

## Qualification Pack



# Purchase Coordinator- Electronics

QP Code: ELE/Q7702

Version: 4.0

NSQF Level: 4

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## Qualification Pack

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## Qualification Pack

### ELE/Q7702: Purchase Coordinator- Electronics

#### Brief Job Description

A Purchase Coordinator-Electronics, the individual purchases quality materials in a timely manner at competitive prices to maintain the optimum inventory level. The individual also collects information about the materials required by different departments and selects the appropriate supplier.

#### Personal Attributes

The job requires the individual to be well groomed, healthy, while dealing with diverse people. The individual should also have a positive attitude, body language, attention to details, stamina to stand for long hours and should be able to use analytical thinking.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [ELE/N7703: Collect information about Electronics materials and suppliers](#)
2. [ELE/N7705: Issue purchase order and receive supplies](#)
3. [ELE/N7704: Maintain inventory of materials](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

|                                      |                                    |
|--------------------------------------|------------------------------------|
| <b>Sector</b>                        | Electronics                        |
| <b>Sub-Sector</b>                    | Consumer Electronics & IT Hardware |
| <b>Occupation</b>                    | Purchase and Procurement           |
| <b>Country</b>                       | India                              |
| <b>NSQF Level</b>                    | 4                                  |
| <b>Credits</b>                       | 17                                 |
| <b>Aligned to NCO/ISCO/ISIC Code</b> | NCO - 2015/3323.0401               |

## Qualification Pack

|                                                           |                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum Educational Qualification &amp; Experience</b> | 12th grade Pass (12th grade or equivalent) with NA of experience<br>OR<br>10th grade pass (10th grade or equivalent) with 3 Years of experience Relevant Experience in Electronics<br>OR<br>Previous relevant Qualification of NSQF Level (Level-3 in relevant domain) with 3 Years of experience Relevant Experience in Electronics |
| <b>Minimum Level of Education for Training in School</b>  | 10th Class                                                                                                                                                                                                                                                                                                                           |
| <b>Pre-Requisite License or Training</b>                  | NA                                                                                                                                                                                                                                                                                                                                   |
| <b>Minimum Job Entry Age</b>                              | 16 Years                                                                                                                                                                                                                                                                                                                             |
| <b>Last Reviewed On</b>                                   | NA                                                                                                                                                                                                                                                                                                                                   |
| <b>Next Review Date</b>                                   | 07/10/2028                                                                                                                                                                                                                                                                                                                           |
| <b>NSQC Approval Date</b>                                 | 07/10/2025                                                                                                                                                                                                                                                                                                                           |
| <b>Version</b>                                            | 4.0                                                                                                                                                                                                                                                                                                                                  |
| <b>Reference code on NQR</b>                              | QG-04-EH-044842025-V2-ESSCI                                                                                                                                                                                                                                                                                                          |
| <b>NQR Version</b>                                        | 2                                                                                                                                                                                                                                                                                                                                    |

### Remarks:

NA

## Qualification Pack

### ELE/N7703: Collect information about Electronics materials and suppliers

#### Description

This NOS unit is about collecting information about materials requirement of the company and suppliers in the market.

#### Scope

The scope covers the following :

- Introduction and Collect information about the electronics materials requirement
- Collect information about electronics products and suppliers
- Achieve productivity and quality standards

#### Elements and Performance Criteria

##### *Introduction and Collect information about the electronics materials requirement*

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

- PC1.** Describe the role and responsibilities of a Purchase Coordinator – Electronics; explain the procurement process for electronic components and materials using tools and techniques such as ERP systems, e-procurement portals, inventory management software, vendor evaluation methods, and cost negotiation strategies.
- PC2.** Identify and collect the quantity and quality specifications of required electronic components, devices, and assemblies from all relevant departments.
- PC3.** Identify purchase requirements for electronics by coordinating with engineering, R&D, and production departments, after checking inventory and usage.
- PC4.** document all gathered data related to electronic items as per organizational SOPs.

##### *Collect information about electronics products and suppliers*

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

- PC5.** collect information about manufactures and suppliers, both domestic and foreign, by using various methods such as secondary research, references, exhibitions, product catalogues, etc. and shortlist them on the basis of various criteria.
- PC6.** Decide on the nature of the required electronics materials—bare PCBs, active/passive components, modules, or assembled units—to meet technical requirements.
- PC7.** Obtain quotations from electronics suppliers based on part numbers, specifications, and approved makes.
- PC8.** Collect details about import duties, tax implications, and compliance for sourcing electronics materials.
- PC9.** Negotiate best prices, terms, and delivery schedules with electronics vendors
- PC10.** Complete documentation for electronics material procurement as per organizational and regulatory norms.

##### *Achieve productivity and quality standards*

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

- PC11.** Ensure availability of critical electronic components to avoid line stoppages in production.

## Qualification Pack

**PC12.** Achieve timely and accurate procurement targets of electronics materials.

**PC13.** Resolve issues related to quality, part mismatches, or delays in electronics procurement.

**PC14.** Optimize supply chain processes specific to electronics sourcing.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Understand the roles and responsibilities of a Purchase Coordinator in the electronics industry and the overall procurement workflow
- KU2.** Know how to identify and document electronic material requirements from various departments like R and D and production
- KU3.** Learn the methods for collecting and verifying supplier information using catalogs research and ERP systems
- KU4.** Understand negotiation techniques vendor evaluation methods and compliance procedures related to electronics sourcing
- KU5.** Know the importance of inventory management cost control and timely procurement to ensure smooth production

## Generic Skills (GS)

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

- GS1.** Collect and verify electronic material requirements accurately from different departments
- GS2.** Use ERP systems and e procurement tools effectively for documentation and order processing
- GS3.** Communicate clearly with suppliers and internal teams for coordination and issue resolution
- GS4.** Negotiate effectively with vendors to obtain best prices delivery timelines and quality assurance
- GS5.** Maintain procurement records ensure compliance and achieve productivity and quality standards

## Qualification Pack

### Assessment Criteria

| Assessment Criteria for Outcomes                                                                                                                                                                                                                                                                                                      | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Introduction and Collect information about the electronics materials requirement</i>                                                                                                                                                                                                                                               | 8            | 11              | -             | -          |
| <b>PC1.</b> Describe the role and responsibilities of a Purchase Coordinator – Electronics; explain the procurement process for electronic components and materials using tools and techniques such as ERP systems, e-procurement portals, inventory management software, vendor evaluation methods, and cost negotiation strategies. | -            | -               | -             | -          |
| <b>PC2.</b> Identify and collect the quantity and quality specifications of required electronic components, devices, and assemblies from all relevant departments.                                                                                                                                                                    | -            | -               | -             | -          |
| <b>PC3.</b> Identify purchase requirements for electronics by coordinating with engineering, R&D, and production departments, after checking inventory and usage.                                                                                                                                                                     | -            | -               | -             | -          |
| <b>PC4.</b> document all gathered data related to electronic items as per organizational SOPs.                                                                                                                                                                                                                                        | -            | -               | -             | -          |
| <i>Collect information about electronics products and suppliers</i>                                                                                                                                                                                                                                                                   | 14           | 29              | -             | -          |
| <b>PC5.</b> collect information about manufactures and suppliers, both domestic and foreign, by using various methods such as secondary research, references, exhibitions, product catalogues, etc. and shortlist them on the basis of various criteria.                                                                              | -            | -               | -             | -          |
| <b>PC6.</b> Decide on the nature of the required electronics materials—bare PCBs, active/passive components, modules, or assembled units—to meet technical requirements.                                                                                                                                                              | -            | -               | -             | -          |
| <b>PC7.</b> Obtain quotations from electronics suppliers based on part numbers, specifications, and approved makes.                                                                                                                                                                                                                   | -            | -               | -             | -          |
| <b>PC8.</b> Collect details about import duties, tax implications, and compliance for sourcing electronics materials.                                                                                                                                                                                                                 | -            | -               | -             | -          |

## Qualification Pack

| Assessment Criteria for Outcomes                                                                                     | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|----------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <b>PC9.</b> Negotiate best prices, terms, and delivery schedules with electronics vendors                            | -            | -               | -             | -          |
| <b>PC10.</b> Complete documentation for electronics material procurement as per organizational and regulatory norms. | -            | -               | -             | -          |
| <i>Achieve productivity and quality standards</i>                                                                    | <b>18</b>    | <b>20</b>       | -             | -          |
| <b>PC11.</b> Ensure availability of critical electronic components to avoid line stoppages in production.            | -            | -               | -             | -          |
| <b>PC12.</b> Achieve timely and accurate procurement targets of electronics materials.                               | -            | -               | -             | -          |
| <b>PC13.</b> Resolve issues related to quality, part mismatches, or delays in electronics procurement.               | -            | -               | -             | -          |
| <b>PC14.</b> Optimize supply chain processes specific to electronics sourcing.                                       | -            | -               | -             | -          |
| <b>NOS Total</b>                                                                                                     | <b>40</b>    | <b>60</b>       | -             | -          |

## Qualification Pack

### National Occupational Standards (NOS) Parameters

|                            |                                                               |
|----------------------------|---------------------------------------------------------------|
| <b>NOS Code</b>            | ELE/N7703                                                     |
| <b>NOS Name</b>            | Collect information about Electronics materials and suppliers |
| <b>Sector</b>              | Electronics                                                   |
| <b>Sub-Sector</b>          | Consumer Electronics & IT Hardware                            |
| <b>Occupation</b>          | Purchase and Procurement                                      |
| <b>NSQF Level</b>          | 4                                                             |
| <b>Credits</b>             | 4.5                                                           |
| <b>Version</b>             | 2.0                                                           |
| <b>Last Reviewed Date</b>  | 07/10/2025                                                    |
| <b>Next Review Date</b>    | 07/10/2028                                                    |
| <b>NSQC Clearance Date</b> | 07/10/2025                                                    |

## Qualification Pack

### ELE/N7705: Issue purchase order and receive supplies

#### Description

This NOS is about issuing purchase order to the supplier and receiving materials.

#### Scope

The scope covers the following :

- Issue electronics purchase order
- Receive electronic materials from the supplier
- Achieve productivity and quality standards

#### Elements and Performance Criteria

##### *Issue electronics purchase order*

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

- PC1.** Prepare electronics purchase orders with part numbers, quantity, make, and specifications as per SOP.
- PC2.** Attach supporting documents like BOM, approved vendor list, and technical datasheets with the purchase order.
- PC3.** Share purchase orders with the electronics purchase approval authority.
- PC4.** Send approved electronics POs to suppliers to ensure timely deliveries.

##### *Receive electronic materials from the supplier*

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

- PC5.** Ensure timely receipt of electronics materials by regular follow-ups.
- PC6.** Prepare receiving area for safe handling and static protection (ESD-safe zones).
- PC7.** Coordinate with quality teams to inspect electronics materials for damage, quantity, and specification mismatch.
- PC8.** prepare and verify the invoice against the purchase order and its delivery schedule using automated procurement systems (ERP), e-purchase platforms for creating digital purchase orders, tracking orders, and confirming the receipt of supplies in real time.
- PC9.** Forward verified invoice and quality acceptance reports for payment processing
- PC10.** Ensure rejected or non-conforming electronic parts are returned to suppliers promptly
- PC11.** Maintain complete documentation and records for traceability of electronics items.

##### *Achieve productivity and quality standards*

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

- PC12.** Ensure all POs contain electronic component-specific details including package type, rating, tolerance, etc.
- PC13.** ensure the availability of required stock of materials to prevent delay in further processing using IoT-enabled inventory management systems, smart storage solutions, and real-time tracking system.

## Qualification Pack

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Understand the standard procedures for preparing and processing electronics purchase orders as per organizational SOP
- KU2.** Know the documentation requirements such as BOM approved vendor list and technical datasheets for electronic materials
- KU3.** Learn how to coordinate with suppliers and internal departments to ensure timely delivery of ordered components
- KU4.** Understand the inspection process for received materials including quality quantity and specification verification
- KU5.** Know the importance of maintaining records and traceability for all electronic components to meet audit and compliance standards

### Generic Skills (GS)

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

- GS1.** Prepare and issue accurate purchase orders for electronic materials using ERP and e procurement platforms
- GS2.** Communicate effectively with suppliers and internal teams to track deliveries and resolve discrepancies
- GS3.** Follow ESD and safety procedures while handling and storing electronic materials
- GS4.** Verify invoices delivery schedules and material quality using automated systems to ensure accuracy
- GS5.** Maintain proper documentation ensure material traceability and achieve procurement productivity and quality targets

## Qualification Pack

### Assessment Criteria

| Assessment Criteria for Outcomes                                                                                                                                                                                                                                            | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Issue electronics purchase order</i>                                                                                                                                                                                                                                     | <b>6</b>     | <b>18</b>       | -             | -          |
| <b>PC1.</b> Prepare electronics purchase orders with part numbers, quantity, make, and specifications as per SOP.                                                                                                                                                           | -            | -               | -             | -          |
| <b>PC2.</b> Attach supporting documents like BOM, approved vendor list, and technical datasheets with the purchase order.                                                                                                                                                   | -            | -               | -             | -          |
| <b>PC3.</b> Share purchase orders with the electronics purchase approval authority.                                                                                                                                                                                         | -            | -               | -             | -          |
| <b>PC4.</b> Send approved electronics POs to suppliers to ensure timely deliveries.                                                                                                                                                                                         | -            | -               | -             | -          |
| <i>Receive electronic materials from the supplier</i>                                                                                                                                                                                                                       | <b>20</b>    | <b>42</b>       | -             | -          |
| <b>PC5.</b> Ensure timely receipt of electronics materials by regular follow-ups.                                                                                                                                                                                           | -            | -               | -             | -          |
| <b>PC6.</b> Prepare receiving area for safe handling and static protection (ESD-safe zones).                                                                                                                                                                                | -            | -               | -             | -          |
| <b>PC7.</b> Coordinate with quality teams to inspect electronics materials for damage, quantity, and specification mismatch.                                                                                                                                                | -            | -               | -             | -          |
| <b>PC8.</b> prepare and verify the invoice against the purchase order and its delivery schedule using automated procurement systems (ERP), e-purchase platforms for creating digital purchase orders, tracking orders, and confirming the receipt of supplies in real time. | -            | -               | -             | -          |
| <b>PC9.</b> Forward verified invoice and quality acceptance reports for payment processing                                                                                                                                                                                  | -            | -               | -             | -          |
| <b>PC10.</b> Ensure rejected or non-conforming electronic parts are returned to suppliers promptly                                                                                                                                                                          | -            | -               | -             | -          |
| <b>PC11.</b> Maintain complete documentation and records for traceability of electronics items.                                                                                                                                                                             | -            | -               | -             | -          |
| <i>Achieve productivity and quality standards</i>                                                                                                                                                                                                                           | <b>4</b>     | <b>10</b>       | -             | -          |

### Qualification Pack

| Assessment Criteria for Outcomes                                                                                                                                                                                   | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <b>PC12.</b> Ensure all POs contain electronic component-specific details including package type, rating, tolerance, etc.                                                                                          | -            | -               | -             | -          |
| <b>PC13.</b> ensure the availability of required stock of materials to prevent delay in further processing using IoT-enabled inventory management systems, smart storage solutions, and real-time tracking system. | -            | -               | -             | -          |
| <b>NOS Total</b>                                                                                                                                                                                                   | <b>30</b>    | <b>70</b>       | -             | -          |

## Qualification Pack

### National Occupational Standards (NOS) Parameters

|                            |                                           |
|----------------------------|-------------------------------------------|
| <b>NOS Code</b>            | ELE/N7705                                 |
| <b>NOS Name</b>            | Issue purchase order and receive supplies |
| <b>Sector</b>              | Electronics                               |
| <b>Sub-Sector</b>          | Consumer Electronics & IT Hardware        |
| <b>Occupation</b>          | Purchase and Procurement                  |
| <b>NSQF Level</b>          | 4                                         |
| <b>Credits</b>             | 6                                         |
| <b>Version</b>             | 2.0                                       |
| <b>Last Reviewed Date</b>  | 07/10/2025                                |
| <b>Next Review Date</b>    | 07/10/2028                                |
| <b>NSQC Clearance Date</b> | 07/10/2025                                |

## Qualification Pack

### ELE/N7704: Maintain inventory of materials

#### Description

This NOS is about maintaining the inventory at optimum level to enable smooth production process and minimise holding of stocks.

#### Scope

The scope covers the following :

- Maintain the inventory
- Achieve productivity and quality standards

#### Elements and Performance Criteria

##### *Maintain the inventory of electronics*

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

- PC1.** Identify electronics stock levels, reorder points, shelf life, and expiry of sensitive components.
- PC2.** Take stock of ESD-sensitive materials, ICs, PCBs, and modules with batch and date code details.
- PC3.** Record electronics inventory in ERP or manual registers with traceability.
- PC4.** Identify reorder requirements by comparing consumption trends and lead time
- PC5.** Initiate timely reordering to avoid obsolescence or delays
- PC6.** Follow FIFO/LIFO practices for dispatch based on electronic component expiry and shelf life.
- PC7.** Ensure safe and organized storage in humidity and ESD-controlled conditions
- PC8.** Conduct regular audits and shelf-life checks of sensitive electronic inventory
- PC9.** Ensure availability of critical components required for ongoing electronic production

##### *Achieve productivity and quality standards*

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

- PC10.** Verify conformance of delivered electronic parts to BOM and design requirements
- PC11.** Ensure packaging integrity and anti-static measures for electronics components
- PC12.** Store components following industry practices like JEDEC trays, moisture barrier bags, etc
- PC13.** Maintain detailed records of vendor name, lot code, and specifications of each electronic part.
- PC14.** Coordinate with stores and production for real-time material availability.
- PC15.** Follow ESD handling and IPC standards for inventory upkeep of electronics materials.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

- KU1.** Understand the principles of electronics inventory management including stock levels, reorder points, and lead times.
- KU2.** Know the handling, storage, and preservation requirements of ESD-sensitive and moisture-sensitive electronic components.
- KU3.** Learn documentation and traceability methods for recording batch codes, lot numbers, and vendor details in ERP systems.
- KU4.** Understand industry practices like FIFO/LIFO and IPC/JEDEC standards for safe and systematic inventory control.
- KU5.** Know the importance of maintaining humidity control, shelf-life monitoring, and periodic audits for sensitive electronic materials.

## Generic Skills (GS)

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

- GS1.** Accurately record and update electronic inventory data using ERP or other digital inventory systems
- GS2.** Monitor and plan reorders based on consumption trends and production requirements.
- GS3.** Follow ESD safety procedures and ensure proper packaging and storage of electronic components.
- GS4.** Conduct routine physical audits, verify conformance with BOM and design requirements, and manage shelf-life effectively.
- GS5.** Coordinate with procurement, stores, and production teams to maintain real-time availability and traceability of all electronics materials.

## Qualification Pack

### Assessment Criteria

| Assessment Criteria for Outcomes                                                                               | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|----------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Maintain the inventory of electronics</i>                                                                   | <b>23</b>    | <b>50</b>       | -             | -          |
| <b>PC1.</b> Identify electronics stock levels, reorder points, shelf life, and expiry of sensitive components. | -            | -               | -             | -          |
| <b>PC2.</b> Take stock of ESD-sensitive materials, ICs, PCBs, and modules with batch and date code details.    | -            | -               | -             | -          |
| <b>PC3.</b> Record electronics inventory in ERP or manual registers with traceability.                         | -            | -               | -             | -          |
| <b>PC4.</b> Identify reorder requirements by comparing consumption trends and lead time                        | -            | -               | -             | -          |
| <b>PC5.</b> Initiate timely reordering to avoid obsolescence or delays                                         | -            | -               | -             | -          |
| <b>PC6.</b> Follow FIFO/LIFO practices for dispatch based on electronic component expiry and shelf life.       | -            | -               | -             | -          |
| <b>PC7.</b> Ensure safe and organized storage in humidity and ESD-controlled conditions                        | -            | -               | -             | -          |
| <b>PC8.</b> Conduct regular audits and shelf-life checks of sensitive electronic inventory                     | -            | -               | -             | -          |
| <b>PC9.</b> Ensure availability of critical components required for ongoing electronic production              | -            | -               | -             | -          |
| <i>Achieve productivity and quality standards</i>                                                              | <b>7</b>     | <b>20</b>       | -             | -          |
| <b>PC10.</b> Verify conformance of delivered electronic parts to BOM and design requirements                   | -            | -               | -             | -          |
| <b>PC11.</b> Ensure packaging integrity and anti-static measures for electronics components                    | -            | -               | -             | -          |
| <b>PC12.</b> Store components following industry practices like JEDEC trays, moisture barrier bags, etc        | -            | -               | -             | -          |

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| Assessment Criteria for Outcomes                                                                             | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <b>PC13.</b> Maintain detailed records of vendor name, lot code, and specifications of each electronic part. | -            | -               | -             | -          |
| <b>PC14.</b> Coordinate with stores and production for real-time material availability.                      | -            | -               | -             | -          |
| <b>PC15.</b> Follow ESD handling and IPC standards for inventory upkeep of electronics materials.            | -            | -               | -             | -          |
| <b>NOS Total</b>                                                                                             | <b>30</b>    | <b>70</b>       | -             | -          |

## Qualification Pack

### National Occupational Standards (NOS) Parameters

|                            |                                    |
|----------------------------|------------------------------------|
| <b>NOS Code</b>            | ELE/N7704                          |
| <b>NOS Name</b>            | Maintain inventory of materials    |
| <b>Sector</b>              | Electronics                        |
| <b>Sub-Sector</b>          | Consumer Electronics & IT Hardware |
| <b>Occupation</b>          | Purchase and Procurement           |
| <b>NSQF Level</b>          | 4                                  |
| <b>Credits</b>             | 5.5                                |
| <b>Version</b>             | 2.0                                |
| <b>Last Reviewed Date</b>  | 07/10/2025                         |
| <b>Next Review Date</b>    | 07/10/2028                         |
| <b>NSQC Clearance Date</b> | 07/10/2025                         |

## Qualification Pack

### 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

## Qualification Pack

### *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

## Qualification Pack

- 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

## Qualification Pack

### Assessment Criteria

| Assessment Criteria for Outcomes                                                                                                                                                                                                                               | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Introduction to Employability Skills</i>                                                                                                                                                                                                                    | <b>1</b>     | <b>1</b>        | -             | -          |
| <b>PC1.</b> understand the significance of employability skills in meeting the job requirements                                                                                                                                                                | -            | -               | -             | -          |
| <i>Constitutional values – Citizenship</i>                                                                                                                                                                                                                     | <b>1</b>     | <b>1</b>        | -             | -          |
| <b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices                                                                                                                         | -            | -               | -             | -          |
| <i>Becoming a Professional in the 21st Century</i>                                                                                                                                                                                                             | <b>1</b>     | <b>3</b>        | -             | -          |
| <b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc. | -            | -               | -             | -          |
| <i>Basic English Skills</i>                                                                                                                                                                                                                                    | <b>2</b>     | <b>3</b>        | -             | -          |
| <b>PC4.</b> speak with others using some basic English phrases or sentences                                                                                                                                                                                    | -            | -               | -             | -          |
| <i>Communication Skills</i>                                                                                                                                                                                                                                    | <b>1</b>     | <b>1</b>        | -             | -          |
| <b>PC5.</b> follow good manners while communicating with others                                                                                                                                                                                                | -            | -               | -             | -          |
| <b>PC6.</b> work with others in a team                                                                                                                                                                                                                         | -            | -               | -             | -          |
| <i>Diversity &amp; Inclusion</i>                                                                                                                                                                                                                               | <b>1</b>     | <b>1</b>        | -             | -          |
| <b>PC7.</b> communicate and behave appropriately with all genders and PwD                                                                                                                                                                                      | -            | -               | -             | -          |
| <b>PC8.</b> report any issues related to sexual harassment                                                                                                                                                                                                     | -            | -               | -             | -          |
| <i>Financial and Legal Literacy</i>                                                                                                                                                                                                                            | <b>3</b>     | <b>4</b>        | -             | -          |
| <b>PC9.</b> use various financial products and services safely and securely                                                                                                                                                                                    | -            | -               | -             | -          |

## Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

|                            |                                 |
|----------------------------|---------------------------------|
| <b>NOS Code</b>            | DGT/VSQ/N0101                   |
| <b>NOS Name</b>            | Employability Skills (30 Hours) |
| <b>Sector</b>              | Cross Sectoral                  |
| <b>Sub-Sector</b>          | Professional Skills             |
| <b>Occupation</b>          | Employability                   |
| <b>NSQF Level</b>          | 2                               |
| <b>Credits</b>             | 1                               |
| <b>Version</b>             | 1.0                             |
| <b>Last Reviewed Date</b>  | 07/10/2025                      |
| <b>Next Review Date</b>    | 07/10/2028                      |
| <b>NSQC Clearance Date</b> | 07/10/2025                      |

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).

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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 a minimum of 70% of % aggregate

marks to successfully clear the assessment.

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

### Minimum Aggregate Passing % at QP Level : 70

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

## Assessment Weightage

Compulsory NOS

| National Occupational Standards                                         | Theory Marks | Practical Marks | Project Marks | Viva Marks | Total Marks | Weightage  |
|-------------------------------------------------------------------------|--------------|-----------------|---------------|------------|-------------|------------|
| ELE/N7703.Collect information about Electronics materials and suppliers | 40           | 60              | -             | -          | 100         | 30         |
| ELE/N7705.Issue purchase order and receive supplies                     | 30           | 70              | -             | -          | 100         | 30         |
| ELE/N7704.Maintain inventory of materials                               | 30           | 70              | -             | -          | 100         | 30         |
| DGT/VSQ/N0101.Employability Skills (30 Hours)                           | 20           | 30              | -             | -          | 50          | 10         |
| <b>Total</b>                                                            | <b>120</b>   | <b>230</b>      | <b>-</b>      | <b>-</b>   | <b>350</b>  | <b>100</b> |

## Qualification Pack

### Acronyms

|             |                                                 |
|-------------|-------------------------------------------------|
| <b>NOS</b>  | National Occupational Standard(s)               |
| <b>NSQF</b> | National Skills Qualifications Framework        |
| <b>QP</b>   | Qualifications Pack                             |
| <b>TVET</b> | Technical and Vocational Education and Training |
|             |                                                 |
|             |                                                 |

## Qualification Pack

### Glossary

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

## Qualification Pack

|                                         |                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge and Understanding (KU)</b> | Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.                                                                                                                                               |
| <b>Organisational Context</b>           | 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.                                                                                                                                                                       |
| <b>Technical Knowledge</b>              | Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.                                                                                                                                                                                                                                                               |
| <b>Core Skills/ Generic Skills (GS)</b> | 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. |
| <b>Electives</b>                        | 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.                                                                            |
| <b>Options</b>                          | 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.                                                                                                                                                          |
|                                         |                                                                                                                                                                                                                                                                                                                                                                        |
|                                         |                                                                                                                                                                                                                                                                                                                                                                        |