of (NTC/ NAC) after 8th) OR 9th grade pass with 1 Year of experience in the relevant field OR 8th grade pass with 2 Years of experience in the relevant field OR 5th grade pass with 5 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2.5) with 1.5 Years of experience in the relevant field
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NIL
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	3.0
Reference code on NQR	QG-03-CO-00800-2023-V2-CSDCI
NQR Version	1



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CON/N1111: Install frames and sub-frames for fixing doors and windows

Description

This unit is about fixing frames and sub-frames to install doors and windows.

Scope

The scope covers the following :

- Install frames and sub-frames

Elements and Performance Criteria

Install frames and sub-frames

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

- PC1.** select and organize the tools and equipment required for fixing doors and windows
- PC2.** measure the dimensions of the door/window frame to ensure its correct size
- PC3.** measure and check the space for the window is as per the applicable drawings/specifications
- PC4.** ensure dimensions of the opening are as per the size of the frame
- PC5.** carry out chipping, chiseling of masonry structure to provide gaps for fitting the frame
- PC6.** select the correct door/window panel as per the approved drawings
- PC7.** check for surface damage before installation and take appropriate corrective measures
- PC8.** install the window flashing, as applicable
- PC9.** cover the frame using appropriate means to avoid damage to the frame of before installation
- PC10.** mark the underside of the wall or roof directly above the outline on the floor using a line
- PC11.** align the door/window frame against the setting out lines, datum lines and level pegs
- PC12.** secure the frame using timber wedges and adjust the position of wedges to obtain the required vertical and horizontal alignment
- PC13.** ensure correct alignment and check the undercut dimensions before fastening the hinges
- PC14.** apply anti-splitting agent on the surface of frame and sub frame before the installation
- PC15.** fasten the frame in position using appropriate wall plugs or galvanized straps
- PC16.** check the dimensions of sub-frame opening
- PC17.** apply appropriate bonding agent over the sub-frame and main frame
- PC18.** install the main frame over the sub-frame, securing it nails/screws as per the specification and check them for correct alignment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the standard practices for installing doors and windows
- KU2.** the importance of personal protection and use of the relevant safety gear and equipment



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- KU3.** the basic repair and maintenance of relevant tools and equipment
- KU4.** the use of drawings and specifications relevant to fixing doors
- KU5.** the basic principles of measurement
- KU6.** the selection and use of relevant tools and equipment, including air compressors and hoses, marking equipment, measuring tapes, nail guns, power saws, protractors, saw stools, scaffolding, spirit levels, squares(combination/tri), string lines, etc
- KU7.** different types of joints in frames, e.g. mitre joints
- KU8.** how to measure the door/window dimensions
- KU9.** how to set out lines, datum lines and level pegs
- KU10.** the process of fastening the frame in position
- KU11.** the process of applying grout between wall and door/window frames to fill the gap
- KU12.** the process of applying anti-splitting agent on wall and door/window frames
- KU13.** how to assemble the pre-cut main frame using the appropriate tools
- KU14.** how to check the horizontal and vertical alignment of main frame
- KU15.** the selection and use of correct door/window panel

Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Install frames and sub-frames</i>	30	60	-	10
PC1. select and organize the tools and equipment required for fixing doors and windows	-	-	-	-
PC2. measure the dimensions of the door/window frame to ensure its correct size	-	-	-	-
PC3. measure and check the space for the window is as per the applicable drawings/specifications	-	-	-	-
PC4. ensure dimensions of the opening are as per the size of the frame	-	-	-	-
PC5. carry out chipping, chiseling of masonry structure to provide gaps for fitting the frame	-	-	-	-
PC6. select the correct door/window panel as per the approved drawings	-	-	-	-
PC7. check for surface damage before installation and take appropriate corrective measures	-	-	-	-
PC8. install the window flashing, as applicable	-	-	-	-
PC9. cover the frame using appropriate means to avoid damage to the frame of before installation	-	-	-	-
PC10. mark the underside of the wall or roof directly above the outline on the floor using a line	-	-	-	-
PC11. align the door/window frame against the setting out lines, datum lines and level pegs	-	-	-	-
PC12. secure the frame using timber wedges and adjust the position of wedges to obtain the required vertical and horizontal alignment	-	-	-	-
PC13. ensure correct alignment and check the undercut dimensions before fastening the hinges	-	-	-	-
PC14. apply anti-splitting agent on the surface of frame and sub frame before the installation	-	-	-	-
PC15. fasten the frame in position using appropriate wall plugs or galvanized straps	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC16. check the dimensions of sub-frame opening	-	-	-	-
PC17. apply appropriate bonding agent over the sub-frame and main frame	-	-	-	-
PC18. install the main frame over the sub-frame, securing it nails/screws as per the specification and check them for correct alignment	-	-	-	-
NOS Total	30	60	-	10



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1111
NOS Name	Install frames and sub-frames for fixing doors and windows
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior & Exterior Finishes
NSQF Level	3.5
Credits	3
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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CON/N1112: Install wooden and PVC doors and windows

Description

This unit is about the installation of wooden and PVC doors and windows.

Scope

The scope covers the following :

- Install door panels/window panels, and decorative moldings
- Finish the doors /windows

Elements and Performance Criteria

Install door panels/window panels, and decorative moldings

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

- PC1.** install the door/window frame, sub-frame and panel as per specification
- PC2.** ensure proper alignment and check the under-cut dimensions before fastening the hinges
- PC3.** maintain a consistent gap between door/window panel and frame
- PC4.** use the correct type of decorative molding for the installation
- PC5.** apply bonding agent to the underside of the architrave (decorative molding)
- PC6.** Install the decorative molding around the door/window frame as per the specification
- PC7.** ensure the miter joints are flat and square at corners for seamless finish
- PC8.** check for proper swinging of doors after hinging
- PC9.** check for even contact between the door/window face and weather stripping attached to the frame

Finish the doors /windows

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

- PC10.** insulate the door/window frame using fibreglass insulation or low expansion foam as appropriate
- PC11.** install the interior trim as per the specifications
- PC12.** carry out caulking of the trim and brick mold joints
- PC13.** install the weather strip at the base of the door/window

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to install the door/window frame, sub-frame and panel
- KU2.** the importance of ensuring proper alignment and checking the under-cut dimensions before fastening the hinges
- KU3.** the importance of maintaining a consistent gap between door/window panel and frame
- KU4.** the process of applying bonding agent to the underside of the architrave



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- KU5.** the importance of ensuring the miter joints are flat and square at corners
- KU6.** the importance of ensuring even contact between the door/window face and weather stripping attached to the frame
- KU7.** how to insulate the door/window frame using fibreglass insulation or low expansion foam
- KU8.** the process of installing the interior trim
- KU9.** the caulking of trim and brick mold joints
- KU10.** the installation of weather strip at the base of the door/window

Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Install door panels/window panels, and decorative moldings</i>	21	42	-	7
PC1. install the door/window frame, sub-frame and panel as per specification	-	-	-	-
PC2. ensure proper alignment and check the under-cut dimensions before fastening the hinges	-	-	-	-
PC3. maintain a consistent gap between door/window panel and frame	-	-	-	-
PC4. use the correct type of decorative molding for the installation	-	-	-	-
PC5. apply bonding agent to the underside of the architrave (decorative molding)	-	-	-	-
PC6. Install the decorative molding around the door/window frame as per the specification	-	-	-	-
PC7. ensure the miter joints are flat and square at corners for seamless finish	-	-	-	-
PC8. check for proper swinging of doors after hinging	-	-	-	-
PC9. check for even contact between the door/window face and weather stripping attached to the frame	-	-	-	-
<i>Finish the doors /windows</i>	9	18	-	3
PC10. insulate the door/window frame using fibreglass insulation or low expansion foam as appropriate	-	-	-	-
PC11. install the interior trim as per the specifications	-	-	-	-
PC12. carry out caulking of the trim and brick mold joints	-	-	-	-
PC13. install the weather strip at the base of the door/window	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	60	-	10



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1112
NOS Name	Install wooden and PVC doors and windows
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior and Exterior Finishes
NSQF Level	3.5
Credits	2
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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CON/N1113: Install pre-fabricated sliding doors and windows

Description

This unit is about the installation of pre-fabricated sliding doors and windows.

Scope

The scope covers the following :

- Install sliding door and window frames, panels and decorative molding
- Finish the doors /windows

Elements and Performance Criteria

Install sliding door and window frames, panels and decorative molding

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

- PC1.** apply flexible waterproof flashing to the sides of bare wall surfaces along the frames
- PC2.** ensure the frame is plumb, square and not twisted between the openings
- PC3.** install sliding door frame or pocket wall frame as per specification for sliding doors/windows fixing
- PC4.** check for surface damage before installation and take appropriate corrective measures
- PC5.** check for correct alignment and under-cut dimensions before installing doors/window panels
- PC6.** set up the sliding door into the frame and check that it glides well and is parallel to the frame sides
- PC7.** adjust the rollers under the sliding panel as necessary
- PC8.** assemble the main frame at site as per the size requirement
- PC9.** install vertical parts of main frame using appropriate bonding agent, and fasten the horizontal parts of frame after fixing and drying of vertical parts
- PC10.** caulk between the siding and frame (or brick molding) as applicable
- PC11.** install the decorative molding around the door/window frame as per the specification
- PC12.** check the miter joints are flat and square at corners
- PC13.** check for even contact between the door/window face and weather stripping attached to the frame

Finish the doors /windows

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

- PC14.** caulk between the siding and the frame (or brick molding)
- PC15.** insulate the door/window frame using fibreglass insulation or low expansion foam as appropriate
- PC16.** install the interior trim as per the specification
- PC17.** caulk the trim and brick mold joints
- PC18.** install the weather strip at the base of the door/window

Knowledge and Understanding (KU)



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The individual on the job needs to know and understand:

- KU1.** the selection and use of relevant tools and equipment, such as marking equipment, measuring tapes, stair clips, steel squares and fences, string lines, etc.
- KU2.** how to measure the dimensions of the door frame
- KU3.** the components of pocket wall frame systems
- KU4.** the components of sliding doors and window frame assembly
- KU5.** how to set out lines, datum lines and level pegs
- KU6.** how to assemble the pre-cut main frame using correct tools
- KU7.** the methods of checking the horizontal and vertical alignment of main frame
- KU8.** the insulation technique for window frames

Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Install sliding door and window frames, panels and decorative molding</i>	22	44	-	7
PC1. apply flexible waterproof flashing to the sides of bare wall surfaces along the frames	-	-	-	-
PC2. ensure the frame is plumb, square and not twisted between the openings	-	-	-	-
PC3. install sliding door frame or pocket wall frame as per specification for sliding doors/windows fixing	-	-	-	-
PC4. check for surface damage before installation and take appropriate corrective measures	-	-	-	-
PC5. check for correct alignment and under-cut dimensions before installing doors/window panels	-	-	-	-
PC6. set up the sliding door into the frame and check that it glides well and is parallel to the frame sides	-	-	-	-
PC7. adjust the rollers under the sliding panel as necessary	-	-	-	-
PC8. assemble the main frame at site as per the size requirement	-	-	-	-
PC9. install vertical parts of main frame using appropriate bonding agent, and fasten the horizontal parts of frame after fixing and drying of vertical parts	-	-	-	-
PC10. caulk between the siding and frame (or brick molding) as applicable	-	-	-	-
PC11. install the decorative molding around the door/window frame as per the specification	-	-	-	-
PC12. check the miter joints are flat and square at corners	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. check for even contact between the door/window face and weather stripping attached to the frame	-	-	-	-
<i>Finish the doors /windows</i>	8	16	-	3
PC14. caulk between the siding and the frame (or brick molding)	-	-	-	-
PC15. insulate the door/window frame using fibreglass insulation or low expansion foam as appropriate	-	-	-	-
PC16. install the interior trim as per the specification	-	-	-	-
PC17. caulk the trim and brick mold joints	-	-	-	-
PC18. install the weather strip at the base of the door/window	-	-	-	-
NOS Total	30	60	-	10



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1113
NOS Name	Install pre-fabricated sliding doors and windows
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior & Exterior Finishes
NSQF Level	3.5
Credits	2
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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CON/N1114: Install aluminum doors and windows with glass glazing

Description

This unit is about the installation of aluminum doors and windows with glass glazing.

Scope

The scope covers the following :

- Install aluminium doors, windows, glass door/window panels and decorative molding

Elements and Performance Criteria

Install aluminium doors, windows, glass door/window panels and decorative molding

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

- PC1.** apply flexible waterproof flashing to the sides of bare wall surfaces along the frames as per applicable
- PC2.** check the frame is plumb, square and not twisted between the openings
- PC3.** check the inner frame and associated hardware for defects and take appropriate corrective measures
- PC4.** check for and clear any blockage in the weep holes in the inner frames to allow discharge of incidental water before the installation
- PC5.** follow the recommended sequence of panel installation
- PC6.** check the labels on the glass panels against the panel fixing plan and schedule
- PC7.** follow the standard orientation of glass panels for the consistent positioning of logos/trademarks
- PC8.** check the gasket for physical damages and take appropriate corrective measures
- PC9.** ensure the gasket is free from dust and dirt to ensure a good grip onto the frame and beadings
- PC10.** check the profile of gaskets is compatible with that of the beads used to secure the glass panels
- PC11.** insert glass panel into the frame for doors and windows and hold it in place using spacer hooks
- PC12.** splice gasket to fit around corners of the glass panes and secure it using appropriate tools and beading
- PC13.** seal the gap between the gasket and beading using an appropriate sealant, using suitable masking tape to protect glass during sealant application
- PC14.** install the decorative molding around the door/window frame as per specification
- PC15.** check the miter joints are flat and square at corners
- PC16.** check for even contact between the door/window face and the weather tripping attached to the frame
- PC17.** carry out insulation around doors/windows as per the specification



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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the use of sketches and specifications relevant to fixing and installing sliding doors/windows
- KU2.** the use of relevant tools and equipment
- KU3.** the process of fixing aluminum doors and windows
- KU4.** the process of fastening glass panels to doors and windows
- KU5.** how to hold glass panels in place using spacer hooks
- KU6.** how to estimate the length of gasket
- KU7.** the use of different sealants for fixing beading
- KU8.** different gaskets and their fixing procedure
- KU9.** how to check the horizontal and vertical alignment of main frame
- KU10.** use correct insulation technique around the door/window frames

Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Install aluminium doors, windows, glass door/window panels and decorative molding</i>	30	60	-	10
PC1. apply flexible waterproof flashing to the sides of bare wall surfaces along the frames as per applicable	-	-	-	-
PC2. check the frame is plumb, square and not twisted between the openings	-	-	-	-
PC3. check the inner frame and associated hardware for defects and take appropriate corrective measures	-	-	-	-
PC4. check for and clear any blockage in the weep holes in the inner frames to allow discharge of incidental water before the installation	-	-	-	-
PC5. follow the recommended sequence of panel installation	-	-	-	-
PC6. check the labels on the glass panels against the panel fixing plan and schedule	-	-	-	-
PC7. follow the standard orientation of glass panels for the consistent positioning of logos/trademarks	-	-	-	-
PC8. check the gasket for physical damages and take appropriate corrective measures	-	-	-	-
PC9. ensure the gasket is free from dust and dirt to ensure a good grip onto the frame and beadings	-	-	-	-
PC10. check the profile of gaskets is compatible with that of the beads used to secure the glass panels	-	-	-	-
PC11. insert glass panel into the frame for doors and windows and hold it in place using spacer hooks	-	-	-	-
PC12. splice gasket to fit around corners of the glass panes and secure it using appropriate tools and beading	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. seal the gap between the gasket and beading using an appropriate sealant, using suitable masking tape to protect glass during sealant application	-	-	-	-
PC14. install the decorative molding around the door/window frame as per specification	-	-	-	-
PC15. check the miter joints are flat and square at corners	-	-	-	-
PC16. check for even contact between the door/window face and the weather tripping attached to the frame	-	-	-	-
PC17. carry out insulation around doors/windows as per the specification	-	-	-	-
NOS Total	30	60	-	10



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1114
NOS Name	Install aluminum doors and windows with glass glazing
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior and Exterior Finishes
NSQF Level	3.5
Credits	1
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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CON/N1115: Install hardware and accessories on doors and windows

Description

This unit is about the installation of hardware and accessories on doors and windows.

Scope

The scope covers the following :

- Install hardware and accessories on doors and windows

Elements and Performance Criteria

Install hardware and accessories on doors and windows

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

- PC1.** determine the type of door and window hardware from the job specifications
- PC2.** use the appropriate tools and equipment for installing hardware on doors and windows
- PC3.** identify and mark the level and point for fixing door and window hardware
- PC4.** drill holes or cut through doors/windows to accommodate hardware installation
- PC5.** install latch assembly, handles and cylinder locks as per the specifications
- PC6.** fasten the face plates and keepers appropriately and adjust the hardware to suit the alignment and level to match with job specification
- PC7.** install other hardware, such as stoppers and door closers as per the requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the components of handle and lock set including interior/exterior handles, lock body, face plate, cylinder locks, lock keeper, key and assembly screws, hinges, rollers for sliding door, door closers, etc
- KU2.** the methods of fastening the hardware in position
- KU3.** the use of relevant tools for installing various hardware, such as screwdriver, drilling machine, screws, fasteners, screw drill. etc
- KU4.** the process of installing correct lockset and architraves for windows
- KU5.** how to install the latch assembly, handles and cylinder lock
- KU6.** how to fasten face plates and keepers
- KU7.** how to check line and level and adjust alignment of hardware to suit the requirement

Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records



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- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Install hardware and accessories on doors and windows</i>	30	60	-	10
PC1. determine the type of door and window hardware from the job specifications	-	-	-	-
PC2. use the appropriate tools and equipment for installing hardware on doors and windows	-	-	-	-
PC3. identify and mark the level and point for fixing door and window hardware	-	-	-	-
PC4. drill holes or cut through doors/windows to accommodate hardware installation	-	-	-	-
PC5. install latch assembly, handles and cylinder locks as per the specifications	-	-	-	-
PC6. fasten the face plates and keepers appropriately and adjust the hardware to suit the alignment and level to match with job specification	-	-	-	-
PC7. install other hardware, such as stoppers and door closers as per the requirement	-	-	-	-
NOS Total	30	60	-	10



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N1115
NOS Name	Install hardware and accessories on doors and windows
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Interior and Exterior Finishes
NSQF Level	3.5
Credits	1
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



Qualification Pack

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	-	-



Qualification Pack

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	Real Estate and Infrastructure construction
Occupation	Generic 2
NSQF Level	4
Credits	1
Version	12.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



Qualification Pack

CON/N8002: Plan and organize work to meet expected outcomes

Description

This unit describes the knowledge and the skills required for an individual to plan and organize own work in order to meet expected outcome

Scope

The scope covers the following :

- Plan and prepare for work
- Organise required resources as per work plan
- Complete work as per the plan

Elements and Performance Criteria

Plan and prepare for work

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

- PC1.** identify the targets and timelines set by superiors
- PC2.** determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task
- PC3.** plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities
- PC4.** prepare the work areas in coordination with team members
- PC5.** plan for waste collection and disposal prior to and after completion of work

Organise required resources as per work plan

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

- PC6.** arrange the required manpower prior to commencement of work
- PC7.** organize the required materials, tools and tackles required for the task

Complete work as per the plan

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

- PC8.** engage allocated manpower in an appropriate manner
- PC9.** employ correct tools, tackles and equipment for the desired work
- PC10.** provide guidance to the subordinates to obtain desired outcome
- PC11.** use resources in an optimum manner to avoid any unnecessary wastage
- PC12.** use tools, tackles and equipment carefully to avoid damage
- PC13.** ensure the work processes adopted are in line with the specified standards and instructions
- PC14.** complete the work with the allocated resources within specified time
- PC15.** clean and organise the workplace after completion of task

Knowledge and Understanding (KU)



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The individual on the job needs to know and understand:

- KU1.** importance of proper housekeeping including safe waste disposal
- KU2.** policies, procedures and work targets set by superiors
- KU3.** how to identify work activities that need to be planned and organized
- KU4.** how to determine the task requirements
- KU5.** how to determine the quality requirements related to the task
- KU6.** how to undertake all aspect of planning and organizing the task, including interpretation of task, reading drawing/schedules, arranging resources, reporting problems etc.
- KU7.** how to implement the planned activities
- KU8.** how to use available resources in a judicious and appropriate manner to minimize wastages or damage

Generic Skills (GS)

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

- GS1.** write in one or more language, preferably the local language at the site
- GS2.** read communication from co-workers, superiors and notices from other departments as per requirement of the level
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** follow communication shared by co-workers regarding standard work processes, resources available, timelines, etc.
- GS5.** communicate effectively with co-workers and subordinates
- GS6.** decide on what sequence is to be adopted for execution of work
- GS7.** plan and organize the materials, tools, tackles and equipment required to execute the work
- GS8.** complete all assigned task with proper planning and organizing
- GS9.** analyze areas of work which could result in a delay of work, wastage of material or damage to tools and tackles
- GS10.** evaluate potential solutions to minimize avoidable delays and wastages at the construction site



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan and prepare for work</i>	9	21	-	-
PC1. identify the targets and timelines set by superiors	-	-	-	-
PC2. determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task	-	-	-	-
PC3. plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities	-	-	-	-
PC4. prepare the work areas in coordination with team members	-	-	-	-
PC5. plan for waste collection and disposal prior to and after completion of work	-	-	-	-
<i>Organise required resources as per work plan</i>	6	14	-	-
PC6. arrange the required manpower prior to commencement of work	-	-	-	-
PC7. organize the required materials, tools and tackles required for the task	-	-	-	-
<i>Complete work as per the plan</i>	15	35	-	-
PC8. engage allocated manpower in an appropriate manner	-	-	-	-
PC9. employ correct tools, tackles and equipment for the desired work	-	-	-	-
PC10. provide guidance to the subordinates to obtain desired outcome	-	-	-	-
PC11. use resources in an optimum manner to avoid any unnecessary wastage	-	-	-	-
PC12. use tools, tackles and equipment carefully to avoid damage	-	-	-	-
PC13. ensure the work processes adopted are in line with the specified standards and instructions	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. complete the work with the allocated resources within specified time	-	-	-	-
PC15. clean and organise the workplace after completion of task	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N8002
NOS Name	Plan and organize work to meet expected outcomes
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic 2
NSQF Level	4
Credits	1
Version	9.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQF Clearance Date	31/08/2023



Qualification Pack

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

Description

This NOS covers the skill and knowledge required for an individual to work according to personal health, safety and environmental protocols 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
- Follow infection control guidelines as per applicability

Elements and Performance Criteria

Follow safety norms as defined by the 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.** follow all the protocols and safety techniques conveyed during safety awareness programs like Tool Box Talks, safety demonstrations and mock drills conducted at the site
- PC5.** select and operate different types of fire extinguishers corresponding to various 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 for : Head Protection, Ear protection, Fall Protection ,Foot Protection, Face and Eye Protection, Hand and Body Protection , and Respiratory Protection (if required)
- PC8.** handle all required tools, tackles, materials and equipment safely
- PC9.** follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines
- PC10.** check and install all safety equipment as per standard guidelines
- PC11.** follow safety protocols and practices as laid down by site EHS department
- PC12.** obtain "height pass" clearance for working at heights

Implement good housekeeping practices

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

- PC13.** collect, segregate and deposit construction waste into appropriate containers based on their toxicity or hazardous nature



Qualification Pack

PC14. apply ergonomic principles wherever required

Follow infection control guidelines as per applicability

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

PC15. follow recommended personal hygiene, workplace hygiene and sanitization practices

PC16. clean and disinfect all materials, tools and supplies before and after use

PC17. report immediately to concerned authorities regarding signs and symptoms of illness of self and others

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 based on various working conditions

KU6. importance of handling tools, equipment, and materials as per applicable norms

KU7. effect of construction material on health and environments as per applicability

KU8. various environmental protection methods as per applicability

KU9. storage of waste including non-combustible scrap material and debris, combustible scrap material and debris, general construction waste and trash (non-toxic, non-hazardous), any other hazardous wastes and any other flammable wastes at the appropriate location

KU10. how to keep the workplace neat and tidy so as to be safe

KU11. how to use hazardous material in a safe and appropriate manner as per applicability

KU12. types of fire

KU13. procedure of operating different types of fire extinguishers

KU14. safety relevant to tools, tackles, and equipment as per applicability

KU15. housekeeping activities relevant to task

KU16. ways of transmission of infection

KU17. ways to manage infectious risks at the workplace

KU18. different methods of cleaning, disinfection, sterilization, and sanitization

KU19. symptoms of infection like fever, cough, redness, swelling, and inflammation

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. 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



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- GS4.** speak in one or more language, preferably in one of the local language of the site
- GS5.** listen to instructions/communication shared by site EHS and superiors regarding site safety, and conducting the toolbox talk
- GS6.** identify potential safety risks and report to the appropriate authority
- GS7.** assess and analyze areas which may affect health, safety and environment protocol on the site



Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow safety norms as defined by the organization</i>	6	14	-	-
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. follow all the protocols and safety techniques conveyed during safety awareness programs like Tool Box Talks, safety demonstrations and mock drills conducted at the site	-	-	-	-
PC5. select and operate different types of fire extinguishers corresponding to various types of fires as per EHS guideline	-	-	-	-
PC6. identify near miss, unsafe condition and unsafe act	-	-	-	-
<i>Adopt healthy & safe work practices</i>	15	35	-	-
PC7. use appropriate Personal Protective Equipment (PPE) as per work requirements for : Head Protection, Ear protection, Fall Protection ,Foot Protection, Face and Eye Protection, Hand and Body Protection , and Respiratory Protection (if required)	-	-	-	-
PC8. handle all required tools, tackles, materials and equipment safely	-	-	-	-
PC9. follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines	-	-	-	-
PC10. check and install all safety equipment as per standard guidelines	-	-	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. follow safety protocols and practices as laid down by site EHS department	-	-	-	-
PC12. obtain "height pass" clearance for working at heights	-	-	-	-
<i>Implement good housekeeping practices</i>	6	14	-	-
PC13. collect, segregate and deposit construction waste into appropriate containers based on their toxicity or hazardous nature	-	-	-	-
PC14. apply ergonomic principles wherever required	-	-	-	-
<i>Follow infection control guidelines as per applicability</i>	3	7	-	-
PC15. follow recommended personal hygiene, workplace hygiene and sanitization practices	-	-	-	-
PC16. clean and disinfect all materials, tools and supplies before and after use	-	-	-	-
PC17. report immediately to concerned authorities regarding signs and symptoms of illness of self and others	-	-	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N9001
NOS Name	Work according to personal health, safety and environment protocols at construction site
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic Safety
NSQF Level	4
Credits	1
Version	10.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



Qualification Pack

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



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- 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) 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.
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 NOSs, the trainee is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack within
- 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/N1111.Install frames and sub-frames for fixing doors and windows	30	60	0	10	100	20
CON/N1112.Install wooden and PVC doors and windows	30	60	0	10	100	15
CON/N1113.Install pre-fabricated sliding doors and windows	30	60	0	10	100	20
CON/N1114.Install aluminum doors and windows with glass glazing	30	60	0	10	100	15
CON/N1115.Install hardware and accessories on doors and windows	30	60	0	10	100	10
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	0	0	100	5



Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N8002.Plan and organize work to meet expected outcomes	30	70	0	0	100	5
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	0	0	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	260	540	0	50	850	100



Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
EHS	Environmental, Health, and Safety
MCQ	Multiple-Choice Questions
PPE	Personal Protective Equipment
PVC	Polyvinyl Chloride



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.



Qualification Pack

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