

Qualification Pack



Filer and Assembler-Jewellery

QP Code: G&J/Q2901

Version: 4.0

NSQF Level: 3

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G&J/Q2901: Filer and Assembler-Jewellery

Brief Job Description

Filer and Assembler is a crucial job role in the post-casting stage of jewellery making within the cast and diamond-set jewellery segment. The individual uses a range of hand and machine tools to remove sprues from cast jewellery pieces, correct casting defects such as porosity, blisters, bubbles, and cracks, and assemble final jewellery components for linking.

Personal Attributes

The job requires the individual to have good communication and interpersonal skills with outcome focused and customer centric approach and an eye for detail.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N2901: File and assemble the cast jewellery piece](#)
2. [G&J/N9905: Maintain occupational health and safety](#)
3. [G&J/N9952: Implement Circular Economy and Sustainable Practices in Gem and Jewellery Industry](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	Cast and diamonds-set jewellery
Occupation	Filing and Assembling, Filing and Assembling
Country	India
NSQF Level	3
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO - 2015/7313.0703

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Minimum Educational Qualification & Experience	10th Class with NA of experience OR 9th grade pass with 1.5 years of experience OR 8th grade pass with 3 Years of experience OR Previous relevant Qualification of NSQF Level 2.5 with 1.5 years of experience OR Previous relevant Qualification of NSQF Level 2 with 3 Years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	07/10/2028
NSQC Approval Date	07/10/2025
Version	4.0
Reference code on NQR	QG-03-GJ-045192025-V2-GJSCI
NQR Version	2.0

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G&J/N2901: File and assemble the cast jewellery piece

Description

This OS unit is about refining and assembling jewellery components with precision, minimizing material wastage, identifying and rectifying defects, and maintaining the quality, strength, and durability of the final product while adhering to safety protocols and company policies.

Scope

The scope covers the following :

- The scope covers the following:
- Filing & Assembling
- Productivity & efficiency
- Safety & compliance

Elements and Performance Criteria

Filing & Assembling

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

- PC1.** remove excess material such as sprues and extra metal to achieve the required finish while minimizing loss of precious metal, diamonds, and stones.
- PC2.** perform precision linking of jewellery components as per design specifications, ensuring structural integrity and product utility
- PC3.** assemble jewellery components with the required flexibility, strength, and durability to meet industry standards.
- PC4.** identify and rectify casting defects in jewellery pieces as per company qc policies and industry best practices.
- PC5.** maintain workflow efficiency by delivering assembled jewellery pieces on time for the next stage in production.
- PC6.** file and assemble jewellery pieces as per the target deliverables and quality standards approved by the supervisor.
- PC7.** ensure high-quality finishing of surfaces as per qc requirements, maintaining consistency in texture and design.
- PC8.** minimize material wastage by adopting best practices in filing and assembling to prevent excessive metal and gemstone loss.
- PC9.** perform self-checks before passing the jewellery piece for final qc inspection to minimize rework.

Productivity & efficiency

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

- PC10.** deliver assembled jewellery pieces to the next stage within the defined time frame.
- PC11.** meet production targets by achieving the required number of quality-approved pieces within a given timeframe.

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PC12. optimize material usage to reduce wastage of precious metals and gemstones during filing and assembling.

PC13. maintain records of work completed to track efficiency and quality output.

Safety & compliance

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

PC14. follow safety protocols while handling sharp tools and precious materials.

PC15. adhere to company policies regarding metal and stone loss, ensuring accountability.

PC16. ensure secure handling of components to prevent damage or misplacement during the assembly process.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** process of removing excess material while minimizing loss of precious metals, diamonds, and stones.
- KU2.** techniques for precision linking of jewellery components to maintain structural integrity.
- KU3.** assembly of jewellery components to achieve flexibility, strength, and durability.
- KU4.** common casting defects in jewellery pieces and methods to rectify them as per QC policies.
- KU5.** workflow efficiency strategies to ensure timely delivery of assembled jewellery pieces.
- KU6.** best practices in filing and assembling to meet quality standards and prevent material wastage.
- KU7.** surface finishing techniques to achieve consistency in texture and design.
- KU8.** self-checks on jewellery pieces to minimize rework before final QC inspection.
- KU9.** safety protocols while handling sharp tools and precious materials during jewellery assembly.
- KU10.** records of production, tracking efficiency, quality output, and material usage.

Generic Skills (GS)

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

- GS1.** read and write to follow work instructions and maintain records.
- GS2.** communicate effectively with team members and supervisors.
- GS3.** stay updated on gemstone processing techniques and industry trends.
- GS4.** manage time efficiently to meet production deadlines.
- GS5.** identify and solve problems related to gemstone defects and processing.
- GS6.** apply critical thinking to improve processing methods and quality.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Filing & Assembling</i>	20	42	-	6
PC1. remove excess material such as sprues and extra metal to achieve the required finish while minimizing loss of precious metal, diamonds, and stones.	2	4	-	1
PC2. perform precision linking of jewellery components as per design specifications, ensuring structural integrity and product utility	2	5	-	-1
PC3. assemble jewellery components with the required flexibility, strength, and durability to meet industry standards.	2	4	-	1
PC4. identify and rectify casting defects in jewellery pieces as per company qc policies and industry best practices.	2	4	-	1
PC5. maintain workflow efficiency by delivering assembled jewellery pieces on time for the next stage in production.	2	5	-	1
PC6. file and assemble jewellery pieces as per the target deliverables and quality standards approved by the supervisor.	2	7	-	-
PC7. ensure high-quality finishing of surfaces as per qc requirements, maintaining consistency in texture and design.	2	5	-	1
PC8. minimize material wastage by adopting best practices in filing and assembling to prevent excessive metal and gemstone loss.	3	4	-	1
PC9. perform self-checks before passing the jewellery piece for final qc inspection to minimize rework.	3	4	-	1
<i>Productivity & efficiency</i>	5	10	-	2
PC10. deliver assembled jewellery pieces to the next stage within the defined time frame.	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. meet production targets by achieving the required number of quality-approved pieces within a given timeframe.	1	3	-	1
PC12. optimize material usage to reduce wastage of precious metals and gemstones during filing and assembling.	1	3	-	1
PC13. maintain records of work completed to track efficiency and quality output.	2	2	-	-
<i>Safety & compliance</i>	5	10	-	2
PC14. follow safety protocols while handling sharp tools and precious materials.	2	3	-	1
PC15. adhere to company policies regarding metal and stone loss, ensuring accountability.	2	3	-	-
PC16. ensure secure handling of components to prevent damage or misplacement during the assembly process.	1	4	-	1
NOS Total	30	62	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	G&J/N2901
NOS Name	File and assemble the cast jewellery piece
Sector	Gem & Jewellery
Sub-Sector	Cast and diamonds-set jewellery
Occupation	Casting, Filing and Assembling
NSQF Level	3
Credits	7
Version	3.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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G&J/N9905: Maintain occupational health and safety

Description

This OS unit is about ensuring workplace safety by inspecting work areas, identifying hazards, reporting equipment issues, following safety protocols, and using proper protective gear to prevent injuries and maintain a secure work environment.

Scope

The scope covers the following :

- The scope covers the following:
- Communicating Potential Accident Points
- Using safety gear and equipment

Elements and Performance Criteria

Communicating Potential Accident Points

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

- PC1.** regularly inspect the work area and report potential safety hazards or equipment malfunctions to the supervisor.
- PC2.** adhere to company policies and industry best practices for handling tools, materials, and machinery safely.
- PC3.** actively engage in workplace safety drills, emergency response training, and regular health and safety sessions.

actively engage in workplace safety drills, emergency response training, and regular health and safety sessions.

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

- PC4.** ensure proper use of safety gear such as gloves, goggles, masks, and hearing protection while working.
- PC5.** regularly check, clean, and store PPE and safety tools as per manufacturer guidelines and company policies.
- PC6.** use correct techniques and equipment to lift, move, and assemble materials to prevent injuries and strain.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** potential workplace hazards and report them to supervisors.
- KU2.** company policies and industry best practices for safe equipment handling.
- KU3.** workplace safety drills and emergency response training.
- KU4.** appropriate safety gear like gloves, goggles, masks, and hearing protection.
- KU5.** PPE as per manufacturer guidelines and company policies.

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- KU6.** safety tools properly to ensure their longevity and effectiveness.
- KU7.** correct lifting and material handling techniques to prevent injuries.
- KU8.** the importance of ergonomic practices in reducing workplace strain.
- KU9.** safe usage of machinery and tools to minimize risks.
- KU10.** workplace health and safety regulations.

Generic Skills (GS)

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

- GS1.** workplace health and safety regulations.
- GS2.** communicate effectively with team members and supervisors.
- GS3.** stay updated on gemstone processing techniques and industry trends.
- GS4.** manage time efficiently to meet production deadlines.
- GS5.** identify and solve problems related to gemstone defects and processing.
- GS6.** apply critical thinking to improve processing methods and quality.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicating Potential Accident Points</i>	15	30	-	5
PC1. regularly inspect the work area and report potential safety hazards or equipment malfunctions to the supervisor.	5	10	-	2
PC2. adhere to company policies and industry best practices for handling tools, materials, and machinery safely.	5	10	-	2
PC3. actively engage in workplace safety drills, emergency response training, and regular health and safety sessions.	5	10	-	1
<i>actively engage in workplace safety drills, emergency response training, and regular health and safety sessions.</i>	15	30	-	5
PC4. ensure proper use of safety gear such as gloves, goggles, masks, and hearing protection while working.	5	9	-	2
PC5. regularly check, clean, and store PPE and safety tools as per manufacturer guidelines and company policies.	5	10	-	2
PC6. use correct techniques and equipment to lift, move, and assemble materials to prevent injuries and strain.	5	10	-	1
NOS Total	30	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9905
NOS Name	Maintain occupational health and safety
Sector	Gem & Jewellery
Sub-Sector	Imitation Jewellery, Cast and diamonds-set jewellery, Handmade Gold and Gems-set Jewellery, Gemstone Processing, Silver Smithing, Jewellery Retail, Diamond Processing
Occupation	Generic
NSQF Level	3
Credits	1
Version	4.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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G&J/N9952: Implement Circular Economy and Sustainable Practices in Gem and Jewellery Industry

Description

This NOS is about implementing eco-friendly practices in jewellery production, including recycling, upcycling, and energy-efficient methods to optimize resource usage, maintain quality, and minimize environmental impact for sustainable and long-term economic benefits.

Scope

The scope covers the following :

- Integrate sustainable practices in jewellery production
- Perform recycling and upcycling of jewellery mate
- Implement material conservation practices in daily operations
- Implement energy and material conservation practices in daily operations

Elements and Performance Criteria

Integrate sustainable practices in jewellery production

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

- PC1.** identify and select recyclable and reusable materials for jewellery production
- PC2.** incorporate modular designs that allow easy disassembly and reassembly
- PC3.** avoid using mixed materials that hinder recyclability
- PC4.** follow eco-friendly manufacturing guidelines while designing new jewellery
- PC5.** work closely with suppliers to source conflict-free and ethical materials
- PC6.** minimize wastage in the design process by optimizing raw material usage
- PC7.** measure the quantity of materials for designs before production to avoid wastage
- PC8.** recover lost gold and reintegrate into production
- PC9.** establish systems to reuse process-rejected gold and customer-returned jewellery
- PC10.** melt and reuse wax patterns in the lost wax casting process
- PC11.** treat and neutralize process chemicals before disposal
- PC12.** reuse waste water from the manufacturing process for non-production activities
- PC13.** adopt industry best practices for hazardous waste disposal
- PC14.** implement waste segregation practices for better disposal and recycling
- PC15.** conduct regular audits to ensure efficient resource utilization

Perform recycling and upcycling of jewellery materials

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

- PC16.** establish take-back programs for old and unwanted jewellery
- PC17.** implement closed-loop recycling systems for metals and gemstones
- PC18.** ensure proper sorting of recyclable and non-recyclable materials
- PC19.** partner with certified recyclers for ethical material disposal

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PC20. reduce dependency on new materials by increasing the use of recycled materials

PC21. document and track all recycled and upcycled materials as per organisational procedure

Implement material conservation practices in daily operations

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

PC22. implement water conservation measures by preventing leaks, optimizing water usage, and reusing water for secondary purposes

PC23. promote paper conservation in office work by reducing unnecessary printing, using digital alternatives, and reusing single-sided printed paper

PC24. use fuel-efficient methods in jewellery manufacturing by maintaining machines, and minimize energy consumption during metal casting and finishing processes

PC25. ensure proper handling and storage of chemicals used in jewellery making, such as acids and polishing agents, to prevent spills and excessive usage

Implement energy and material conservation practices in daily operations

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

PC26. ensure optimal utilization of natural sunlight by keeping window curtains open

PC27. identify and adopt energy-efficient equipment for jewellery production

PC28. maintaining adequate indoor illumination levels of 200 to 250 lux for office work

PC29. use LED lighting and other energy-saving fixtures in manufacturing units

PC30. use solar energy wherever feasible to reduce dependency on non-renewable sources

PC31. implement automatic timers and sensors to reduce unnecessary energy consumption

PC32. optimize ventilation systems to reduce power usage

PC33. use five-star rated electrical appliances to conserve electricity and reduce carbon emissions

PC34. maintain appropriate thermostat settings for air conditioners to reduce energy consumption

PC35. ensure that the AC room is air-sealed and free from unnecessary heat-absorbing materials

PC36. assist in conducting energy audits to identify and address inefficiencies

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. properties, types, and classifications of gemstones, including their hardness, color variations, and inclusions.

KU2. principles and methods of digital tracking, RFID-based inventory management, and their role in gemstone verification.

KU3. The application of AI-assisted design tools for analysing pre-shaping requirements to optimize yield.

KU4. operational setup and maintenance of automated grinding mills and scaife with vibration sensors for precision cutting.

KU5. functionalities and benefits of CNC-based or robotic pre-shaping tools for minimizing material loss and ensuring consistency.

KU6. role of real-time AI monitoring in calibrating gemstone size, dimensions, and weight to maintain precision.

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- KU7.** selection criteria for laps and abrasive powders based on gemstone type, using machine-learning recommendations.
- KU8.** factors influencing cutting parameters to maximize QC-approved gemstones while reducing defects.
- KU9.** importance of eco-friendly cooling techniques to prevent overheating and preserve gemstone colour.
- KU10.** methodologies for tracking and measuring daily gemstone cutting output in carats and number of stones using automated systems.
- KU11.** impact of maintaining AI-predicted tolerance limits on reducing gemstone loss and enhancing efficiency.
- KU12.** significance of predictive maintenance and anomaly detection in proactively identifying and resolving production bottlenecks.
- KU13.** health and safety hazards associated with gemstone cutting, including dust control and ergonomic workstation design.
- KU14.** use of AR-based training modules for continuous learning and adapting to new gemstone cutting technologies
- KU15.** principles of precision cutting and polishing to achieve optimal faceting and brilliance in gemstones.
- KU16.** latest advancements in AI, robotics, and machine learning for process automation in the gemstone industry.
- KU17.** regulatory standards, sustainability guidelines, and environmental best practices in gemstone cutting and processing.
- KU18.** ethical considerations in gemstone sourcing, handling, and processing to align with industry compliance and responsible sourcing practices

Generic Skills (GS)

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

- GS1.** read and write to follow work instructions and maintain records.
- GS2.** communicate effectively with team members and supervisors.
- GS3.** stay updated on gemstone processing techniques and industry trends.
- GS4.** manage time efficiently to meet production deadlines.
- GS5.** manage time efficiently to meet production deadlines.
- GS6.** apply critical thinking to improve processing methods and quality.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Integrate sustainable practices in jewellery production</i>	10	20	-	3
PC1. identify and select recyclable and reusable materials for jewellery production	1	1	-	-
PC2. incorporate modular designs that allow easy disassembly and reassembly	1	2	-	-
PC3. avoid using mixed materials that hinder recyclability	1	1	-	-
PC4. follow eco-friendly manufacturing guidelines while designing new jewellery	1	2	-	-
PC5. work closely with suppliers to source conflict-free and ethical materials	-	1	-	-
PC6. minimize wastage in the design process by optimizing raw material usage	-	1	-	1
PC7. measure the quantity of materials for designs before production to avoid wastage	1	1	-	-
PC8. recover lost gold and reintegrate into production	1	2	-	1
PC9. establish systems to reuse process-rejected gold and customer-returned jewellery	-	1	-	1
PC10. melt and reuse wax patterns in the lost wax casting process	-	1	-	-
PC11. treat and neutralize process chemicals before disposal	1	2	-	-
PC12. reuse waste water from the manufacturing process for non-production activities	1	1	-	1
PC13. adopt industry best practices for hazardous waste disposal	1	2	-	-
PC14. implement waste segregation practices for better disposal and recycling	-	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. conduct regular audits to ensure efficient resource utilization	1	1	-	-
<i>Perform recycling and upcycling of jewellery materials</i>	10	10	-	3
PC16. establish take-back programs for old and unwanted jewellery	1	3	-	1
PC17. implement closed-loop recycling systems for metals and gemstones	2	3	-	-
PC18. ensure proper sorting of recyclable and non-recyclable materials	1	1	-	-
PC19. partner with certified recyclers for ethical material disposal	3	1	-	1
PC20. reduce dependency on new materials by increasing the use of recycled materials	1	1	-	-
PC21. document and track all recycled and upcycled materials as per organisational procedure	2	1	-	1
<i>Implement material conservation practices in daily operations</i>	10	10	-	1
PC22. implement water conservation measures by preventing leaks, optimizing water usage, and reusing water for secondary purposes	2	2	-	1
PC23. promote paper conservation in office work by reducing unnecessary printing, using digital alternatives, and reusing single-sided printed paper	3	3	-	-
PC24. use fuel-efficient methods in jewellery manufacturing by maintaining machines, and minimize energy consumption during metal casting and finishing processes	3	3	-	-
PC25. ensure proper handling and storage of chemicals used in jewellery making, such as acids and polishing agents, to prevent spills and excessive usage	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Implement energy and material conservation practices in daily operations</i>	10	10	-	2
PC26. ensure optimal utilization of natural sunlight by keeping window curtains open	1	2	-	-
PC27. identify and adopt energy-efficient equipment for jewellery production	1	1	-	1
PC28. maintaining adequate indoor illumination levels of 200 to 250 lux for office work	1	2	-	-
PC29. use LED lighting and other energy-saving fixtures in manufacturing units	1	1	-	-
PC30. use solar energy wherever feasible to reduce dependency on non-renewable sources	1	1	-	-
PC31. implement automatic timers and sensors to reduce unnecessary energy consumption	1	-	-	-
PC32. optimize ventilation systems to reduce power usage	1	-	-	-
PC33. use five-star rated electrical appliances to conserve electricity and reduce carbon emissions	1	1	-	-
PC34. maintain appropriate thermostat settings for air conditioners to reduce energy consumption	1	1	-	-
PC35. ensure that the AC room is air-sealed and free from unnecessary heat-absorbing materials	1	1	-	-
PC36. assist in conducting energy audits to identify and address inefficiencies	-	-	-	1
NOS Total	40	50	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9952
NOS Name	Implement Circular Economy and Sustainable Practices in Gem and Jewellery Industry
Sector	Gem & Jewellery
Sub-Sector	
Occupation	Generic, Generic
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

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

Generic Skills (GS)

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

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

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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 job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	12/03/2026
Next Review Date	12/09/2026
NSQC Clearance Date	12/03/2026

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on 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 center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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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
G&J/N2901.File and assemble the cast jewellery piece	30	62	-	10	102	70
G&J/N9905.Maintain occupational health and safety	30	60	-	10	100	10
G&J/N9952.Implement Circular Economy and Sustainable Practices in Gem and Jewellery Industry	40	50	-	10	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	120	202	-	30	352	100

Qualification Pack

Acronyms

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

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.