



## Qualification Pack



# Mason Tiling

QP Code: CON/Q0104

Version: 5.0

NSQF Level: 3.5

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## Qualification Pack

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### CON/Q0104: Mason Tiling

#### Brief Job Description

A Mason tiling is responsible for identifying, cutting, grinding, shaping, laying, fixing and finishing the tiles on floors and walls using the appropriate tools and equipment, as per the specified standards, patterns, and within the dimensional accuracy.

#### Personal Attributes

The person should be physically fit to work in varying locations and 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:

- [CON/N0115: Lay and fix tiles both horizontally and vertically on wall and floor](#)
- [CON/N0116: Apply grouts and sealants for flooring and cladding works](#)
- [CON/N0166: Polish the Tiles and Marbles for smooth finishing](#)
- [CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
- [CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
- [CON/N8002: Plan and organize work to meet expected outcomes](#)
- [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>Country</b>	India
<b>NSQF Level</b>	3.5



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<b>Credits</b>	13
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7121.0100, NCO-2015/7122.0100
<b>Minimum Educational Qualification &amp; Experience</b>	11th grade pass OR Diploma (Completed first year of 3 - year Diploma after 10th (Diploma in Civil Engineering)) OR 10th grade pass with 1 Year of experience Relevant OR 8th grade pass with 3 Years of experience Relevant OR Previous relevant Qualification of NSQF Level (3 as Assistant Mason) with 1.5 years of experience Relevant
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	NIL
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	30/04/2028
<b>NSQC Approval Date</b>	08/05/2025
<b>Version</b>	5.0
<b>Reference code on NQR</b>	QG-3.5-CO-03959-2025-V2-CSDCI
<b>NQR Version</b>	5.0



## Qualification Pack

# CON/N0115: Lay and fix tiles both horizontally and vertically on wall and floor

## Description

This unit describes the skills and knowledge required to lay and fix both natural and processed tiles on floor, wall and roof surfaces

## Scope

The scope covers the following :

- Carry out preparatory work prior to fixing of tiles
- Check that the tiles are as per the specifications
- Measure & cut tiles as per the design, shape and size requirements.
- Lay and fix both natural and processed tiles on wall & floors
- Check for line, level and alignment

## Elements and Performance Criteria

### *Carry out preparatory work prior to fixing of tiles*

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

- PC1.** read and interpret working sketches prior to laying of tiles
- PC2.** install button marks / level pads as per the tiling requirements using common reference line
- PC3.** check the basic attributes of the base surface such as compactness, squareness or right-angle slope or fall (in case of floors surface), hacking on surfaces (in case of RCC structure & walls), and completion of embedded surfaces (including MEP)
- PC4.** clean and wet base surfaces with water jets (except wood/vinyl )for better adhesion of tiles
- PC5.** soak tiles in water as per manufacturers specification, if required
- PC6.** prepare various surfaces as per requirement for different types of tiles such as masonry plastered surface, reinforced concrete surface, concrete block timber, and vinyl surface

### *Check that the tiles are as per the specifications*

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

- PC7.** check for basic attributes of the tiles like color, shade, size and squareness before commencement of work
- PC8.** check batch number of all tiles to be used in order to avoid variations in shade, color or pattern
- PC9.** ensure that any protective layer on the tiles is removed prior to use
- PC10.** check for any damages / cracks on the tiles prior to use
- PC11.** ensure tiles are cleaned appropriately prior to fixing

### *Measure & cut tiles as per the design, shape and size requirements*

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

- PC12.** carry out proper marking before cutting tiles to required shape and size



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**PC13.** cut tiles as per the design /pattern specifications using appropriate tools to fit around obstacles & into odd spaces & corners

**PC14.** minimize wastage of tiles

*Lay and fix both natural and processed tiles on wall & floors*

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

**PC15.** specify the centre-point or starting point of the surface for tiling as per working drawings/sketches

**PC16.** ensure the preparation of bed mortar, cement slurry, cement paste and adhesives is as per specifications / requirements of tiling works

**PC17.** identify the laying position of tiles as per arrow marks on the tile box

**PC18.** maintain consistency of batch number of all tiles

**PC19.** prepare a bedding of appropriate thickness to act as base for fixing tiles

**PC20.** apply & spread cement mortar, mastic, glue or other adhesives on the base of tile using appropriate tools for fixing tiles

**PC21.** install roof tiles by bedding and pointing in cement mortar or by mechanical means

**PC22.** check for hollowness of tiled surface using wooden mallet

**PC23.** put spacers between tiles (if required) to minimize imperfections

**PC24.** protect the tiled area from damage during & after fixing of tiles

**PC25.** provide tile trims and strips at corner joints as per requirement

*Check for line, level and alignment*

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

**PC26.** check and provide required level and specified slope prior to and after tiling

**PC27.** check vertical and horizontal alignment using appropriate tools during and after tiling

**PC28.** set out 90-degree angle at corners using builders square or 3-4-5 method

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** standard practices for tiling work

**KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials for relevant works in accordance with organizational norms

**KU3.** importance of personal protection including the use of related safety gears & equipment in accordance with organizational norms

**KU4.** service request procedures for tools, materials and equipment as per organizational norms

**KU5.** procedure for maintenance of tools and equipment

**KU6.** sketches of the area / surface on which tiles are to be laid

**KU7.** basic principles of measurement

**KU8.** different types of tiles, their sizes, shapes, properties, and application for industrial, commercial and residential purpose

**KU9.** how to identify the correct color, shade of tiles, different identical shades and color coding

**KU10.** different procedure / process for laying tile on floor, wall & roof



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- KU11.** standard specification of all tiling tools and equipments and their care and maintenance
- KU12.** how to select and use basic tools and tackles for laying tiles such as measuring tape/rule, hammers, mallets, wedges, power wet saws, tile scribes or hand held tile cutters
- KU13.** various techniques / procedures for cutting different types of tiles to size and shape as per design requirements
- KU14.** use of electronic devices like laser level, machine, laser distance meter like Bosch GLL3 professional, Hilti laser PD-E, Bosch GTL 3 tile laser
- KU15.** basic surface preparation methods for different type of surfaces
- KU16.** basic methods and techniques of preparing bed mortar, cement slurry and cement paste as per applicability
- KU17.** different types of spacers and method of fixing and removing spacers
- KU18.** different types of tile trims/strips & their uses

## 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/routine work drawings, 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 aspects 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



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparatory work prior to fixing of tiles</i>	<b>5</b>	<b>10</b>	-	-
<b>PC1.</b> read and interpret working sketches prior to laying of tiles	-	-	-	-
<b>PC2.</b> install button marks / level pads as per the tiling requirements using common reference line	-	-	-	-
<b>PC3.</b> check the basic attributes of the base surface such as compactness, squareness or right-angle slope or fall (in case of floors surface), hacking on surfaces (in case of RCC structure & walls), and completion of embedded surfaces (including MEP)	-	-	-	-
<b>PC4.</b> clean and wet base surfaces with water jets (except wood/vinyl )for better adhesion of tiles	-	-	-	-
<b>PC5.</b> soak tiles in water as per manufacturers specification, if required	-	-	-	-
<b>PC6.</b> prepare various surfaces as per requirement for different types of tiles such as masonry plastered surface, reinforced concrete surface, concrete block timber, and vinyl surface	-	-	-	-
<i>Check that the tiles are as per the specifications</i>	<b>5</b>	<b>15</b>	-	-
<b>PC7.</b> check for basic attributes of the tiles like color, shade, size and squareness before commencement of work	-	-	-	-
<b>PC8.</b> check batch number of all tiles to be used in order to avoid variations in shade, color or pattern	-	-	-	-
<b>PC9.</b> ensure that any protective layer on the tiles is removed prior to use	-	-	-	-
<b>PC10.</b> check for any damages / cracks on the tiles prior to use	-	-	-	-
<b>PC11.</b> ensure tiles are cleaned appropriately prior to fixing	-	-	-	-
<i>Measure &amp; cut tiles as per the design, shape and size requirements</i>	<b>5</b>	<b>15</b>	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> carry out proper marking before cutting tiles to required shape and size	-	-	-	-
<b>PC13.</b> cut tiles as per the design /pattern specifications using appropriate tools to fit around obstacles & into odd spaces & corners	-	-	-	-
<b>PC14.</b> minimize wastage of tiles	-	-	-	-
<i>Lay and fix both natural and processed tiles on wall &amp; floors</i>	<b>10</b>	<b>20</b>	-	-
<b>PC15.</b> specify the centre-point or starting point of the surface for tiling as per working drawings/sketches	-	-	-	-
<b>PC16.</b> ensure the preparation of bed mortar, cement slurry, cement paste and adhesives is as per specifications / requirements of tiling works	-	-	-	-
<b>PC17.</b> identify the laying position of tiles as per arrow marks on the tile box	-	-	-	-
<b>PC18.</b> maintain consistency of batch number of all tiles	-	-	-	-
<b>PC19.</b> prepare a bedding of appropriate thickness to act as base for fixing tiles	-	-	-	-
<b>PC20.</b> apply & spread cement mortar, mastic, glue or other adhesives on the base of tile using appropriate tools for fixing tiles	-	-	-	-
<b>PC21.</b> install roof tiles by bedding and pointing in cement mortar or by mechanical means	-	-	-	-
<b>PC22.</b> check for hollowness of tiled surface using wooden mallet	-	-	-	-
<b>PC23.</b> put spacers between tiles (if required) to minimize imperfections	-	-	-	-
<b>PC24.</b> protect the tiled area from damage during & after fixing of tiles	-	-	-	-
<b>PC25.</b> provide tile trims and strips at corner joints as per requirement	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Check for line, level and alignment</i>	5	10	-	-
<b>PC26.</b> check and provide required level and specified slope prior to and after tiling	-	-	-	-
<b>PC27.</b> check vertical and horizontal alignment using appropriate tools during and after tiling	-	-	-	-
<b>PC28.</b> set out 90-degree angle at corners using builders square or 3-4-5 method	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0115
<b>NOS Name</b>	Lay and fix tiles both horizontally and vertically on wall and floor
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	3.5
<b>Credits</b>	3
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQF Clearance Date</b>	08/05/2025



## Qualification Pack

# CON/N0116: Apply grouts and sealants for flooring and cladding works

## Description

This unit describes the skills & knowledge required to check for voids and uses grouts to seal joints for tile, stone, marble, and granite for flooring and cladding works

## Scope

The scope covers the following :

- Carry out preparatory work for grouting of tile, stone, marble, and granite works
- Apply grout and sealant to seal the void or gap between the tiles, stones, marble, and granite
- Check for line, level & alignment

## Elements and Performance Criteria

### *Carry out preparatory work for grouting of tile, stone, marble and granite works*

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

- PC1.** read and interpret the working drawings / sketches prior to commencement of work
- PC2.** ensure curing of placed stone, marble & granite tiles
- PC3.** ensure joints of tiles are free from debris & carry out vacuum cleaning of the grout lines
- PC4.** remove thoroughly old grouting compound with appropriate tools prior to re-grouting on old surface
- PC5.** prepare different types of grouts as per surface requirements and manufacturers specifications
- PC6.** check grout material is of approved color and shade & as per pattern
- PC7.** check that grout material is of approved type (sanded, un sanded, ) as per design/pattern requirements

### *Apply grout and sealant to seal the void or gap between the tiles, stones, marble & granite*

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

- PC8.** apply the grout between grout lines/joints using appropriate tool
- PC9.** press the grout into the joint using appropriate tools and technique
- PC10.** handle grout float edge properly and prevent it from digging out the grout lines
- PC11.** use appropriate amount of penetrating sealant on the stones prior to fixing as per applicability
- PC12.** remove excess grout from the surface to avoid any grout haze on the surface
- PC13.** check and ensure that the grout was cured prior to application of sealant
- PC14.** polish the surface after application of grout in case of epoxy grouts for better aesthetics and smoother joints
- PC15.** add additive to cementations grouts as a substitute for water as per specifications
- PC16.** ensure proper care is taken for moisture sensitive and light colored natural stones to prevent stain ingress
- PC17.** ensure proper protective layer at the corners(tile trims/strips) of tiled surfaces



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### *Check for line , level & alignment*

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

- PC18.** check and provide required level and specified slope
- PC19.** check vertical and horizontal alignment using appropriate tools

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for grouting works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears & equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** simple sketches for tiling works
- KU7.** basic principles of measurement
- KU8.** standard specification of all grouting tools and materials along with their care and maintenance
- KU9.** manufacturers instructions on grout suitability, mixing, curing and application to ensure optimum performance
- KU10.** how to select and use tools and equipment such as measuring tape/rule, trowels, grout floats, surface cleaning sponges
- KU11.** different types of grouts used for respective tiles /stones including: cement based grout : Sanded / Non Sanded epoxy based grout
- KU12.** different types of process used to prepare the respective grouts for tiles and stones
- KU13.** standard procedure applicable for the application of grouts on the vertical or the horizontal surface
- KU14.** different types of liquid polymeric additives (mostly blends of acrylics and latex) added to cementations grout and their effect
- KU15.** how to match grout with approved color and shades, as per design

## 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/routine work drawings, 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



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- 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



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparatory work for grouting of tile, stone, marble and granite works</i>	<b>10</b>	<b>20</b>	-	-
<b>PC1.</b> read and interpret the working drawings / sketches prior to commencement of work	-	-	-	-
<b>PC2.</b> ensure curing of placed stone, marble & granite tiles	-	-	-	-
<b>PC3.</b> ensure joints of tiles are free from debris & carry out vacuum cleaning of the grout lines	-	-	-	-
<b>PC4.</b> remove thoroughly old grouting compound with appropriate tools prior to re-grouting on old surface	-	-	-	-
<b>PC5.</b> prepare different types of grouts as per surface requirements and manufacturers specifications	-	-	-	-
<b>PC6.</b> check grout material is of approved color and shade & as per pattern	-	-	-	-
<b>PC7.</b> check that grout material is of approved type (sanded, un sanded, ) as per design/pattern requirements	-	-	-	-
<i>Apply grout and sealant to seal the void or gap between the tiles, stones, marble &amp; granite</i>	<b>10</b>	<b>25</b>	-	-
<b>PC8.</b> apply the grout between grout lines/joints using appropriate tool	-	-	-	-
<b>PC9.</b> press the grout into the joint using appropriate tools and technique	-	-	-	-
<b>PC10.</b> handle grout float edge properly and prevent it from digging out the grout lines	-	-	-	-
<b>PC11.</b> use appropriate amount of penetrating sealant on the stones prior to fixing as per applicability	-	-	-	-
<b>PC12.</b> remove excess grout from the surface to avoid any grout haze on the surface	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> check and ensure that the grout was cured prior to application of sealant	-	-	-	-
<b>PC14.</b> polish the surface after application of grout in case of epoxy grouts for better aesthetics and smoother joints	-	-	-	-
<b>PC15.</b> add additive to cementations grouts as a substitute for water as per specifications	-	-	-	-
<b>PC16.</b> ensure proper care is taken for moisture sensitive and light colored natural stones to prevent stain ingress	-	-	-	-
<b>PC17.</b> ensure proper protective layer at the corners(tile trims/strips) of tiled surfaces	-	-	-	-
<i>Check for line , level &amp; alignment</i>	<b>10</b>	<b>25</b>	-	-
<b>PC18.</b> check and provide required level and specified slope	-	-	-	-
<b>PC19.</b> check vertical and horizontal alignment using appropriate tools	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0116
<b>NOS Name</b>	Apply grouts and sealants for flooring and cladding works
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	3.5
<b>Credits</b>	3
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## Qualification Pack

# CON/N0166: Polish the Tiles and Marbles for smooth finishing

## Description

This unit describes the skills and knowledge required to polish the tiles and marbles for smooth finishing

## Scope

The scope covers the following :

- Carry out preparatory work for polishing work
- Use of Tools and Equipment for polishing work
- Polishing process
- Post Polishing tasks

## Elements and Performance Criteria

### *Carry out preparatory work for polishing work*

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

- PC1.** ensure the work area is clean and free of debris.
- PC2.** check and verify the type of tiles (marble, granite, ceramic, etc.) and the required finish.
- PC3.** check marble / tile polishing tools and adequate size of pads
- PC4.** ensure adequate lighting and ventilation in the work area

### *Use of Tools and Equipment for polishing work*

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

- PC5.** select appropriate polishing pads, abrasives or compounds based on tile type
- PC6.** operate the polishing machines (handheld or machine operated)
- PC7.** inspect and the machine regularly

### *Polishing process*

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

- PC8.** remove surface irregularities and scratches by using coarse abrasive
- PC9.** use finer abrasives for a smooth and shiny finish progressively
- PC10.** maintain consistent pressure and movement to avoid uneven polishing or damage to tiles
- PC11.** polish the edges and corners evenly
- PC12.** ensure the use of the correct amount of water or polishing solution, if required
- PC13.** wear appropriate personal protective equipment (PPE), such as gloves, masks, and goggles.
- PC14.** handle chemicals and polishing agents safely, ensuring no spills or contamination.
- PC15.** ensure proper disposal of waste materials, adhering to environmental guidelines.

### *Post Polishing tasks*

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

- PC16.** clean the tiles to remove residual polish or debris
- PC17.** inspect the polished surface for quality assurance
- PC18.** report any defects or issues to the supervisor



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**PC19.** restore tools and equipment to their proper storage location

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard practices for Polish works
- KU2.** safety rules and regulations for handling and storing relevant tools, equipment, and materials for relevant works in accordance with organizational norms
- KU3.** importance of personal protection including the use of related safety gears & equipment in accordance with organizational norms
- KU4.** service request procedures for tools, materials and equipment as per organizational norms
- KU5.** procedure for maintenance of tools and equipment
- KU6.** simple sketches for tiling works
- KU7.** basic principles of measurement
- KU8.** standard specification of all grouting tools and materials along with their care and maintenance
- KU9.** manufacturers instructions on grout suitability, mixing, curing and application to ensure optimum performance
- KU10.** how to select and use tools and equipment such as: measuring tape/rule, trowels, grout floats, surface cleaning sponges
- KU11.** different types of grouts used for respective tiles /stones including: cement based grout : Sanded / Non Sanded epoxy based grout
- KU12.** different types of process used to prepare the respective grouts for tiles and stones
- KU13.** standard procedure applicable for the application of grouts on the vertical or the horizontal surface
- KU14.** different types of liquid polymeric additives (mostly blends of acrylics and latex) added to cementations grout and their effect
- KU15.** how to match grout with approved color and shades, as per design

### 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/routine work drawings, 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>Carry out preparatory work for polishing work</i>	<b>10</b>	<b>20</b>	-	-
<b>PC1.</b> ensure the work area is clean and free of debris.	-	-	-	-
<b>PC2.</b> check and verify the type of tiles (marble, granite, ceramic, etc.) and the required finish.	-	-	-	-
<b>PC3.</b> check marble / tile polishing tools and adequate size of pads	-	-	-	-
<b>PC4.</b> ensure adequate lighting and ventilation in the work area	-	-	-	-
<i>Use of Tools and Equipment for polishing work</i>	<b>5</b>	<b>10</b>	-	-
<b>PC5.</b> select appropriate polishing pads, abrasives or compounds based on tile type	-	-	-	-
<b>PC6.</b> operate the polishing machines (handheld or machine operated)	-	-	-	-
<b>PC7.</b> inspect and the machine regularly	-	-	-	-
<i>Polishing process</i>	<b>5</b>	<b>15</b>	-	-
<b>PC8.</b> remove surface irregularities and scratches by using coarse abrasive	-	-	-	-
<b>PC9.</b> use finer abrasives for a smooth and shiny finish progressively	-	-	-	-
<b>PC10.</b> maintain consistent pressure and movement to avoid uneven polishing or damage to tiles	-	-	-	-
<b>PC11.</b> polish the edges and corners evenly	-	-	-	-
<b>PC12.</b> ensure the use of the correct amount of water or polishing solution, if required	-	-	-	-
<b>PC13.</b> wear appropriate personal protective equipment (PPE), such as gloves, masks, and goggles.	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> handle chemicals and polishing agents safely, ensuring no spills or contamination.	-	-	-	-
<b>PC15.</b> ensure proper disposal of waste materials, adhering to environmental guidelines.	-	-	-	-
<i>Post Polishing tasks</i>	<b>10</b>	<b>25</b>	-	-
<b>PC16.</b> clean the tiles to remove residual polish or debris	-	-	-	-
<b>PC17.</b> inspect the polished surface for quality assurance	-	-	-	-
<b>PC18.</b> report any defects or issues to the supervisor	-	-	-	-
<b>PC19.</b> restore tools and equipment to their proper storage location	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0166
<b>NOS Name</b>	Polish the Tiles and Marbles for smooth finishing
<b>Sector</b>	Construction
<b>Sub-Sector</b>	
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	3.5
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## 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



## Qualification Pack

- 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>	<b>5</b>	<b>15</b>	-	-
<b>PC1.</b> identify and report any hazards, risks or breaches in site safety to the appropriate authority	-	-	-	-
<b>PC2.</b> follow emergency and evacuation procedures in case of accidents, fires, natural calamities	-	-	-	-
<b>PC3.</b> follow recommended safe practices in handling construction materials, including chemical and hazardous material whenever applicable	-	-	-	-
<b>PC4.</b> 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	-	-	-	-
<b>PC5.</b> select and operate different types of fire extinguishers corresponding to various types of fires as per EHS guideline	-	-	-	-
<b>PC6.</b> identify near miss, unsafe condition and unsafe act	-	-	-	-
<i>Adopt healthy &amp; safe work practices</i>	<b>15</b>	<b>35</b>	-	-
<b>PC7.</b> 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)	-	-	-	-
<b>PC8.</b> handle all required tools, tackles, materials and equipment safely	-	-	-	-
<b>PC9.</b> follow safe disposal of waste, harmful and hazardous materials as per EHS guidelines	-	-	-	-
<b>PC10.</b> check and install all safety equipment as per standard guidelines	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> follow safety protocols and practices as laid down by site EHS department	-	-	-	-
<b>PC12.</b> obtain "height pass" clearance for working at heights	-	-	-	-
<i>Implement good housekeeping practices</i>	<b>5</b>	<b>15</b>	-	-
<b>PC13.</b> collect, segregate and deposit construction waste into appropriate containers based on their toxicity or hazardous nature	-	-	-	-
<b>PC14.</b> apply ergonomic principles wherever required	-	-	-	-
<i>Follow infection control guidelines as per applicability</i>	<b>5</b>	<b>5</b>	-	-
<b>PC15.</b> follow recommended personal hygiene, workplace hygiene and sanitization practices	-	-	-	-
<b>PC16.</b> clean and disinfect all materials, tools and supplies before and after use	-	-	-	-
<b>PC17.</b> report immediately to concerned authorities regarding signs and symptoms of illness of self and others	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N9001
<b>NOS Name</b>	Work according to personal health, safety and environment protocols at construction site
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Generic Safety
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## 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



## Qualification Pack

- 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



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact and communicate in an effective manner</i>	<b>20</b>	<b>40</b>	-	-
<b>PC1.</b> pass on work related information/ requirement clearly to the team members	-	-	-	-
<b>PC2.</b> inform co-workers and superiors about any kind of deviations from work	-	-	-	-
<b>PC3.</b> report any unresolved problem to the supervisor immediately	-	-	-	-
<b>PC4.</b> obtain instructions from superiors and respond on the same	-	-	-	-
<b>PC5.</b> communicate to team members/subordinates for appropriate work technique and method	-	-	-	-
<b>PC6.</b> seek clarification and advice as per the requirement	-	-	-	-
<i>Support co-workers to execute the project requirements</i>	<b>5</b>	<b>15</b>	-	-
<b>PC7.</b> hand over the required material, tools, tackles, equipment and work fronts timely to interfacing teams	-	-	-	-
<b>PC8.</b> work together with co-workers in a synchronized manner	-	-	-	-
<i>Practice inclusion</i>	<b>5</b>	<b>15</b>	-	-
<b>PC9.</b> maintain cultural inclusivity at work place	-	-	-	-
<b>PC10.</b> maintain disability friendly work practices	-	-	-	-
<b>PC11.</b> follow gender neutral practices at workplace	-	-	-	-
<b>PC12.</b> address discriminatory and offensive behaviour in a professional manner as per organizational policy	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N8001
<b>NOS Name</b>	Work effectively in a team to deliver desired results at the workplace
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Generic 2
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## 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)



## Qualification Pack

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>	<b>10</b>	<b>20</b>	-	-
<b>PC1.</b> identify the targets and timelines set by superiors	-	-	-	-
<b>PC2.</b> determine the work requirements corresponding to task(drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task	-	-	-	-
<b>PC3.</b> plan the work by analyzing the required outcomes, work procedures, allotted time, resource availability and known priorities	-	-	-	-
<b>PC4.</b> prepare the work areas in coordination with team members	-	-	-	-
<b>PC5.</b> plan for waste collection and disposal prior to and after completion of work	-	-	-	-
<i>Organise required resources as per work plan</i>	<b>5</b>	<b>15</b>	-	-
<b>PC6.</b> arrange the required manpower prior to commencement of work	-	-	-	-
<b>PC7.</b> organize the required materials, tools and tackles required for the task	-	-	-	-
<i>Complete work as per the plan</i>	<b>15</b>	<b>35</b>	-	-
<b>PC8.</b> engage allocated manpower in an appropriate manner	-	-	-	-
<b>PC9.</b> employ correct tools, tackles and equipment for the desired work	-	-	-	-
<b>PC10.</b> provide guidance to the subordinates to obtain desired outcome	-	-	-	-
<b>PC11.</b> use resources in an optimum manner to avoid any unnecessary wastage	-	-	-	-
<b>PC12.</b> use tools, tackles and equipment carefully to avoid damage	-	-	-	-
<b>PC13.</b> ensure the work processes adopted are in line with the specified standards and instructions	-	-	-	-



## Qualification Pack

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	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N8002
<b>NOS Name</b>	Plan and organize work to meet expected outcomes
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Generic 2
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025



## 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



## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

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

### *Essential Digital Skills*

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

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

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

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

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

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

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

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

**KU9.** different types of financial products and services



## Qualification Pack

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

## Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-



## Qualification Pack

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



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	12/03/2026
<b>Next Review Date</b>	12/03/2029
<b>NSQC Clearance Date</b>	12/03/2026

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by CSDCI. Each Performance Criteria (PC)/ Elements will be assigned marks proportional to its importance in NOS.
2. CSDCI will also lay down proportion of marks for Theory and Skills Practical for each PC/ Elements. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by CSDCI.
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below:
  - a) Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
  - b) The passing percentage for the QP will be 70%. To pass the Qualification Pack.
  - c) The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome
  - d) The trainee shall be provided with a chance to repeat the test to correct his procedures in case of



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improper performance, with a deduction of marks for each iteration.

e) 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.

f) In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack within the specified time frame set by CSDCI.

g) The candidates shall undergo On job training (OJT), and will learn at actual workplace for a fixed period of time and a certain weightage of assessment is allocated out of total skill weightage of Qualification Pack for undergoing OJT as stipulated by CSDCI. This OJT score and assessors' end point score are combined to arrive at final Marking/grading of trainees' skill test. The OJT score is determined by Supervisor of company under which candidates undergo on job training.

### 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/N0115.Lay and fix tiles both horizontally and vertically on wall and floor	30	70	-	-	100	25
CON/N0116.Apply grouts and sealants for flooring and cladding works	30	70	-	-	100	25
CON/N0166.Polish the Tiles and Marbles for smooth finishing	30	70	-	-	100	25
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	-	-	100	10
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	-	-	100	5



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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	-	-	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>200</b>	<b>450</b>	<b>-</b>	<b>-</b>	<b>650</b>	<b>100</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>MSDE</b>	Ministry of Skill Development and Entrepreneurship
<b>NCVET</b>	National Council for Vocational Education and Training
<b>NSDC</b>	National Skill Development Corporation
<b>SIDH</b>	Skill India Digital Hub
<b>CSDCI</b>	Construction Skill Development Council of India
<b>AB</b>	Awarding Body
<b>SSC</b>	Sector Skill Council
<b>PMKVY</b>	Pradhan Mantri Kaushal Vikas Yojana
<b>DDU-GKY</b>	Deen Dayal Upadhyaya Grameen Kaushalya Yojana
<b>SANKALP</b>	Skill Acquisition and Knowledge Awareness for Livelihood Promotion
<b>STRIVE</b>	Skills Strengthening for Industrial Value Enhancement
<b>JSS</b>	Jan Shikshan Sansthan
<b>STT</b>	Short Term Training
<b>RPL</b>	Recognition of Prior Learning
<b>NAPS</b>	National Apprenticeship Promotion Scheme
<b>AA</b>	Assessment Agency
<b>TP</b>	Training Provider / Training Partner
<b>TC</b>	Training Centre
<b>ITI</b>	Industrial Training Institute
<b>NSQC</b>	National Skill Qualification Committee



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<b>NSQF</b>	National Skills Qualification Framework
<b>Q-File</b>	Qualification File
<b>QP</b>	Qualification Pack
<b>MC</b>	Model Curriculum
<b>NOS</b>	National Occupational Standards
<b>PC</b>	Performance Criteria
<b>KU</b>	Knowledge and Understanding
<b>GS</b>	Generic Skills
<b>MCQ</b>	Multiple Choice Question
<b>EHS</b>	Environment Health and Safety
<b>PPE</b>	Personal Protective Equipment
<b>QA/QC</b>	Quality Assurance / Quality Control
<b>TMW</b>	Tile Masonry Work
<b>CTI</b>	Ceramic Tile Installation
<b>VTI</b>	Vinyl Tile Installation
<b>MTW</b>	Mosaic Tile Work
<b>PTI</b>	Porcelain Tile Installation
<b>STI</b>	Stone Tile Installation
<b>GFT</b>	Glazed Floor Tile
<b>WTT</b>	Wall Tile Tiling
<b>DIT</b>	Decorative Interior Tiling
<b>TIF</b>	Tile Installation and Finishing
<b>CMA</b>	Cement Mortar Adhesive
<b>PTA</b>	Polymer Tile Adhesive
<b>LMA</b>	Latex-Modified Adhesive
<b>EGA</b>	Epoxy Grout Application



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<b>SMA</b>	Sanded Mortar Application
<b>DMT</b>	Dry-Method Tiling
<b>WMT</b>	Wet-Method Tiling
<b>FMT</b>	Floating Mortar Tiling
<b>BBT</b>	Back-Buttering Tiling
<b>LFT</b>	Large Format Tile Installation



## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	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.



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<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.
<b>National Occupational Standard</b>	NOS defines the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
<b>Qualification</b>	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
<b>Qualification File</b>	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>