

Qualification Pack



Junior Jewellery designer - CAD

QP Code: G&J/Q2303

Version: 4.0

NSQF Level: 4

GJSCI || Gem Jewellery Skill Council of India, 4th Floor, Business Facilitation Centre, SEEPZ SEZ,
Andheri (E)

Mumbai 400096 || email:standards.qa.content@gjsci.org

Qualification Pack

Contents

G&J/Q2303: Junior Jewellery designer - CAD	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
G&J/N2303: Create jewellery designs using basic CAD software	5
G&J/N9902: Maintain health and safety at workplace	11
G&J/N9949: Follow material and energy conservation practices at workplace	17
DGT/VSQ/N0102: Employability Skills (60 Hours)	21
Assessment Guidelines and Weightage	28
<i>Assessment Guidelines</i>	28
<i>Assessment Weightage</i>	29
Acronyms	30
Glossary	31

Qualification Pack

G&J/Q2303: Junior Jewellery designer - CAD

Brief Job Description

The individual at work uses Computer-Aided Designing (CAD) to produce 3D jewellery designs, which serve as a model for producing prototypes of jewellery and to initiate manufacturing of a range of generic jewellery.

Personal Attributes

The job requires the individual to have attention to details, patience, visualization and good eyesight.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N2303: Create jewellery designs using basic CAD software](#)
2. [G&J/N9902: Maintain health and safety at workplace](#)
3. [G&J/N9949: Follow material and energy conservation practices at workplace](#)
4. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	Handmade Gold and Gems-set Jewellery, Cast and diamonds-set jewellery, Silver Smithing, Imitation Jewellery
Occupation	Designing and Product Development, Designing
Country	India
NSQF Level	4
Credits	15
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2166.0401

Qualification Pack

Minimum Educational Qualification & Experience	12th grade Pass with NA of experience OR 11th grade pass with 1.5 years of experience relevant experience OR 10th grade pass with 3 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Basic computer handling and MS office
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	22/10/2027
NSQC Approval Date	22/10/2024
Version	4.0
Reference code on NQR	QG-04-GJ-03231-2024-V2-GJSCI
NQR Version	1.0

Remarks:

Qualification Pack

G&J/N2303: Create jewellery designs using basic CAD software

Description

This OS unit is about producing three-dimensional (3D) jewellery designs using CAD software for generic range of jewellery.

Scope

The scope covers the following :

- Prepare for 3D jewellery design creation
- Creating 3D jewellery design
- Achieving quality standards
- Achieving Productivity

Elements and Performance Criteria

Prepare for 3D jewellery design creation

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

- PC1.** collate the design requirements in terms of dimension, final weight of metal and gemstone, process metal loss and finishing allowance, assembly sequence of components, etc. from the internal team in the form of hand sketches, coral draw sketches, a knockdown jewellery piece, clowning sample, etc.
- PC2.** report any issues related to design concept clarity, dimensions and practicality to CAD manager
- PC3.** determine the various design and Computer-Aided Manufacturing (CAM) related parameters at various stages of manufacturing in consultation with the CAD manager

Creating 3D jewellery design

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

- PC4.** set the required unit and dimension parameters in a CAD file
- PC5.** insert sketches, scanned images, diagrams, signs or symbols, etc. of required jewellery design in a CAD file
- PC6.** create 3D jewellery CAD design using appropriate curve commands such as line, arc, solid commands such as box, extrude or various transform commands such as array, orient and surface commands like sweep, loft etc. present in the menu.
- PC7.** use appropriate shrinkage and stone setting parameters for making seat and hole for diamond, for making prongs of particular thickness and height, for the gap between prongs, for the gap between diamonds etc.
- PC8.** prepare technical drawings of the jewellery in different views like orthographic view, isometric views of 3D jewellery CAD design in different positions and angles
- PC9.** apply different colours for the stone in different sizes in the drawing
- PC10.** make accurate and complete notes related to design in terms of overall dimensions or other manufacturing specifications like assembly sequence, surface texture etc. in the drawing
- PC11.** maintain CAD files, backup of CAD files and records of other related information shared by internal team or customer

Qualification Pack

PC12. report any issues while working with CAD file to CAD manager

Achieving quality standards

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

PC13. check each CAD design for the final look and various design parameters before final submission

PC14. rework as per the CAD manager's feedback when required, based on inputs from marketing, merchandising, product development and production department

Achieving Productivity

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

PC15. ensure timely delivery of 3D jewellery design file or STL (stereolithography) or OBJ (object), etc. files converted from the CAD designs to enable the commencement of prototyping process

PC16. create 3D jewellery CAD designs as per target given

PC17. update the CAD manager on work completion status

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. company's policies on acceptable limits of quality, delivery standards, safety practices and hazard, security and performance measurements

KU2. importance of non-disclosure of "confidential information" provided by the company either orally or in writing marked as confidential

KU3. work flow involved in jewellery manufacturing process of the company

KU4. importance of the individual's role in the workflow

KU5. the reporting structures

KU6. different types of jewellery products like rings, pendants, bracelets, necklace, etc.

KU7. various types of basic jewellery manufacturing processes like investment casting, polishing, soldering etc.

KU8. various physical properties like hardness, malleability, shrinkage factor of different fineness of precious metals like gold, silver, platinum etc.,

KU9. various types of diamonds and gemstones in terms of shape, size, cut, colour, etc.

KU10. various types of stone setting used for a different style of jewellery

KU11. various textures or surface enhancement techniques like mill graining used in jewellery manufacturing

KU12. basics of internet usage

KU13. various CAD software like Rhinoceros, Jewel CAD etc.

KU14. technical drawing practices as per the company standards

KU15. basic calculations in terms of final weight of jewellery, shrinkage allowance for different precious metals, count of number of diamonds or gemstones etc.

KU16. basic measuring system and units

KU17. various measuring tools like scale, vernier calliper or gauges like ring sizer, bangle sizer etc.

Qualification Pack

Generic Skills (GS)

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

- GS1.** read notes, designs and instructions shared by different internal team
- GS2.** read company rules and compliance documents required to complete the work
- GS3.** read design, concept and software related books
- GS4.** share technical information clearly using appropriate language
- GS5.** visualize designs

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for 3D jewellery design creation</i>	11	22	-	-
PC1. collate the design requirements in terms of dimension, final weight of metal and gemstone, process metal loss and finishing allowance, assembly sequence of components, etc. from the internal team in the form of hand sketches, coral draw sketches, a knockdown jewellery piece, clowning sample, etc.	4	8	-	-
PC2. report any issues related to design concept clarity, dimensions and practicality to CAD manager	2	4	-	-
PC3. determine the various design and Computer-Aided Manufacturing (CAM) related parameters at various stages of manufacturing in consultation with the CAD manager	5	10	-	-
<i>Creating 3D jewellery design</i>	30	61	-	-
PC4. set the required unit and dimension parameters in a CAD file	2	4	-	-
PC5. insert sketches, scanned images, diagrams, signs or symbols, etc. of required jewellery design in a CAD file	2	6	-	-
PC6. create 3D jewellery CAD design using appropriate curve commands such as line, arc, solid commands such as box, extrude or various transform commands such as array, orient and surface commands like sweep, loft etc. present in the menu.	6	12	-	-
PC7. use appropriate shrinkage and stone setting parameters for making seat and hole for diamond, for making prongs of particular thickness and height, for the gap between prongs, for the gap between diamonds etc.	5	12	-	-
PC8. prepare technical drawings of the jewellery in different views like orthographic view, isometric views of 3D jewellery CAD design in different positions and angles	5	10	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. apply different colours for the stone in different sizes in the drawing	2	3	-	-
PC10. make accurate and complete notes related to design in terms of overall dimensions or other manufacturing specifications like assembly sequence, surface texture etc. in the drawing	4	8	-	-
PC11. maintain CAD files, backup of CAD files and records of other related information shared by internal team or customer	2	3	-	-
PC12. report any issues while working with CAD file to CAD manager	2	3	-	-
<i>Achieving quality standards</i>	4	7	-	-
PC13. check each CAD design for the final look and various design parameters before final submission	2	4	-	-
PC14. rework as per the CAD manager's feedback when required, based on inputs from marketing, merchandising, product development and production department	2	3	-	-
<i>Achieving Productivity</i>	4	7	-	-
PC15. ensure timely delivery of 3D jewellery design file or STL (stereolithography) or OBJ (object), etc. files converted from the CAD designs to enable the commencement of prototyping process	2	3	-	-
PC16. create 3D jewellery CAD designs as per target given	1	2	-	-
PC17. update the CAD manager on work completion status	1	2	-	-
NOS Total	49	97	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N2303
NOS Name	Create jewellery designs using basic CAD software
Sector	Gem & Jewellery
Sub-Sector	Cast and diamonds-set jewellery, Handmade Gold and Gems-set Jewellery, Silver Smithing, Imitation Jewellery
Occupation	Designing and Product Development, Designing
NSQF Level	4
Credits	11
Version	3.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

Qualification Pack

G&J/N9902: Maintain health and safety at workplace

Description

This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and maintaining health and safety at workplace.

Scope

The scope covers the following :

- Health, hygiene and safety in work area
- Fire safety
- Emergencies, rescue and first aid procedures
- Waste management

Elements and Performance Criteria

Health, hygiene and safety in work area

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

- PC1.** follow regular cleaning and disinfection practices at work place using appropriate techniques and materials
- PC2.** follow hand hygiene practices at work place using appropriate techniques and materials
- PC3.** follow alternative ways of conducting meeting and organizing event to ensure safety
- PC4.** follow contactless attendance system
- PC5.** report regarding the contagious illness of self or people in close contact
- PC6.** use appropriate protective clothing/ equipment for specific tasks
- PC7.** identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC8.** follow safe working practices while dealing with hazards to ensure safety of self and others
- PC9.** maintain appropriate working postures to minimize occupational health related issues

Fire safety

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

- PC10.** use appropriate type of fire extinguisher
- PC11.** apply appropriate rescue techniques during fire hazard
- PC12.** ensure good housekeeping in order to prevent fire hazards

Emergencies, rescue and first aid procedures

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

- PC13.** provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.
- PC14.** respond promptly and appropriately to an accident or medical emergency.
- PC15.** follow emergency procedures such as raising alarm, safe evacuation etc.

Waste management

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

Qualification Pack

- PC16.** identify recyclable, non-recyclable and hazardous waste
- PC17.** collect the segregated waste - at designated space
- PC18.** dispose non-recyclable waste appropriately and deposit recyclable and reusable material at identified location

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on safety, hazards and personnel management
- KU2.** signages that refer to health and safety in work place
- KU3.** the reporting structure
- KU4.** health and safety hazards commonly present in the work place and related precautions
- KU5.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU6.** methods of accident prevention
- KU7.** how different chemicals react and the related hazards
- KU8.** how to use machines and tools without causing any accident
- KU9.** importance of using protective clothing/ equipment while working
- KU10.** precautionary activities to prevent the fire accident
- KU11.** various causes of fire
- KU12.** techniques of using different fire extinguishers
- KU13.** different materials used for extinguishing fire
- KU14.** rescue techniques applied during a fire hazard
- KU15.** various types of safety signs and their meaning
- KU16.** appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,
- KU17.** casualty lifting in case of an accident
- KU18.** usage of different colors of dustbins.
- KU19.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics.
- KU20.** waste management and methods of waste disposal.

Generic Skills (GS)

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

- GS1.** read and comprehend labels, charts, signages
- GS2.** read and comprehend manuals of operations
- GS3.** communicate effectively, the risk of not following safety measures
- GS4.** respond to emergencies/accidents, by taking an appropriate and timely decision
- GS5.** organize work schedule, work area, tools, equipment and material to minimize health and safety risk

Qualification Pack

- GS6.** ensure appropriate action in case of any emergencies, accidents or fire at the work location
- GS7.** analyze untoward incidents from the past and follow correct procedures in handling machines, tools or hazardous chemicals
- GS8.** critically analyze the processes carried out by self and colleagues in the department to spot potential hazards and safety issues
- GS9.** record data on waste disposal at workplace.
- GS10.** complete statutory documents relevant to safety and hygiene.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health, hygiene and safety in work area</i>	9	16	-	-
PC1. follow regular cleaning and disinfection practices at work place using appropriate techniques and materials	1	2	-	-
PC2. follow hand hygiene practices at work place using appropriate techniques and materials	1	2	-	-
PC3. follow alternative ways of conducting meeting and organizing event to ensure safety	1	2	-	-
PC4. follow contactless attendance system	1	1	-	-
PC5. report regarding the contagious illness of self or people in close contact	1	2	-	-
PC6. use appropriate protective clothing/ equipment for specific tasks	1	2	-	-
PC7. identify hazardous activities and the possible causes of risks or accidents in the workplace	1	2	-	-
PC8. follow safe working practices while dealing with hazards to ensure safety of self and others	1	1	-	-
PC9. maintain appropriate working postures to minimize occupational health related issues	1	2	-	-
<i>Fire safety</i>	3	6	-	-
PC10. use appropriate type of fire extinguisher	1	3	-	-
PC11. apply appropriate rescue techniques during fire hazard	1	2	-	-
PC12. ensure good housekeeping in order to prevent fire hazards	1	1	-	-
<i>Emergencies, rescue and first aid procedures</i>	3	4	-	-
PC13. provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	1	1	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. respond promptly and appropriately to an accident or medical emergency.	1	2	-	-
PC15. follow emergency procedures such as raising alarm, safe evacuation etc.	1	1	-	-
<i>Waste management</i>	3	6	-	-
PC16. identify recyclable, non-recyclable and hazardous waste	1	2	-	-
PC17. collect the segregated waste - at designated space	1	2	-	-
PC18. dispose non-recyclable waste appropriately and deposit recyclable and reusable material at identified location	1	2	-	-
NOS Total	18	32	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9902
NOS Name	Maintain health and safety at workplace
Sector	Gem & Jewellery
Sub-Sector	Handmade Gold and Gems-set Jewellery, Gemstone Processing, Silver Smithing, Jewellery Retail, Cast and diamonds-set jewellery, Imitation Jewellery, Diamond Processing
Occupation	Generic
NSQF Level	3
Credits	1
Version	5.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

G&J/N9949: Follow material and energy conservation practices at workplace

Description

This OS unit is about adopting sustainable practices and optimizing use of resources, especially material, energy and waste, in day-to-day operations at work.

Scope

The scope covers the following :

- Material conservation practices at workplace
- Energy/electricity conservation practices at workplace

Elements and Performance Criteria

Material conservation practices at workplace

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

- PC1.** identify ways to optimize usage of material including water in various activities and processes
- PC2.** check for spills/leakages in various activities and processes
- PC3.** plug spills/leakages and escalate the issue to appropriate authority if unable to rectify
- PC4.** carry out routine cleaning of tools, machines and equipment

Energy/electricity conservation practices at workplace

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

- PC5.** identify ways to optimize usage of electricity/energy in various activities and processes
- PC6.** check if the equipment/machine is functioning normally before starting work and rectify the issues wherever required
- PC7.** report malfunctioning (fumes/sparks/emission/vibration/noise) of the equipment/machine and delay in maintenance of equipment
- PC8.** check electrical equipment and appliances are properly connected and turned off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on material and energy conservation practices
- KU2.** potential hazards and risks involved in the work
- KU3.** layout of the workstation and electrical and thermal equipment used as required
- KU4.** ways of efficient material management including water
- KU5.** basics of electricity and prevalent energy efficient devices
- KU6.** common practices of conserving electricity

Qualification Pack

- KU7.** safety precautions (electric and mechanical isolation) before starting any maintenance activity on machine/equipment.

Generic Skills (GS)

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

- GS1.** read Standard Operating Procedure(SOP) documents
- GS2.** communicate effectively about material and energy conservation practices to others
- GS3.** make timely communication for the decisions to be taken at work
- GS4.** complete tasks efficiently and accurately within stipulated time
- GS5.** critically analyze the processes carried out by self and colleagues in the department related to material and energy conservation
- GS6.** record observations on effect of material and energy conservation at workplace.
- GS7.** work with supervisors/team members to carry out related tasks

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Material conservation practices at workplace</i>	2	4	-	-
PC1. identify ways to optimize usage of material including water in various activities and processes	0.5	1	-	-
PC2. check for spills/leakages in various activities and processes	0.5	1	-	-
PC3. plug spills/leakages and escalate the issue to appropriate authority if unable to rectify	0.5	1	-	-
PC4. carry out routine cleaning of tools, machines and equipment	0.5	1	-	-
<i>Energy/electricity conservation practices at workplace</i>	2	4	-	-
PC5. identify ways to optimize usage of electricity/energy in various activities and processes	0.5	1	-	-
PC6. check if the equipment/machine is functioning normally before starting work and rectify the issues wherever required	0.5	1	-	-
PC7. report malfunctioning (fumes/sparks/emission/vibration/noise) of the equipment/machine and delay in maintenance of equipment	0.5	1	-	-
PC8. check electrical equipment and appliances are properly connected and turned off when not in use	0.5	1	-	-
NOS Total	4	8	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9949
NOS Name	Follow material and energy conservation practices at workplace
Sector	Gem & Jewellery
Sub-Sector	Diamond Processing, Handmade Gold and Gems-set Jewellery, Jewellery Retail, Cast and diamonds-set jewellery, Gemstone Processing, Silver Smithing, Imitation Jewellery
Occupation	Generic
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	24/08/2024
Next Review Date	24/10/2027
NSQC Clearance Date	24/08/2024

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values – Citizenship

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

- PC3.** 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.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** 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

Basic English Skills

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

Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** 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:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** 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:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** 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:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e-mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** 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:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. 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

KU11. 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 and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. 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

GS2. communicate effectively using appropriate language in formal and informal settings

Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- 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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. 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.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. 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	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. 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/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	12/03/2026
Next Review Date	12/03/2029
NSQC Clearance Date	12/03/2026

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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 proportion of marks for Theory and Skills Practical for each PC.

- The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
- Individual assessment agencies will create theory question papers for candidates at every examination/training centre. (As per assessment criteria below).
- Individual assessment agencies will create practical tests for skill evaluation for candidates at every examination/training centre. (As per assessment criteria below).
- To pass the Qualification Pack, every candidate should score a minimum 70% to successfully clear the assessment.
- In case of successfully passing only certain number of NOSs, the candidate is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

Qualification Pack

(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/N2303.Create jewellery designs using basic CAD software	49	97	-	-	146	70
G&J/N9902.Maintain health and safety at workplace	18	32	-	-	50	10
G&J/N9949.Follow material and energy conservation practices at workplace	4	8	-	-	12	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	91	167	-	-	258	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
CAD	Computer aided designing
2D	two dimensional
3D	three dimensional
RPT	Rapid prototyping
CAM	Computer-Aided Manufacturing

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.

Qualification Pack

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.