

Qualification Pack



Project Supervisor - City Gas Distribution (CGD)

QP Code: HYC/Q6307

Version: 2.0

NSQF Level: 5

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HYC/Q6307: Project Supervisor - City Gas Distribution (CGD)

Brief Job Description

The individual in this position is responsible for supervision of project activities pertaining to all processes involved in CGD pipelines installation, in a stipulated time. The person is responsible for maintaining labour log, safe and secure healthy environment at the project site by adhering to and enforcing safety codes.

Personal Attributes

The individual should have good sense of responsibility, organization and time management skills. The person should have the ability to work independently and manage teams.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HYC/N6311: Manage work and resources related to City Gas Distribution \(CGD\) pipeline installation](#)
2. [HYC/N9301: Working Effectively in a team](#)
3. [HYC/N9302: Maintain health, safety and security procedures](#)
4. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Hydrocarbon
Sub-Sector	Downstream
Occupation	Operations - Oil and Gas pipeline, Operations - Oil and Gas pipeline
Country	India
NSQF Level	5
Credits	19
Aligned to NCO/ISCO/ISIC Code	NCO/2015/3123

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Minimum Educational Qualification & Experience	12th grade Pass (with 2 years of relevant experience) OR Completed 1st year of UG (UG Certificate) (Petroleum/Mechanical/Pipeline Engineering) (UG Certificate) OR Completed 1st year of diploma (after 12th) (Petroleum/Mechanical/Pipeline Engineering) OR 12th grade Pass (with 1-year National Trade Certificate NTC) OR Completed 3 year diploma after 10th (Petroleum/Mechanical/Pipeline Engineering with 1-year of relevant experience)
Minimum Level of Education for Training in School	12th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	17/11/2025
NSQC Approval Date	17/11/2022
Version	2.0
Reference code on NQR	2022/HYC/HSSCI/06776
NQR Version	2.0

Remarks:

NA

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HYC/N6311: Manage work and resources related to City Gas Distribution (CGD) pipeline installation

Description

This NOS is about planning and organising resources, supervising the CGD pipeline construction, installation and testing activities and also maintaining the records and documents related to the same.

Scope

The scope covers the following :

- Plan & organize resources
- Supervise installation and commissioning of CGD pipeline
- Reporting and documentation

Elements and Performance Criteria

Plan & organize resources

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

- PC1.** plan manpower and resources on the basis of provided route layout
- PC2.** prepare purchase orders for the procurement of tools, raw material etc.
- PC3.** coordinate with vendors and/or procurement team for timely receipt of tools and raw material required for CGD pipeline installation
- PC4.** prepare project execution plan with timelines and milestones for each activity, monitoring plan and review checklist of each activity.
- PC5.** set key responsibility of each member of the team
- PC6.** prepare backup plan for each activity

Supervise installation and commissioning of CGD pipeline

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

- PC7.** coordinate with contractor for determining technical specifications and requirements of the pipeline
- PC8.** supervise construction, pipeline laying activity and testing activities of pipeline to ensure it is conducted as per plan, required standards and quality
- PC9.** ensure the availability of material and tools required for project execution and get the updated status of material and tools by using inventory management software
- PC10.** supervise construction, pipeline laying and testing activities to ensure it is conducted as per plan, required standards and quality
- PC11.** forecast demand to maintain minimum stock in hand of pipeline laying material on the basis of past consumption pattern
- PC12.** evaluate project progress through project review meetings
- PC13.** ensure timely completion of activities to complete project as per planned time duration
- PC14.** ensure safe disposal of waste material is as per organizational SOP
- PC15.** review the completed task and get it certified by competent authority in the organisation

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Reporting and documentation

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

- PC16.** prepare project completion report as per predefined format and instructions of the organization
- PC17.** report any deviations in project activities to the concerned authority
- PC18.** obtain approval from the competent authority in case there is any change in the project execution plan
- PC19.** file signed contract / sub-contract with each vendor/contractor as per SOP
- PC20.** record all the transaction like inward/outward, and damage/loss details digitally or manually
- PC21.** manage all necessary quality records of the project
- PC22.** maintain attendance and hour wise details of each staff members
- PC23.** record all accidents and mishaps during project execution life cycle
- PC24.** conduct internal and external audit periodically and maintain record
- PC25.** maintain records of disposed and non-usable/expired/damaged goods as per company policy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** basic principles of hydrocarbon product and hazards involved in its operation
- KU2.** the administrative procedures required for approval of project execution plan
- KU3.** reporting structure within organization and their responsibilities within the work area
- KU4.** documentation and related procedures applicable in the context of employment and work
- KU5.** maintenance of log book and attendance of employees
- KU6.** the procedure for recording any accident
- KU7.** safety and security procedure of organization
- KU8.** the importance of organizational policies and procedures
- KU9.** steps involved in CGD network setup like excavation, construction, pipeline installation, etc.
- KU10.** the basic mathematical calculations
- KU11.** the compliances of technical standard and specifications of Petroleum & Natural Gas Regulatory Board
- KU12.** the documentation required for hand over to O&M department after completion of project
- KU13.** Use of GPS devices/instruments

Generic Skills (GS)

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

- GS1.** analyse deviation in plan and its execution
- GS2.** critically evaluate the risk involved in project execution
- GS3.** take decision on field
- GS4.** communicate effectively with team members



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GS5. plan and organize the project operation

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan & organize resources</i>	9	15	-	-
PC1. plan manpower and resources on the basis of provided route layout	1	2	-	-
PC2. prepare purchase orders for the procurement of tools, raw material etc.	2	3	-	-
PC3. coordinate with vendors and/or procurement team for timely receipt of tools and raw material required for CGD pipeline installation	1	2	-	-
PC4. prepare project execution plan with timelines and milestones for each activity, monitoring plan and review checklist of each activity.	2	3	-	-
PC5. set key responsibility of each member of the team	1	2	-	-
PC6. prepare backup plan for each activity	2	3	-	-
<i>Supervise installation and commissioning of CGD pipeline</i>	13	25	-	-
PC7. coordinate with contractor for determining technical specifications and requirements of the pipeline	2	3	-	-
PC8. supervise construction, pipeline laying activity and testing activities of pipeline to ensure it is conducted as per plan, required standards and quality	1	2	-	-
PC9. ensure the availability of material and tools required for project execution and get the updated status of material and tools by using inventory management software	2	3	-	-
PC10. supervise construction, pipeline laying and testing activities to ensure it is conducted as per plan, required standards and quality	2	3	-	-
PC11. forecast demand to maintain minimum stock in hand of pipeline laying material on the basis of past consumption pattern	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. evaluate project progress through project review meetings	1	3	-	-
PC13. ensure timely completion of activities to complete project as per planned time duration	1	3	-	-
PC14. ensure safe disposal of waste material is as per organizational SOP	1	2	-	-
PC15. review the completed task and get it certified by competent authority in the organisation	2	3	-	-
<i>Reporting and documentation</i>	13	25	-	-
PC16. prepare project completion report as per predefined format and instructions of the organization	1	2	-	-
PC17. report any deviations in project activities to the concerned authority	2	3	-	-
PC18. obtain approval from the competent authority in case there is any change in the project execution plan	1	2	-	-
PC19. file signed contract / sub-contract with each vendor/contractor as per SOP	1	3	-	-
PC20. record all the transaction like inward/outward, and damage/loss details digitally or manually	1	2	-	-
PC21. manage all necessary quality records of the project	2	3	-	-
PC22. maintain attendance and hour wise details of each staff members	1	2	-	-
PC23. record all accidents and mishaps during project execution life cycle	1	3	-	-
PC24. conduct internal and external audit periodically and maintain record	1	2	-	-
PC25. maintain records of disposed and non-usable/expired/damaged goods as per company policy	2	3	-	-
NOS Total	35	65	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HYC/N6311
NOS Name	Manage work and resources related to City Gas Distribution (CGD) pipeline installation
Sector	Hydrocarbon
Sub-Sector	Downstream
Occupation	Operations - Oil and Gas pipeline, Operations - Oil and Gas pipeline
NSQF Level	5
Credits	11
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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HYC/N9301: Working Effectively in a team

Description

This unit is about working effectively within a team.

Scope

The scope covers the following :

- Effective team work

Elements and Performance Criteria

Effective team work

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

- PC1.** maintain clear communication with colleagues
- PC2.** pass on information to colleagues in line with organisational requirements
- PC3.** provide support to the team members
- PC4.** respect the colleagues
- PC5.** fulfil commitments made to colleagues
- PC6.** inform team members timely, if timelines can't be met
- PC7.** take the necessary initiatives to resolve the issues while working in team
- PC8.** adopt gender neutral behaviour while interacting with colleagues
- PC9.** offer assistance to a person with disability (PWD), only if required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization policies and procedures related to team performance
- KU2.** the importance of effective communication and establishing good working relationships with colleagues
- KU3.** the importance of creating an environment of trust and mutual respect
- KU4.** the implications of own work on the work and schedule of others
- KU5.** the standard practices in organisation w.r.t communication at various levels
- KU6.** the personal responsibility for completing the task in time
- KU7.** importance of gender equality
- KU8.** importance of showing empathy while interacting with a PwD

Generic Skills (GS)

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

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- GS1.** communicate effectively in writing
- GS2.** read instructions, guidelines/procedures
- GS3.** work in a disciplined manner for meeting commitments and deadline
- GS4.** how to plan and prioritise the work
- GS5.** the importance of consistent and reliable services
- GS6.** apply problem solving approaches in different situations
- GS7.** apply balanced judgments to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Effective team work</i>	20	30	-	-
PC1. maintain clear communication with colleagues	2	3	-	-
PC2. pass on information to colleagues in line with organisational requirements	2	3	-	-
PC3. provide support to the team members	2	4	-	-
PC4. respect the colleagues	3	4	-	-
PC5. fulfil commitments made to colleagues	2	3	-	-
PC6. inform team members timely, if timelines can't be met	2	4	-	-
PC7. take the necessary initiatives to resolve the issues while working in team	3	4	-	-
PC8. adopt gender neutral behaviour while interacting with colleagues	2	2	-	-
PC9. offer assistance to a person with disability (PWD), only if required	2	3	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HYC/N9301
NOS Name	Working Effectively in a team
Sector	Hydrocarbon
Sub-Sector	Generic
Occupation	Generic, Generic
NSQF Level	4
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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HYC/N9302: Maintain health, safety and security procedures

Description

This unit is about maintaining health, safety and security procedure at workplace. It covers responsibilities towards self, others, assets and the environment.

Scope

The scope covers the following :

- Follow health and safety measures
- Follow safety procedures during emergency

Elements and Performance Criteria

Follow health and safety measures

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

- PC1.** use protective clothing/equipment such as face mask, hand gloves, goggle etc for specific tasks and work conditions
- PC2.** identify the people responsible for maintaining health and safety in the workplace
- PC3.** identify possible causes of risk or accident in the workplace
- PC4.** follow safe working practices while dealing with hazards to ensure the safety of self and others
- PC5.** lift heavy objects safely using correct procedures
- PC6.** follow safety signages
- PC7.** maintain hands hygiene by washing hand frequently and thoroughly with soap and water or alcohol-based hand rub
- PC8.** inform the concerned person of any illness related to self and others
- PC9.** maintain workplace hygiene by disinfecting the equipment and tools regularly

Follow safety procedures during emergency

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

- PC10.** respond promptly and appropriately to an accident or in an emergency situation
- PC11.** use appropriate fire extinguishers for different types of fires correctly
- PC12.** follow appropriate rescue techniques during fire hazard
- PC13.** follow good housekeeping practice in order to prevent fire hazards
- PC14.** inform fire safety department about any near-miss incidents in the work place
- PC15.** provide appropriate first aid to victims in an emergency situation
- PC16.** follow the applicable regulations and codes as per safety standard
- PC17.** prepare written accident/incident report and share with the concerned officer/department

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** company's policies on personnel management and duty reporting procedure
- KU2.** reporting structure within organization
- KU3.** health and safety hazards commonly affecting the work environment and related precautions
- KU4.** importance of maintaining personal hygiene using PPE kit, sanitizer and soap
- KU5.** importance of maintaining workplace hygiene
- KU6.** preventative and remedial actions to be taken in the case of exposure to toxic materials
- KU7.** importance of using protective clothing/equipment while working
- KU8.** various causes of fire
- KU9.** techniques of using different types of fire extinguishers
- KU10.** different materials used for extinguishing fire
- KU11.** various types of safety signs and their significance

Generic Skills (GS)

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

- GS1.** communicate effectively by writing
- GS2.** read instructions, guidelines/procedures and reports
- GS3.** identify and report potential sources of danger
- GS4.** how to plan the work to meet the deadline
- GS5.** the importance of on time services
- GS6.** apply problem solving approaches in different situations
- GS7.** apply balanced judgments in different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow health and safety measures</i>	9	15	-	-
PC1. use protective clothing/equipment such as face mask, hand gloves, goggle etc for specific tasks and work conditions	1	2	-	-
PC2. identify the people responsible for maintaining health and safety in the workplace	1	-	-	-
PC3. identify possible causes of risk or accident in the workplace	1	2	-	-
PC4. follow safe working practices while dealing with hazards to ensure the safety of self and others	1	2	-	-
PC5. lift heavy objects safely using correct procedures	1	2	-	-
PC6. follow safety signages	1	2	-	-
PC7. maintain hands hygiene by washing hand frequently and thoroughly with soap and water or alcohol-based hand rub	1	2	-	-
PC8. inform the concerned person of any illness related to self and others	1	1	-	-
PC9. maintain workplace hygiene by disinfecting the equipment and tools regularly	1	2	-	-
<i>Follow safety procedures during emergency</i>	11	15	-	-
PC10. respond promptly and appropriately to an accident or in an emergency situation	1	2	-	-
PC11. use appropriate fire extinguishers for different types of fires correctly	2	2	-	-
PC12. follow appropriate rescue techniques during fire hazard	1	2	-	-
PC13. follow good housekeeping practice in order to prevent fire hazards	1	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. inform fire safety department about any near-miss incidents in the work place	2	2	-	-
PC15. provide appropriate first aid to victims in an emergency situation	1	2	-	-
PC16. follow the applicable regulations and codes as per safety standard	1	2	-	-
PC17. prepare written accident/incident report and share with the concerned officer/department	2	2	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HYC/N9302
NOS Name	Maintain health, safety and security procedures
Sector	Hydrocarbon
Sub-Sector	Generic
Occupation	Generic, Generic
NSQF Level	4
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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DGT/VSQ/N0103: Employability Skills (90 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
- Career Development & Goal Setting
- 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 current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values - Citizenship

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

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC6.** recognize the significance of 21st Century Skills for employment

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- PC7.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life
- PC8.** adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

- PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC11.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes
- PC13.** prepare a career development plan with short- and long-term goals

Communication Skills

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

- PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- PC15.** use active listening techniques for effective communication
- PC16.** communicate in writing using appropriate style and format based on formal or informal requirements
- PC17.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
- PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
- PC22.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC23.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC24.** operate digital devices and use their features and applications securely and safely
- PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
- PC26.** display responsible online behaviour while using various social media platforms

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- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

Entrepreneurship

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- 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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services

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- KU11.** components of salary and how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** read and write different types of documents/instructions/correspondence in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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
HYC/N6311.Manage work and resources related to City Gas Distribution (CGD) pipeline installation	35	65	0	0	100	40
HYC/N9301.Working Effectively in a team	20	30	-	-	50	20
HYC/N9302.Maintain health, safety and security procedures	20	30	-	-	50	20
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	20
Total	95	155	-	-	250	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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