



Qualification Pack



Junior Store Keeper -Construction

QP Code: CON/Q1502

Version: 2.0

NSQF Level: 5

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CON/Q1502: Junior Store Keeper -Construction

Brief Job Description

Junior store keeper- construction is responsible for receiving incoming material, stacking, storing and issuing of materials along with carrying out necessary documentation at the construction site.

Personal Attributes

The Junior Store Keeper -Construction is expected to be physically fit to work across various locations with varied environmental conditions. The person should be organized, diligent, methodical, safety-conscious, and a prompt decision-maker. In addition to being a team player, the individual should have good communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

- [1. CON/N1503: Receive and stock incoming material in stores/stock yard at the construction site](#)
- [2. CON/N1504: Arrange storage of materials received at site stores/stock yard](#)
- [3. CON/N1505: Issue material to site as per indent](#)
- [4. CON/N7001: Plan, arrange and manage resources for execution of relevant work](#)
- [5. CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
- [6. CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace](#)
- [7. CON/N9002: Manage workplace for safe and healthy work environment](#)

Qualification Pack (QP) Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Store Keeping
Country	India
NSQF Level	5



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Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.0100
Minimum Educational Qualification & Experience	10th Class + I.T.I (2 years) with 2 Years of experience in same occupation OR 12th Class with 4 Years of experience in same occupation OR Certificate-NSQF (level 4) with 2 Years of experience in same occupation
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NIL
Minimum Job Entry Age	18 Years
Last Reviewed On	31/03/2022
Next Review Date	31/03/2025
NSQC Approval Date	31/03/2022
Version	2.0
Reference code on NQR	2022/CON/CSDCI/05624
NQR Version	1.0



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CON/N1503: Receive and stock incoming material in stores/stock yard at the construction site

Description

This unit describes the skills and knowledge required to receive incoming material at site stores/stock yard in construction site.

Scope

The scope covers the following :

- Receive incoming material in stores/stock yard at the construction site
- Record and document the material inventory and prepare reports as per organization policies

Elements and Performance Criteria

Receive incoming material in stores/stock yard at the construction site

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

- PC1.** check the delivery challan and invoice produced by the carrier against the copy of purchase order
- PC2.** check that quality and quantity of incoming material is as per the purchase order or material requisition
- PC3.** check for the test certificate of material in case of steel, cement, admixtures, electrical items, mechanical items, machineries etc
- PC4.** arrange for weighing of incoming bulk material as per standard practices
- PC5.** carry out volumetric measurement of incoming material as per applicability
- PC6.**
 - co-ordinate with quality department for inspection of incoming materials as
 - per standard practices
- PC7.** arrange for unloading of material subject to acceptance from quality department/user and clearance for unloading
- PC8.** report to store in-charge in case of shortage and if material is rejected/ not accepted from quality department/user

Make entries in register and prepare various reports for received as per organization policies

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

- PC9.** record appropriate entries on the delivery note, get approval from store in-charge and return a copy of same to the carrier
- PC10.** maintain the daily goods receipt register /Goods Inward Register mentioning details such as date and time of receipt, name of the supplier, name and detail of carrier, challan number and date, item code, details and description, quantity and value of items, purchase order reference, carrier details, goods inward note reference, rejected memo reference, received by, inspected by etc.
- PC11.** prepare Good Inspection Note (GIN) after material is inspected and approved by the Quality Department



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- PC12.** update details related to current stock of materials in stock maintenance as per standard practices
- PC13.** perform all other documentation and filing works related to the received and stocked materials in store/stock yards
- PC14.** inform user departments about the availability or non-availability of material requisitioned by them
- PC15.** carry out periodic meeting with the site team for material requirement and reconciliation
- PC16.** inform site team about the soon to be expiring material in advance for faster consumption of the material at site

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for store keeping
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears and equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** details available in delivery challan, invoice, purchase order
- KU7.** how to check quantity of material against purchase order
- KU8.** visual/physical checking of material for breakage, distortion and deterioration
- KU9.** importance of test certificates for steel, cement, electrical and mechanical items, machineries etc
- KU10.** how to measure incoming materials at site as per applicability
- KU11.** standard practices for handling of materials at stores/stock yards
- KU12.** importance of material inspection from quality departments
- KU13.** importance of maintaining daily goods receipt register or goods inward register
- KU14.** details which are required in daily incoming material register
- KU15.** importance of goods inspection report and approval from quality department
- KU16.** importance of maintaining current stock register for different materials such as steel, cement, brick/blocks, aggregate, formwork material etc
- KU17.** documentation and filing works related to receiving of materials in stores
- KU18.** importance of meetings with site departments
- KU19.** importance of keeping the data of expiring material and providing its information to the site departments

Generic Skills (GS)

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



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- GS1.** write in at least one language, preferably in the local language of the site
- GS2.** read sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks
- GS10.** 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>Receive incoming material in stores/stock yard at the construction site</i>	20	30	-	-
PC1. check the delivery challan and invoice produced by the carrier against the copy of purchase order	-	-	-	-
PC2. check that quality and quantity of incoming material is as per the purchase order or material requisition	-	-	-	-
PC3. check for the test certificate of material in case of steel, cement, admixtures, electrical items, mechanical items, machineries etc	-	-	-	-
PC4. arrange for weighing of incoming bulk material as per standard practices	-	-	-	-
PC5. carry out volumetric measurement of incoming material as per applicability	-	-	-	-
PC6. • co-ordinate with quality department for inspection of incoming materials as • per standard practices	-	-	-	-
PC7. arrange for unloading of material subject to acceptance from quality department/user and clearance for unloading	-	-	-	-
PC8. report to store in-charge in case of shortage and if material is rejected/ not accepted from quality department/user	-	-	-	-
<i>Make entries in register and prepare various reports for received as per organization policies</i>	20	30	-	-
PC9. record appropriate entries on the delivery note, get approval from store in-charge and return a copy of same to the carrier	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. maintain the daily goods receipt register /Goods Inward Register mentioning details such as date and time of receipt, name of the supplier, name and detail of carrier, challan number and date, item code, details and description, quantity and value of items, purchase order reference, carrier details, goods inward note reference, rejected memo reference, received by, inspected by etc.	-	-	-	-
PC11. prepare Good Inspection Note (GIN) after material is inspected and approved by the Quality Department	-	-	-	-
PC12. update details related to current stock of materials in stock maintenance as per standard practices	-	-	-	-
PC13. perform all other documentation and filing works related to the received and stocked materials in store/stock yards	-	-	-	-
PC14. inform user departments about the availability or non-availability of material requisitioned by them	-	-	-	-
PC15. carry out periodic meeting with the site team for material requirement and reconciliation	-	-	-	-
PC16. inform site team about the soon to be expiring material in advance for faster consumption of the material at site	-	-	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1503
NOS Name	Receive and stock incoming material in stores/stock yard at the construction site
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Store Keeping
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



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CON/N1504: Arrange storage of materials received at site stores/stock yard

Description

This unit describes the skills and knowledge required to arrange storage of materials received at site stores/stock yard.

Scope

The scope covers the following :

- Arrange storage of various materials received at site stores/stock yard
- Arrange safe storage of hazardous and inflammable materials at site/ stock yards

Elements and Performance Criteria

Arrange storage of materials received at site stores/stock yard

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

- PC1.** ensure appropriate personal protective equipment (PPEs) are used by helper while handling of materials in stores/stock yards
- PC2.** identify hazards associated with the handling of materials
- PC3.** determine handling characteristic of materials and ensure correct manual/mechanical methods is used when loading, unloading, shifting and placing of materials
- PC4.** ensure appropriate rigging gears such as slings, shackles, lifting belts, steel ropes, chain block etc. are used for lifting and shifting of heavy weight material, components and equipment
- PC5.** ensure stacks/piles of material are stable so as to aid safe handling and loading
- PC6.** ensure materials are stored, stacked/stockpiled as per store layout plan for ease of identification, retrieval and prevention of damage
- PC7.** provide suitable label/tagging/coding and store material at appropriate location
- PC8.** ensure that bagged materials like cement bags, Plaster of Paris bags (POP), Gypsum Bags are stored above ground level in a covered area, free from moisture
- PC9.** ensure reinforcement steel or structural steel are stacked over wooden sleepers above ground levels, based on their classification, sizes and length
- PC10.** ensure safe stacking of bricks and blocks as per standard practices

Arrange safe storage of hazardous and inflammable materials at site/ stock yards

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

- PC11.** ensure plywood, timber, gypsum boards, fibre board are stacked and stored on a flat platform above ground level in a covered, clean and dry place
- PC12.** ensure safe handling and storing of hazardous material as per environment, health and safety norms
- PC13.** ensure safe handling and storing of inflammable material as per environment, health and safety norms



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- PC14.** check that work area is cleared of waste, cleaned, restored and secured in line with workplace procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for store keeping works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears and equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** various kinds of hazards associated with handling of construction materials, tools and equipments and correct handling procedures
- KU7.** manual/mechanical handling of material
- KU8.** different types of tags/colour code/ warning sign and their specific purpose
- KU9.** storing of material at appropriate location based on type (physical state), toxicity, inflammability and other hazards, volume and weight, frequency of movement and use of material.
- KU10.** importance of proper storage area, lighting and proper ventilation
- KU11.** protection of material, tools and equipments from external environment
- KU12.** use of appropriate rigging gears for handling of heavy weight, large volume items
- KU13.** standard practices for stacking and storing of materials such as steel, cement, bricks/blocks, aggregate, pop bags, glass item, imber/plywood, hand and power tools
- KU14.** importance of handling toxic, inflammable and other hazardous material separately as per environment, health and safety norms
- KU15.** housekeeping of storage area/stock area

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 sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates



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GS9. evaluate the complexity of the tasks

GS10. 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>Arrange storage of materials received at site stores/stock yard</i>	24	36	-	-
PC1. ensure appropriate personal protective equipment (PPEs) are used by helper while handling of materials in stores/stock yards	-	-	-	-
PC2. identify hazards associated with the handling of materials	-	-	-	-
PC3. determine handling characteristic of materials and ensure correct manual/mechanical methods is used when loading, unloading, shifting and placing of materials	-	-	-	-
PC4. ensure appropriate rigging gears such as slings, shackles, lifting belts, steel ropes, chain block etc. are used for lifting and shifting of heavy weight material, components and equipment	-	-	-	-
PC5. ensure stacks/piles of material are stable so as to aid safe handling and loading	-	-	-	-
PC6. ensure materials are stored, stacked/stockpiled as per store layout plan for ease of identification, retrieval and prevention of damage	-	-	-	-
PC7. provide suitable label/tagging/coding and store material at appropriate location	-	-	-	-
PC8. ensure that bagged materials like cement bags, Plaster of Paris bags (POP), Gypsum Bags are stored above ground level in a covered area, free from moisture	-	-	-	-
PC9. ensure reinforcement steel or structural steel are stacked over wooden sleepers above ground levels, based on their classification, sizes and length	-	-	-	-
PC10. ensure safe stacking of bricks and blocks as per standard practices	-	-	-	-
<i>Arrange safe storage of hazardous and inflammable materials at site/ stock yards</i>	16	24	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure plywood, timber, gypsum boards, fibre board are stacked and stored on a flat platform above ground level in a covered, clean and dry place	-	-	-	-
PC12. ensure safe handling and storing of hazardous material as per environment, health and safety norms	-	-	-	-
PC13. ensure safe handling and storing of inflammable material as per environment, health and safety norms	-	-	-	-
PC14. check that work area is cleared of waste, cleaned, restored and secured in line with workplace procedures	-	-	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1504
NOS Name	Arrange storage of materials received at site stores/stock yard
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Store Keeping
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



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CON/N1505: Issue material to site as per indent

Description

This unit describes the skills and knowledge required to issue material to site as per indent.

Scope

The scope covers the following :

- Issue material to site as per the indent
- Record the details for the issued materials

Elements and Performance Criteria

Issue material to site as per indent

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

- PC1.** receive indent and check details such as date, item name, item code, item details, quantity, location, purpose of use, signature of approval and requestor etc
- PC2.** verify that requested item is available in the store/stock yard as per the requirement
- PC3.** obtain approval of the store in-charge for the indent
- PC4.** instruct sub-ordinate to bring the indented item in required quantity
- PC5.** ensure material are shifted properly from the store/stock yard
- PC6.** verify the item and quantity as brought by the sub-ordinate at material issue-counter
- PC7.** hand over the required item to the requestor within specified time limit

Record the details for the issued materials

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

- PC8.** update the material issued register immediately after issuing materials, as per the site policy
- PC9.** maintain document register for the materials issued to the sub-contractor, as per the site policy
- PC10.** provide all the indents to the store keeper for records and documentation
- PC11.** perform all necessary documentation and filling works after issuing materials from the stores

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for store keeping works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears and equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment



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- KU6.** statutory compliance requirement related to workmen engagement
- KU7.** procedure for issuing material to departmental worker, sub-contractor, external agency
- KU8.** importance of indenting procedure
- KU9.** details which is to filled in indent prior to issuing of material and indent approval from store incharge
- KU10.** standard practices for handling of materials at stores/stock yards
- KU11.** verification of returnable material
- KU12.** updation of material issue register for items such as cements, bricks and blocks, aggregate, structural steels, formwork material
- KU13.** documentation and filling works related to issuing of material

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 sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates
- GS9.** evaluate the complexity of the tasks
- GS10.** 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>Issue material to site as per indent</i>	24	36	-	-
PC1. receive indent and check details such as date, item name, item code, item details, quantity, location, purpose of use, signature of approval and requestor etc	-	-	-	-
PC2. verify that requested item is available in the store/stock yard as per the requirement	-	-	-	-
PC3. obtain approval of the store in-charge for the indent	-	-	-	-
PC4. instruct sub-ordinate to bring the indented item in required quantity	-	-	-	-
PC5. ensure material are shifted properly from the store/stock yard	-	-	-	-
PC6. verify the item and quantity as brought by the sub-ordinate at material issue-counter	-	-	-	-
PC7. hand over the required item to the requestor within specified time limit	-	-	-	-
<i>Record the details for the issued materials</i>	16	24	-	-
PC8. update the material issued register immediately after issuing materials, as per the site policy	-	-	-	-
PC9. maintain document register for the materials issued to the sub-contractor, as per the site policy	-	-	-	-
PC10. provide all the indents to the store keeper for records and documentation	-	-	-	-
PC11. perform all necessary documentation and filling works after issuing materials from the stores	-	-	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N1505
NOS Name	Issue material to site as per indent
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Store Keeping
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



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CON/N7001: Plan, arrange and manage resources for execution of relevant work

Description

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

Scope

The scope covers the following :

- Plan and prepare for work
- Arrange and manage manpower
- Arrange allocate and manage tools, material and equipment for completion of 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 for the work 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

Arrange and manage manpower

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

- PC6.** determine quantum and nature of work under assigned activity
- PC7.** calculate requirement of manpower for assigned activities
- PC8.** submit manpower requirement to superiors
- PC9.** allocate and extract work as per plan
- PC10.** provide clear instructions to workmen for execution of work
- PC11.** ensure optimum utilization of manpower resources
- PC12.** record the daily labor attendance and their daily productivity

Arrange allocate and manage tools, material and equipment for completion of work, as per the plan

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

- PC13.** estimate requirement for material, components, fixtures, equipment, tools and accessories
- PC14.** submit material, equipment and tool requirement to superiors
- PC15.** allocate material, equipment and tools to workmen and extract the work as per plan
- PC16.** provide clear instructions for optimum use of resources



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PC17. ensure the work processes adopted are in line with the specified standards and instructions

PC18. complete the work with the allocated resources within specified time

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for execution of relevant work
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears and equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** how to identify work activities that need to be planned and organized
- KU7.** how to undertake all aspect of planning and organizing the task, including interpretation of task, reading drawing/schedules, arranging resources, reporting problems etc.
- KU8.** manpower requirement on the basis of quantum of work and productivity
- KU9.** sequence and priority of activities
- KU10.** how to identify priority and critical activity of relevant task
- KU11.** method and technique on briefing team members about relevant work
- KU12.** different checks to evaluate progress and quality of relevant works
- KU13.** importance of daily productivity report
- KU14.** importance of daily attendance register
- KU15.** how to calculate quantum of relevant work
- KU16.** calculation of tools and material requirement
- KU17.** optimum use of available resources
- KU18.** computer basics

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 sketches, instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site
- GS3.** speak in one or more language, preferably one of the local language at the site
- GS4.** communicate orally and effectively with team members
- GS5.** analyze the safety aspect of the workplace
- GS6.** plan work and organize required resource effectively
- GS7.** complete work as per agreed time schedule and quality parameters
- GS8.** resolve any conflict within the teammates



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GS9. evaluate the complexity of the tasks

GS10. 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>Plan and prepare for work</i>	12	18	-	-
PC1. identify the targets and timelines for the work 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>Arrange and manage manpower</i>	12	18	-	-
PC6. determine quantum and nature of work under assigned activity	-	-	-	-
PC7. calculate requirement of manpower for assigned activities	-	-	-	-
PC8. submit manpower requirement to superiors	-	-	-	-
PC9. allocate and extract work as per plan	-	-	-	-
PC10. provide clear instructions to workmen for execution of work	-	-	-	-
PC11. ensure optimum utilization of manpower resources	-	-	-	-
PC12. record the daily labor attendance and their daily productivity	-	-	-	-
<i>Arrange allocate and manage tools, material and equipment for completion of work, as per the plan</i>	16	24	-	-
PC13. estimate requirement for material, components, fixtures, equipment, tools and accessories	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. submit material, equipment and tool requirement to superiors	-	-	-	-
PC15. allocate material, equipment and tools to workmen and extract the work as per plan	-	-	-	-
PC16. provide clear instructions for optimum use of resources	-	-	-	-
PC17. ensure the work processes adopted are in line with the specified standards and instructions	-	-	-	-
PC18. complete the work with the allocated resources within specified time	-	-	-	-
NOS Total	40	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	CON/N7001
NOS Name	Plan, arrange and manage resources for execution of relevant work
Sector	Construction
Sub-Sector	Generic, Real Estate and Infrastructure construction
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



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>	24	36	-	-
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>	8	12	-	-
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>	8	12	-	-
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	40	60	-	-



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	5
Credits	TBD
Version	9.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



Qualification Pack

CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace

Description

This unit covers the skills and knowledge required by an individual to supervise, monitor and evaluate performance of subordinates at the work place

Scope

The scope covers the following :

- Monitor and evaluate subordinates performance as per quality standards and timelines
- Practice and promote gender inclusive behavior and leadership

Elements and Performance Criteria

Monitor and evaluate subordinates performance as per quality standards and timelines

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

- PC1.** fix expected targets for the respective gang as per site requirements and allocate work to subordinates
- PC2.** establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes
- PC3.** inspect assigned work to the respected gang of workers through progressive checking
- PC4.** observe and verify the work activities performed by the subordinates at the construction site
- PC5.** monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority
- PC6.** ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations

Practice and promote gender inclusive behavior and leadership

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

- PC7.** promote a safe, supportive, inclusive and gender sensitive environment at workplace.
- PC8.** manage and facilitate capacity building to enable inclusion of all genders
- PC9.** take prompt corrective action in case of inappropriate behavior at workplace

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies, procedures and work targets for performance evaluation and appraisals
- KU2.** organizational policies, procedures and protocol for smooth completion of work at the respective workplace
- KU3.** complete work/task accurately by following standard specifications and procedures by optimized and correct used of materials , tools, tackles and equipment



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Generic Skills (GS)

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

- GS1.** write in at one or more language, preferably the local language
- GS2.** read in at one or more language, preferably the local language at the site
- GS3.** speak in at one or more language, preferably one of the local language at the site
- GS4.** communicate effectively with team members at workplace
- GS5.** plan work as per right sequence and organize required resources in coordination with the team members
- GS6.** complete work as per the requirement
- GS7.** evaluate and find solutions to minimize errors and suggest improvements for optimizing resource utilization
- GS8.** assess which situations would require intervention of superiors



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Monitor and evaluate subordinates performance as per quality standards and timelines</i>	40	40	-	-
PC1. fix expected targets for the respective gang as per site requirements and allocate work to subordinates	-	-	-	-
PC2. establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes	-	-	-	-
PC3. inspect assigned work to the respected gang of workers through progressive checking	-	-	-	-
PC4. observe and verify the work activities performed by the subordinates at the construction site	-	-	-	-
PC5. monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority	-	-	-	-
PC6. ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations	-	-	-	-
<i>Practice and promote gender inclusive behavior and leadership</i>	10	10	-	-
PC7. promote a safe, supportive, inclusive and gender sensitive environment at workplace.	-	-	-	-
PC8. manage and facilitate capacity building to enable inclusion of all genders	-	-	-	-
PC9. take prompt corrective action in case of inappropriate behavior at workplace	-	-	-	-
NOS Total	50	50	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N8003
NOS Name	Supervise, monitor and evaluate performance of subordinates at workplace
Sector	Construction
Sub-Sector	Real Estate and Infrastructure construction
Occupation	Generic 2
NSQF Level	6
Credits	TBD
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022



Qualification Pack

CON/N9002: Manage workplace for safe and healthy work environment

Description

This unit describes the skill and knowledge required to maintain a healthy & safe working environment for the group of people working under an individual

Scope

The scope covers the following :

- Ensure effective implementation of health, safety and environment policies and procedures
- Identify and respond to risks / fire and emergencies associated with the work practices and workplace
- Ensure sanitization and infection control guidelines are followed at construction site

Elements and Performance Criteria

Ensure effective implementation of health, safety and environment policies and procedures

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

- PC1.** implement safe handling and stacking methods at workplace /store
- PC2.** ensure the adequate availability and placing of safety and protection installations at site
- PC3.** ensure that safe access ways are available at work place for movement of workers and materials
- PC4.** ensure the safe use of tools and tackles by teammates as per work requirements
- PC5.** ensure ergonomic principles are adopted by the teammates while lifting and shifting of construction materials, tools and equipment
- PC6.** ensure appropriate use of following Personal Protective Equipment (PPE) as per work requirement of head protection, ear protection, fall protection, foot protection, face and eye protection, hand and body protection, respiratory protection
- PC7.** maintain entry and exit pathways from confined spaces, excavated pits and other location as per safety parameters/instructions
- PC8.** ensure proper housekeeping at workplace
- PC9.** ensure that subordinates adhere to health and safety plans

Identify and respond to risks / fire and emergencies associated with the work practices and workplace

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

- PC10.** identify any hazard at workplace and report/notify the same to appropriate authorities.
- PC11.** follow procedures for accident recording and reporting as per organizational and statutory requirements
- PC12.** ensure effective adherence to emergency response procedures / protocols
- PC13.** select and operate different types of fire extinguishers corresponding to types of fires as per EHS guideline
- PC14.** obtain 'height pass' clearance as per EHS guideline



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PC15. implement control measures to reduce risks ,meeting legislative requirements within the scope of own role and expertise, as per organizational policies

Ensure sanitization and infection control guidelines are followed at construction site

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

PC16. promote awareness about latest hygiene and sanitation regulations

PC17. ensure disinfection procedure related to material, tools and supplies are followed properly

PC18. respond to infection prevention and control and its non-compliance , within scope of own role or report to required personnel

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the policies, procedures and protocol set up by the EHS Department with respect to Health , Safety and Environment at the respective construction site

KU2. reporting procedures in cases of breaches or hazards in site safety, accidents or emergency situations

KU3. safe working practices for tools, tackles and equipment

KU4. workplace policies and health and safety requirements for dealing with potential risks as defined by the EHS department

KU5. how to respond to accidents and emergencies

KU6. the appropriate personal protective equipment to be used based on various working conditions

KU7. how to use necessary material ,tools, tackles and equipment in a safe and appropriate manner as specified by site EHS for each level and respective workman gang

KU8. ways of transmission of infection

KU9. ways to manage infectious risks at the workplace

KU10. different methods of cleaning, disinfection, sterilization and sanitization

KU11. symptoms of infection like fever, cough, redness, swelling and inflammation

KU12. actions be taken during a medical emergency

KU13. current guidelines, national legislation, local policies and protocols regarding spread of infectious disease.

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 instructions provided for the work, and various signboards, safety rules, safety tags, exit route information in one or more languages, preferably in the local language of the site

GS3. speak in one or more language, preferably one of the local language at the site

GS4. listen and follow instructions shared by site EHS and superiors regarding site safety

GS5. communicate reporting of site conditions, hazards, accidents, etc.

GS6. analyze the safety aspect of the workplace



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GS7. 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>Ensure effective implementation of health, safety and environment policies and procedures</i>	20	30	-	-
PC1. implement safe handling and stacking methods at workplace /store	-	-	-	-
PC2. ensure the adequate availability and placing of safety and protection installations at site	-	-	-	-
PC3. ensure that safe access ways are available at work place for movement of workers and materials	-	-	-	-
PC4. ensure the safe use of tools and tackles by teammates as per work requirements	-	-	-	-
PC5. ensure ergonomic principles are adopted by the teammates while lifting and shifting of construction materials, tools and equipment	-	-	-	-
PC6. ensure appropriate use of following Personal Protective Equipment (PPE) as per work requirement of head protection, ear protection, fall protection, foot protection, face and eye protection, hand and body protection, respiratory protection	-	-	-	-
PC7. maintain entry and exit pathways from confined spaces, excavated pits and other location as per safety parameters/instructions	-	-	-	-
PC8. ensure proper housekeeping at workplace	-	-	-	-
PC9. ensure that subordinates adhere to health and safety plans	-	-	-	-
<i>Identify and respond to risks / fire and emergencies associated with the work practices and workplace</i>	12	18	-	-
PC10. identify any hazard at workplace and report/notify the same to appropriate authorities.	-	-	-	-
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements	-	-	-	-
PC12. ensure effective adherence to emergency response procedures / protocols	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. select and operate different types of fire extinguishers corresponding to types of fires as per EHS guideline	-	-	-	-
PC14. obtain 'height pass' clearance as per EHS guideline	-	-	-	-
PC15. implement control measures to reduce risks ,meeting legislative requirements within the scope of own role and expertise, as per organizational policies	-	-	-	-
<i>Ensure sanitization and infection control guidelines are followed at construction site</i>	8	12	-	-
PC16. promote awareness about latest hygiene and sanitation regulations	-	-	-	-
PC17. ensure disinfection procedure related to material, tools and supplies are followed properly	-	-	-	-
PC18. respond to infection prevention and control and its non-compliance , within scope of own role or report to required personnel	-	-	-	-
NOS Total	40	60	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CON/N9002
NOS Name	Manage workplace for safe and healthy work environment
Sector	Construction
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	3.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

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)/ element 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/ element.
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 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% 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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7. 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.
8. 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.
9. 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 timeframe set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N1503.Receive and stock incoming material in stores/stock yard at the construction site	40	60	-	-	100	15
CON/N1504.Arrange storage of materials received at site stores/stock yard	40	60	-	-	100	20
CON/N1505.Issue material to site as per indent	40	60	-	-	100	25
CON/N7001.Plan, arrange and manage resources for execution of relevant work	40	60	-	-	100	15
CON/N8001.Work effectively in a team to deliver desired results at the workplace	40	60	-	-	100	5
CON/N8003.Supervise, monitor and evaluate performance of subordinates at workplace	50	50	-	-	100	10



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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N9002.Manage workplace for safe and healthy work environment	40	60	-	-	100	10
Total	290	410	-	-	700	100



Qualification Pack

Acronyms

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



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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.



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Knowledge and Understanding (KU)	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.