

Qualification Pack

Metal Setter (Basic)

QP Code: G&J/Q3103

Version: 6.0

NSQF Level: 3

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G&J/Q3103: Metal Setter (Basic)

Brief Job Description

A metal setter is a skilled artisan or technician who sets diamonds and gemstones into jewelry using both traditional and modern tools, ensuring secure and aesthetically pleasing placement. They are responsible for maintaining the natural brilliance, symmetry, and alignment of each stone while working with precision and patience. Their tasks include inspecting the setting area, carefully cleaning stones, and performing quality checks after setting to ensure the jewelry piece meets the required standards of value, durability, and visual appeal.

Personal Attributes

The role necessitates a skilled individual with attention to detail, technical mindset, and hand-eye coordination to handle delicate metal components in jewelry making. They must work independently, be safety-conscious, and follow standard procedures. They must be adaptable, communicate effectively, and open to learning and refining techniques to meet quality standards.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N3101: Set diamond and gemstones in precious metal jewellery piece](#)
2. [G&J/N9902: Maintain health and safety at workplace](#)
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	Diamond Processing
Occupation	Metal Setting
Country	India
NSQF Level	3
Credits	15

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Aligned to NCO/ISCO/ISIC Code	NCO-2004/7313.30
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 3 Years of experience OR Previous relevant Qualification of NSQF Level 2 with 1.5 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	07/10/2030
NSQC Approval Date	07/10/2025
Version	6.0
Reference code on NQR	QG-03-GJ-045182025-V2-GJSCI
NQR Version	2.0

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G&J/N3101: Set diamond and gemstones in precious metal jewellery piece

Description

This unit is about securely setting diamonds and gemstones in the precious metal jewellery frames in a way that enhances brilliance of the stones

Scope

The scope covers the following :

- The scope covers the following:
- Stone Placement and Security
- Surface Finishing and Wearability
- Material Conservation and Sustainability
- Productivity and Workflow Efficiency

Elements and Performance Criteria

Stone Placement and Security

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

- PC1.** utilize precision tools and digital measurement techniques to position and secure stones as per modern design specifications.
- PC2.** implement advanced stone-setting techniques, such as micro-pave and tension setting, to enhance brilliance and durability.
- PC3.** minimize pressure during setting to prevent microfractures or structural weaknesses in gemstones.

Surface Finishing and Wearability

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

- PC4.** employ high-precision finishing tools to smooth edges, ensuring optimal comfort for the wearer.
- PC5.** integrate laser or ultrasonic cleaning methods to remove impurities and enhance the final finish.
- PC6.** adapt setting techniques to accommodate contemporary jewellery trends, such as minimalistic and invisible settings.

Material Conservation and Sustainability

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

- PC7.** implement technology-assisted tracking systems to monitor and minimize metal and stone loss beyond permissible limits.
- PC8.** optimize resource utilization by incorporating eco-friendly practices and sustainable alternatives in metal settings.

Productivity and Workflow Efficiency

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

- PC9.** utilize automated setting techniques, where applicable, to meet production targets without compromising quality.

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PC10. synchronize workflow with digital project management tools to ensure timely delivery of set jewellery for further processing.

Quality Assurance and Aesthetic Precision

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

PC11. ensure precise levelling of stones using high-magnification optical tools for uniformity in design.

PC12. reinforce stone security with modern bonding techniques such as hybrid adhesive-assisted settings.

PC13. achieve a flawless setting finish by incorporating real-time quality checks using inspection tools.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. use of precision tools and digital measurement techniques for accurate stone placement as per modern design standards.

KU2. explain advanced stone-setting methods such as micro pave and tension setting to enhance the durability and brilliance of gemstones.

KU3. identify the impact of pressure during stone setting and techniques to prevent microfractures or structural weaknesses

KU4. describe high-precision finishing tools and processes required for smooth edges and wearer comfort in jewellery design.

KU5. understand laser and ultrasonic cleaning techniques to remove impurities and improve the final surface finish.

KU6. recognize the importance of adapting stone-setting techniques to align with contemporary jewellery trends such as minimalistic and invisible settings.

KU7. explain tracking systems for monitoring and minimizing material loss while ensuring sustainability in jewellery manufacturing.

KU8. demonstrate the role of automated techniques and digital project management tools in optimizing production efficiency and workflow synchronization.

KU9. apply quality assurance methods, including high-magnification optical tools and inspection systems, to ensure aesthetic precision in jewellery settings.

KU10. discuss modern bonding and hybrid adhesive-assisted techniques to reinforce stone security and enhance product durability.

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.

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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>Stone Placement and Security</i>	7	14	-	-
PC1. utilize precision tools and digital measurement techniques to position and secure stones as per modern design specifications.	3	5	-	-
PC2. implement advanced stone-setting techniques, such as micro-pave and tension setting, to enhance brilliance and durability.	2	5	-	-
PC3. minimize pressure during setting to prevent microfractures or structural weaknesses in gemstones.	2	4	-	-
<i>Surface Finishing and Wearability</i>	8	18	-	-
PC4. employ high-precision finishing tools to smooth edges, ensuring optimal comfort for the wearer.	4	5	-	-
PC5. integrate laser or ultrasonic cleaning methods to remove impurities and enhance the final finish.	2	5	-	-
PC6. adapt setting techniques to accommodate contemporary jewellery trends, such as minimalistic and invisible settings.	2	8	-	-
<i>Material Conservation and Sustainability</i>	6	15	-	-
PC7. implement technology-assisted tracking systems to monitor and minimize metal and stone loss beyond permissible limits.	2	8	-	-
PC8. optimize resource utilization by incorporating eco-friendly practices and sustainable alternatives in metal settings.	4	7	-	-
<i>Productivity and Workflow Efficiency</i>	4	15	-	-
PC9. utilize automated setting techniques, where applicable, to meet production targets without compromising quality.	2	8	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. synchronize workflow with digital project management tools to ensure timely delivery of set jewellery for further processing.	2	7	-	-
<i>Quality Assurance and Aesthetic Precision</i>	5	8	-	-
PC11. ensure precise levelling of stones using high-magnification optical tools for uniformity in design.	1	3	-	-
PC12. reinforce stone security with modern bonding techniques such as hybrid adhesive-assisted settings.	1	3	-	-
PC13. achieve a flawless setting finish by incorporating real-time quality checks using inspection tools.	3	2	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	G&J/N3101
NOS Name	Set diamond and gemstones in precious metal jewellery piece
Sector	Gem & Jewellery
Sub-Sector	Cast and diamonds-set jewellery
Occupation	Metal Setting
NSQF Level	3
Credits	12
Version	3.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2030
NSQC Clearance Date	07/10/2025

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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:

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- 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

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- 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.

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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	-	-

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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	-	-

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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	TBD
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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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/N3101.Set diamond and gemstones in precious metal jewellery piece	30	70	-	-	100	70
G&J/N9902.Maintain health and safety at workplace	18	32	-	-	50	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	108	182	-	10	300	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.