



# Rural Mason-Helper

QP Code: CON/Q3604

Version: 2.0

NSQF Level: 2

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## CON/Q3604: Rural Mason-Helper

### Brief Job Description

A Rural Mason-Helper helps in rural construction works such as the identification, handling, shifting and stacking materials, tools and equipment for rural construction work, preparing cement mortar /concrete mix and carrying out curing of masonry structure, erecting and dismantling single pole staging up to 2.4 meters and manual earthwork as well as housekeeping work under supervision.

### Personal Attributes

The individual should be physically fit to work in rural locations. The person should be able to handle the relevant masonry tools and materials, and work as per the given instructions and applicable quality standards.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [CON/N3609: Erect and dismantle single pole staging up to 2.4 meters under close supervision](#)
2. [CON/N3610: Identify, handle, shift and stack materials, tools and equipment relevant to rural construction work and perform housekeeping work](#)
3. [CON/N3611: Prepare cement mortar /concrete mix under instructions and carry out curing of masonry structure for rural construction works](#)
4. [CON/N3612: Carry out manual earthwork for rural construction works](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Construction
<b>Occupation</b>	Masonry - Rural
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Credits</b>	9



## Qualification Pack



<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7112.0200 & 7114.9900
<b>Minimum Educational Qualification &amp; Experience</b>	No formal education prescribed OR Ability to read and write
<b>Minimum Level of Education for Training in School</b>	
<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>	31/03/2025
<b>Deactivation Date</b>	09/01/2025
<b>NSQC Approval Date</b>	31/03/2022
<b>Version</b>	2.0
<b>Reference code on NQR</b>	QG-02-CO-03392-2024-V1.1-CSDCI
<b>NQR Version</b>	2.0



# CON/N3609: Erect and dismantle single pole staging up to 2.4 meters under close supervision

## Description

This unit describes the skills and knowledge required to erect and dismantle single pole staging up to 2.4 meters under close supervision for rural construction works.

## Scope

The scope covers the following :

- Erect and dismantle single pole staging using bamboo and ballies up to 2.4 meters

## Elements and Performance Criteria

### *Erect and dismantle single pole staging using bamboo and ballies up to 2.4 meters*

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

- PC1.** level the area of scaffold erection and check for ground compactness as per requirement
- PC2.** shift and stack required materials, components, tools and tackles at the instructed location
- PC3.** use required PPEs such as safety belt, safety helmet, safety shoes etc.
- PC4.** follow directions / instruction for erection of single pole staging using proper components
- PC5.** fix walk-boards, toe-boards and other components on working platform
- PC6.** dismantle scaffold safely following set procedures and standards
- PC7.** remove toe boards, walk boards and other components sequentially
- PC8.** clean and stack all components properly after dismantling
- PC9.** maintain tidiness at work location

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safety measures and precautions for handling and storing tools, materials and components for single pole staging
- KU2.** personal protection including use of safety gears and equipment
- KU3.** safe working methods and movements while performing relevant tasks
- KU4.** tools and equipment used for erecting and dismantling single pole staging

## Generic Skills (GS)

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

- GS1.** basic numeracy skills
- GS2.** speak in one or more language, preferably one of the local language at the site
- GS3.** orally and effectively communicate with co-workers



## Qualification Pack



- GS4.** decide on whether the workplace is safe for working
- GS5.** plan for self-work and organize required resources
- GS6.** complete work as per instructions
- GS7.** minimize wastage



**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Erect and dismantle single pole staging using bamboo and ballies up to 2.4 meters</i>	<b>30</b>	<b>60</b>	-	<b>10</b>
<b>PC1.</b> level the area of scaffold erection and check for ground compactness as per requirement	-	-	-	-
<b>PC2.</b> shift and stack required materials, components, tools and tackles at the instructed location	-	-	-	-
<b>PC3.</b> use required PPEs such as safety belt, safety helmet, safety shoes etc.	-	-	-	-
<b>PC4.</b> follow directions / instruction for erection of single pole staging using proper components	-	-	-	-
<b>PC5.</b> fix walk-boards, toe-boards and other components on working platform	-	-	-	-
<b>PC6.</b> dismantle scaffold safely following set procedures and standards	-	-	-	-
<b>PC7.</b> remove toe boards, walk boards and other components sequentially	-	-	-	-
<b>PC8.</b> clean and stack all components properly after dismantling	-	-	-	-
<b>PC9.</b> maintain tidiness at work location	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N3609
<b>NOS Name</b>	Erect and dismantle single pole staging up to 2.4 meters under close supervision
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Rural Infrastructure construction
<b>Occupation</b>	Masonry - Rural
<b>NSQF Level</b>	2
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQF Clearance Date</b>	31/03/2022



## CON/N3610: Identify, handle, shift and stack materials, tools and equipment relevant to rural construction work and perform housekeeping work

### Description

This unit describes the skills and knowledge required for identifying, handling, shifting and stacking materials, tools and equipment relevant to rural construction work and perform housekeeping works.

### Scope

The scope covers the following :

- Identify, handle, shift and stack tools and equipment relevant to rural construction work
- Identify, handle, shift and stack materials relevant to rural construction work
- Carry out housekeeping works and dispose waste safely as per environmental guidelines

### Elements and Performance Criteria

#### *Identify, handle, shift and stack tools and equipment relevant to rural construction work*

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

- PC1.** identify basic masonry tools and equipment used in rural construction measurement tape, levelling tools( plumb bob, spirit level, line thread and masonry tools (trowel, mortar pan, pointing trowel, bolster chisel, concrete floats, hand held concrete mixer and its accessories, spade, right angle etc.)
- PC2.** identify shuttering carpentry tools used in rural construction (hammer, hand saw, nail puller, etc.)
- PC3.** identify bar bending tools used in rural construction such as spanners, cutters, concrete floats, hand held concrete mixer etc.
- PC4.** clean and store tools prior to and after use

#### *Identify, handle, shift and stack materials relevant to rural construction work*

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

- PC5.** identify and select common construction materials used at the construction site such as bricks, blocks, stones, cement, reinforcement bars, shuttering boards, pipes ,sanitary fittings and fixtures for toilets
- PC6.** apply appropriate technique of lift & shift by involving push and pull to shift required materials
- PC7.** follow safe practices , set methods and sequence of loading and unloading of materials
- PC8.** stacking of bricks, cement, aggregates, reinforcement steel & shuttering and scaffolding materials.
- PC9.** carry out handling and storing of material recognizing and utilizing individual work and team work as per applicability

#### *Carry out housekeeping works and dispose waste safely as per environmental guidelines*

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

- PC10.** carry out housekeeping works prior to, during and after relevant work & clear work place of all debris and unwanted material



## Qualification Pack



**PC11.** handle and dispose of waste material correctly and safely as per instructions

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** name of the basic masonry and concreting tools and equipment such as measurement tape, levelling tools( plumb bob, spirit level, line thread ) ,masonry tools (trowel, mortar pan, pointing trowel, bolster chisel, spade, right angle etc.)
- KU2.** name of the basic shuttering carpentry tools(hammer, hand saw, nail puller, etc.),
- KU3.** name of the basic bar bending tools, spanners, cutters, concrete floats, hand held concrete mixer etc.
- KU4.** name of materials such as cement, sand, aggregate, brick, block, stones, reinforcement bars, shuttering boards, pipes, toilet pan etc
- KU5.** shortest and safest possible route for shifting materials for movement of materials at construction site
- KU6.** height up to which each material should be stacked and stacking of various materials
- KU7.** methods and sequence of loading, unloading of materials
- KU8.** maintain correct body posture while lifting & shifting of materials as per ergonomic principles
- KU9.** housekeeping procedures required in the workplace
- KU10.** safe disposal of waste

### Generic Skills (GS)

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

- GS1.** basic numeracy skills
- GS2.** speak in one or more language, preferably one of the local language at the site
- GS3.** orally and effectively communicate with co-workers
- GS4.** decide whether the workplace is safe for working
- GS5.** Plan for self-work and organize required resources
- GS6.** complete work as per instruction
- GS7.** minimize wastage



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify, handle, shift and stack tools and equipment relevant to rural construction work</i>	<b>10</b>	<b>15</b>	-	<b>3</b>
<b>PC1.</b> identify basic masonry tools and equipment used in rural construction measurement tape, levelling tools( plumb bob, spirit level, line thread and masonry tools (trowel, mortar pan, pointing trowel, bolster chisel, concrete floats, hand held concrete mixer and its accessories, spade, right angle etc.)	-	-	-	-
<b>PC2.</b> identify shuttering carpentry tools used in rural construction (hammer, hand saw, nail puller, etc.)	-	-	-	-
<b>PC3.</b> identify bar bending tools used in rural construction such as spanners, cutters, concrete floats, hand held concrete mixer etc.	-	-	-	-
<b>PC4.</b> clean and store tools prior to and after use	-	-	-	-
<i>Identify, handle, shift and stack materials relevant to rural construction work</i>	<b>10</b>	<b>20</b>	-	<b>4</b>
<b>PC5.</b> identify and select common construction materials used at the construction site such as bricks, blocks, stones, cement, reinforcement bars, shuttering boards, pipes ,sanitary fittings and fixtures for toilets	-	-	-	-
<b>PC6.</b> apply appropriate technique of lift & shift by involving push and pull to shift required materials	-	-	-	-
<b>PC7.</b> follow safe practices , set methods and sequence of loading and unloading of materials	-	-	-	-
<b>PC8.</b> stacking of bricks, cement, aggregates, reinforcement steel & shuttering and scaffolding materials.	-	-	-	-
<b>PC9.</b> carry out handling and storing of material recognizing and utilizing individual work and team work as per applicability	-	-	-	-
<i>Carry out housekeeping works and dispose waste safely as per environmental guidelines</i>	<b>10</b>	<b>25</b>	-	<b>3</b>



## Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> carry out housekeeping works prior to, during and after relevant work & clear work place of all debris and unwanted material	-	-	-	-
<b>PC11.</b> handle and dispose of waste material correctly and safely as per instructions	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N3610
<b>NOS Name</b>	Identify, handle, shift and stack materials, tools and equipment relevant to rural construction work and perform housekeeping work
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Rural Infrastructure construction
<b>Occupation</b>	Masonry - Rural
<b>NSQF Level</b>	2
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/03/2022
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<b>NSQF Clearance Date</b>	31/03/2022



# CON/N3611: Prepare cement mortar /concrete mix under instructions and carry out curing of masonry structure for rural construction works

## Description

This unit describes the skills and knowledge required for preparing cement mortar /concrete mix under instructions and carry out curing of masonry structure for rural construction works

## Scope

The scope covers the following :

- Prepare cement mortar and concrete mix under instruction for masonry works for rural construction
- Carry out curing of finished brick/block, stone, and concrete surfaces as per instructions

## Elements and Performance Criteria

### *Prepare cement mortar and concrete mix under instruction for masonry works for rural construction*

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

- PC1.** select and prepare a clean ,dry and level surface for preparing cement mortar/concrete mix and select appropriate material and tools for preparing mortar mix
- PC2.** sieve fine aggregate (sand) for mortar mix with specified grade sieve wire as per applicability/instruction
- PC3.** measure the dry ingredients correctly by using appropriate measuring boxes /jars as per instructions
- PC4.** measure water as per instructions
- PC5.** batch the materials for mortar/concrete mixing as per instructions and mix uniformly
- PC6.** mix mortar uniformly and maintain the required consistency add appropriate additives as per the requirements /instructions Soak brick/block and stones prior to use as per instructions
- PC7.** carryout pre wetting of base surface prior to commencement of work
- PC8.** clean the mixing tools after and prior to use

### *Carry out curing of finished brick/block, stone, and concrete surfaces as per instructions*

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

- PC9.** cure finished brick/block, stone and concrete surfaces as per instructions
- PC10.** maintain presence of water and prevent the loss of water as per the instructions by superiors by using: ponding, spraying application of hessian cloth on surface
- PC11.** minimize wastage and effectively use water for curing

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** identify raw materials required for cement mortar and concrete mix
- KU2.** methodology for preparation of platform, placing and mixing of ingredients
- KU3.** importance of right measure of water in mixing



## Qualification Pack



- KU4.** how to use hand tools and equipment such as trowel, spade, mortar pan etc.
- KU5.** initial setting time & final setting time of cement
- KU6.** how to use appropriate measuring volume box for measuring the required quantity of materials
- KU7.** how to prepare dry mix (cement mortar /concrete)
- KU8.** how to store empty cement bags
- KU9.** basics of various curing techniques such as Ponding, Spraying and Wet coverings, etc
- KU10.** use of correct quantity of water to be sprayed as per the requirements
- KU11.** use of appropriate type of polythene /hessian cloth to prevent loss of moisture

### Generic Skills (GS)

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

- GS1.** basic numeracy skills
- GS2.** speak in one or more language, preferably one of the local language at the site
- GS3.** orally and effectively communicate with co-workers
- GS4.** decide whether the workplace is safe for working
- GS5.** plan for self-work and organize required resources
- GS6.** complete work as per instructions
- GS7.** minimize wastage



**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare cement mortar and concrete mix under instruction for masonry works for rural construction</i>	<b>21</b>	<b>38</b>	-	<b>6</b>
<b>PC1.</b> select and prepare a clean ,dry and level surface for preparing cement mortar/concrete mix and select appropriate material and tools for preparing mortar mix	-	-	-	-
<b>PC2.</b> sieve fine aggregate (sand) for mortar mix with specified grade sieve wire as per applicability/instruction	-	-	-	-
<b>PC3.</b> measure the dry ingredients correctly by using appropriate measuring boxes /jars as per instructions	-	-	-	-
<b>PC4.</b> measure water as per instructions	-	-	-	-
<b>PC5.</b> batch the materials for mortar/concrete mixing as per instructions and mix uniformly	-	-	-	-
<b>PC6.</b> mix mortar uniformly and maintain the required consistency add appropriate additives as per the requirements /instructions Soak brick/block and stones prior to use as per instructions	-	-	-	-
<b>PC7.</b> carryout pre wetting of base surface prior to commencement of work	-	-	-	-
<b>PC8.</b> clean the mixing tools after and prior to use	-	-	-	-
<i>Carry out curing of finished brick/block, stone, and concrete surfaces as per instructions</i>	<b>9</b>	<b>22</b>	-	<b>4</b>
<b>PC9.</b> cure finished brick/block, stone and concrete surfaces as per instructions	-	-	-	-
<b>PC10.</b> maintain presence of water and prevent the loss of water as per the instructions by superiors by using: ponding, spraying application of hessian cloth on surface	-	-	-	-
<b>PC11.</b> minimize wastage and effectively use water for curing	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N3611
<b>NOS Name</b>	Prepare cement mortar /concrete mix under instructions and carry out curing of masonry structure for rural construction works
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Rural Infrastructure construction
<b>Occupation</b>	Masonry - Rural
<b>NSQF Level</b>	2
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQF Clearance Date</b>	31/03/2022



# CON/N3612: Carry out manual earthwork for rural construction works

## Description

This unit describes the skills and knowledge required to carry out manual earthwork for rural construction works

## Scope

The scope covers the following :

- Carry out preparatory work prior to earthwork
- Carry out soil cutting, dressing work

## Elements and Performance Criteria

### *Carry out preparatory work prior to earthwork*

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

- PC1.** remove unwanted materials, organic substances, manually removable objects from the worksite using appropriate hand tools as per the instructions
- PC2.** clean earth surface using proper hand tools to make it ready for carrying out marking activity
- PC3.** shift and stack fencing/ barricading materials, ladders, ropes, earth cutting and shifting tools at specified locations as per instruction

### *Carry out soil cutting, dressing work*

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

- PC4.** dig earth to an instructed depth using appropriate tools as per instruction
- PC5.** maintain required slope of earth during digging activity
- PC6.** dispose earth from the excavated pit remove loose material, soil lumps, pebbles on achieving the desired earth level
- PC7.** carry out compaction of the base layer of the pit by ramming as per instruction

### *Carry out backfilling and compaction manually*

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

- PC8.** shift and place earth at desired location by using right tools as per instruction
- PC9.** place and spread earth maintaining uniform layers sprinkle water as uniformly over the layer to be compacted
- PC10.** carry out ramming over the soil layer as per direction
- PC11.** carry out re-filling and compaction of excavated trenches, pits surrounding the structures or at necessary location by soil under supervision

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** use and name of hand tools such as spade, pick axe, shovel, pans, wheel barrow in manual earth cutting activity
- KU2.** how to work at depth at below ground level



## Qualification Pack



- KU3.** use of marking tools such as wooden pegs, lime, line threads, ropes
- KU4.** use of rammer, hand roller, earth ramming tools etc.
- KU5.** use of ladder to access earth pits
- KU6.** safety related to earthwork
- KU7.** use of appropriate safety tools wherever required
- KU8.** safe working and use of PPEs

### Generic Skills (GS)

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

- GS1.** basic numeracy skills
- GS2.** speak in one or more language, preferably one of the local language at the site
- GS3.** orally and effectively communicate with co-workers
- GS4.** decide whether the workplace is safe for working
- GS5.** plan for self-work and organize required resources
- GS6.** complete work as per instructions
- GS7.** minimize wastage



Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparatory work prior to earthwork</i>	<b>7</b>	<b>32</b>	-	<b>2</b>
<b>PC1.</b> remove unwanted materials, organic substances, manually removable objects from the worksite using appropriate hand tools as per the instructions	-	-	-	-
<b>PC2.</b> clean earth surface using proper hand tools to make it ready for carrying out marking activity	-	-	-	-
<b>PC3.</b> shift and stack fencing/ barricading materials, ladders, ropes, earth cutting and shifting tools at specified locations as per instruction	-	-	-	-
<i>Carry out soil cutting, dressing work</i>	<b>8</b>	<b>16</b>	-	<b>5</b>
<b>PC4.</b> dig earth to an instructed depth using appropriate tools as per instruction	-	-	-	-
<b>PC5.</b> maintain required slope of earth during digging activity	-	-	-	-
<b>PC6.</b> dispose earth from the excavated pit remove loose material, soil lumps, pebbles on achieving the desired earth level	-	-	-	-
<b>PC7.</b> carry out compaction of the base layer of the pit by ramming as per instruction	-	-	-	-
<i>Carry out backfilling and compaction manually</i>	<b>15</b>	<b>12</b>	-	<b>3</b>
<b>PC8.</b> shift and place earth at desired location by using right tools as per instruction	-	-	-	-
<b>PC9.</b> place and spread earth maintaining uniform layers sprinkle water as uniformly over the layer to be compacted	-	-	-	-
<b>PC10.</b> carry out ramming over the soil layer as per direction	-	-	-	-
<b>PC11.</b> carry out re-filling and compaction of excavated trenches, pits surrounding the structures or at necessary location by soil under supervision	-	-	-	-



## Qualification Pack



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>



## Qualification Pack



### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N3612
<b>NOS Name</b>	Carry out manual earthwork for rural construction works
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Rural Infrastructure construction
<b>Occupation</b>	Masonry - Rural
<b>NSQF Level</b>	2
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	31/03/2022



### 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

##### *Diversity & Inclusion*



## Qualification Pack



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

**KU10.** how to compute income and expenses

**KU11.** importance of maintaining safety and security in financial transactions



## Qualification Pack



- 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



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	-	-	-	-
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-



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



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### 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>	16/04/2026
<b>Next Review Date</b>	16/04/2029
<b>NSQC Clearance Date</b>	16/04/2026

### 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 50%. To pass the Qualification Pack, every trainee should score a minimum of 50% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.
7. 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.

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 : 50

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

### Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
CON/N3609.Erect and dismantle single pole staging up to 2.4 meters under close supervision	30	60	-	10	100	20
CON/N3610.Identify, handle, shift and stack materials, tools and equipment relevant to rural construction work and perform housekeeping work	30	60	-	10	100	25
CON/N3611.Prepare cement mortar /concrete mix under instructions and carry out curing of masonry structure for rural construction works	30	60	-	10	100	25
CON/N3612.Carry out manual earthwork for rural construction works	30	60	-	10	100	20
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>140</b>	<b>270</b>	<b>-</b>	<b>40</b>	<b>450</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>PPE</b>	Personal Protective Equipment



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