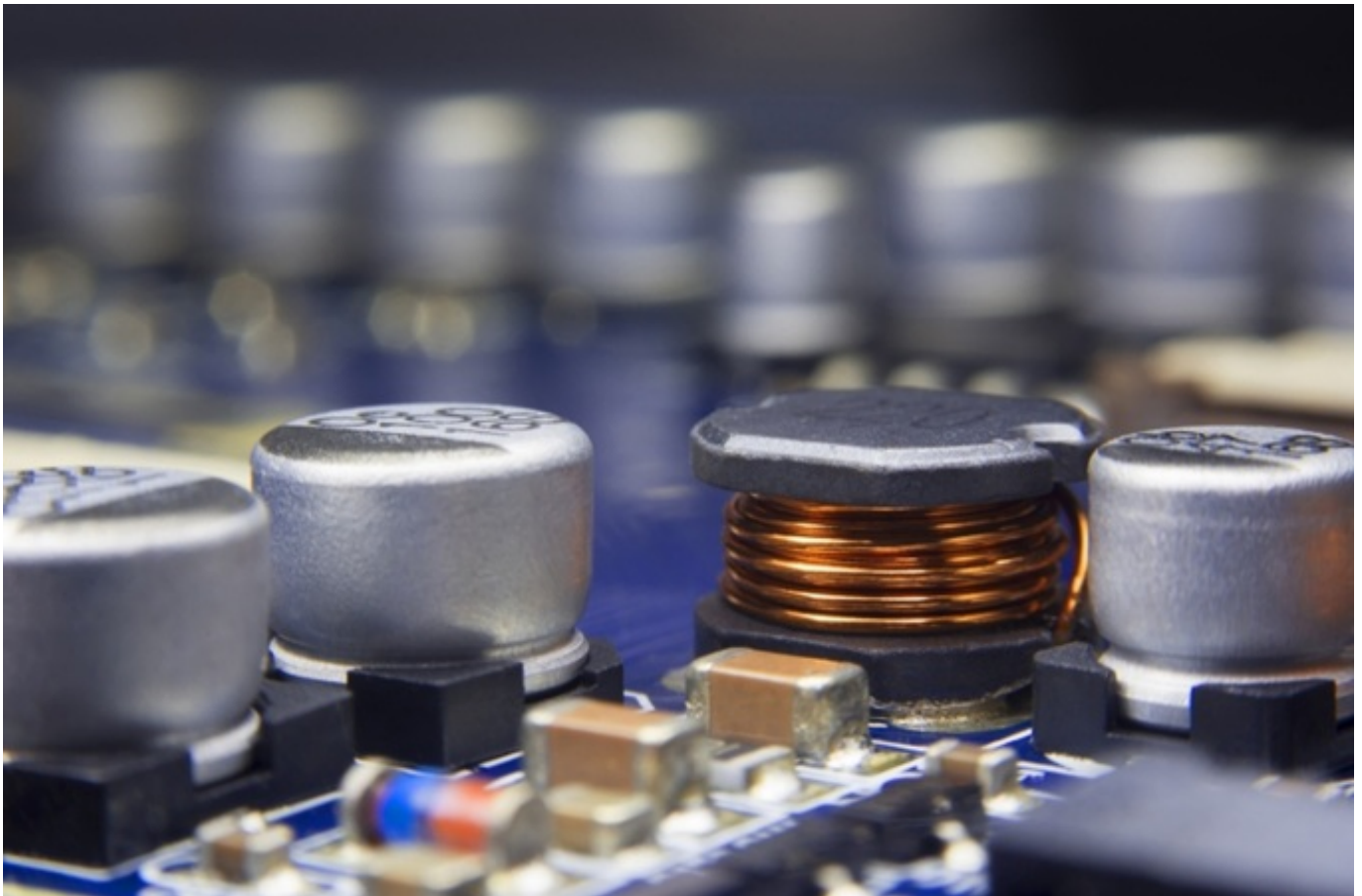


Qualification Pack



Winding Machine Operator (Electronics Component)

QP Code: ELE/Q0101

Version: 4.0

NSQF Level: 4

Electronics Sector Skills Council of India || 155, 2nd Floor, ESC House Okhla Industrial Area-Phase 3
New Delhi- 110020 || email:anu@essc-india.org



Qualification Pack

Contents

ELE/Q0101: Winding Machine Operator (Electronics Component)	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
ELE/N0168: Perform Winding Operations for Resistors and Capacitors	5
ELE/N0169: Quality Assurance, Maintenance, and Safety in Winding Operations	10
DGT/VSQ/N0101: Employability Skills (30 Hours)	16
Assessment Guidelines and Weightage	21
<i>Assessment Guidelines</i>	21
<i>Assessment Weightage</i>	22
Acronyms	23
Glossary	24

Qualification Pack

ELE/Q0101: Winding Machine Operator (Electronics Component)

Brief Job Description

The Winding Machine Operator (Electronics Component) winds the metal-alloy wire or metalized film on to a core by using an automated or semi-automated winding machines in the process of manufacturing of capacitors and resistors. The individual also sample checks the resistance or capacitance of the winding.

Personal Attributes

The job requires the individual to have attention to details, good eyesight, and ability to work for long hours in sitting position.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ELE/N0168: Perform Winding Operations for Resistors and Capacitors](#)
2. [ELE/N0169: Quality Assurance, Maintenance, and Safety in Winding Operations](#)
3. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Electronics
Sub-Sector	Semiconductor & Components
Occupation	Production-S&C
Country	India
NSQF Level	4
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8151.9900

Qualification Pack

Minimum Educational Qualification & Experience	12th grade Pass (Or Equivalent in Science) with NA of experience OR 10th grade pass (Or equivalent) with 3 Years of experience Relevant Exp. in Semiconductor & Components OR Certificate-NSQF (Level 3.5) with 1.5 years of experience Relevant Exp. in Semiconductor & Components
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	08/05/2028
NSQC Approval Date	08/05/2025
Version	4.0
Reference code on NQR	QG-04-EH-04208-2025-V4-ESSC
NQR Version	4.0

Remarks:

NA

Qualification Pack

ELE/N0168: Perform Winding Operations for Resistors and Capacitors

Description

This NOS unit is about prepare and perform winding by interpreting job specs, collecting materials, and setting up machines. Operate manual or automated systems while ensuring quality, safety, and environmental standards.

Scope

The scope covers the following :

- Identify the Work Requirement
- Perform the Winding Process

Elements and Performance Criteria

Identify the Work Requirement

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

- PC1.** Read and interpret the job sheet, work instructions, and SOPs to determine specifications such as product type, quantity, and program schedule.
- PC2.** Collect required materials like film or wire and cores from the store following organizational procedures.
- PC3.** Verify the availability and functionality of tools, machines, and safety equipment.
- PC4.** Inspect materials for any defects or inconsistencies before use.

Perform the Winding Process

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

- PC5.** Check the resistivity and quality of film or wire before use.
- PC6.** Fix wire terminals on the core and load the core on the shaft for manual or semi-automated systems.
- PC7.** Operate manual or semi-automated systems using updated control software and high-speed spindles by hand and pedal for precise winding.
- PC8.** Set up automated winding machines, load cores and film, and adjust rollers (pinch roller, traverse cutter, mill roller, guide rollers, tension roller) for wrinkle-free winding.
- PC9.** Configure advanced programmable winding machines with precision tools and digital interfaces, including winding cycle, resistance or capacitance, and material properties.
- PC10.** Operate the machine following the winding chart and ensure stable performance without wobbling.
- PC11.** Monitor and maintain ambient temperature, humidity, and contamination-free environments.
- PC12.** Ensure adherence to machine stop times and maintenance intervals as per manufacturer guidelines.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** Know how to interpret job sheets, SOPs, and work instructions for winding operations.
- KU2.** Understand types and specifications of winding materials like film, wire, and cores.
- KU3.** Be aware of organizational procedures for collecting materials from the store.
- KU4.** Understand how to inspect materials for defects before processing.
- KU5.** Know the properties of wire and film, including resistivity and quality parameters.
- KU6.** Understand the setup and operation of manual, semi-automated, and automated winding machines.
- KU7.** Be familiar with winding charts, resistance/capacitance parameters, and machine configurations.
- KU8.** Know how to use control software and interfaces for machine programming.
- KU9.** Understand the importance of maintaining optimal environmental conditions during winding.
- KU10.** Be aware of preventive maintenance schedules and machine stop time protocols.

Generic Skills (GS)

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

- GS1.** Ability to read and interpret technical documents and instructions accurately.
- GS2.** Skill in identifying and handling suitable materials for the winding process.
- GS3.** Capability to perform visual and physical inspections for quality assurance.
- GS4.** Proficient in using hand tools, machines, and digital controls.
- GS5.** Skilled in setting up and adjusting winding machines for optimal performance.
- GS6.** Ability to follow standard operating procedures and safety protocols.
- GS7.** Good time management to meet program schedules and deadlines.
- GS8.** Competent in monitoring and maintaining environmental conditions.
- GS9.** Attention to detail in ensuring wrinkle-free and precise winding.
- GS10.** Capability to identify and respond to machine faults and initiate corrective actions.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify the Work Requirement</i>	12	20	-	-
PC1. Read and interpret the job sheet, work instructions, and SOPs to determine specifications such as product type, quantity, and program schedule.	-	-	-	-
PC2. Collect required materials like film or wire and cores from the store following organizational procedures.	-	-	-	-
PC3. Verify the availability and functionality of tools, machines, and safety equipment.	-	-	-	-
PC4. Inspect materials for any defects or inconsistencies before use.	-	-	-	-
<i>Perform the Winding Process</i>	28	40	-	-
PC5. Check the resistivity and quality of film or wire before use.	-	-	-	-
PC6. Fix wire terminals on the core and load the core on the shaft for manual or semi-automated systems.	-	-	-	-
PC7. Operate manual or semi-automated systems using updated control software and high-speed spindles by hand and pedal for precise winding.	-	-	-	-
PC8. Set up automated winding machines, load cores and film, and adjust rollers (pinch roller, traverse cutter, mill roller, guide rollers, tension roller) for wrinkle-free winding.	-	-	-	-
PC9. Configure advanced programmable winding machines with precision tools and digital interfaces, including winding cycle, resistance or capacitance, and material properties.	-	-	-	-
PC10. Operate the machine following the winding chart and ensure stable performance without wobbling.	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Monitor and maintain ambient temperature, humidity, and contamination-free environments.	-	-	-	-
PC12. Ensure adherence to machine stop times and maintenance intervals as per manufacturer guidelines.	-	-	-	-
NOS Total	40	60	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N0168
NOS Name	Perform Winding Operations for Resistors and Capacitors
Sector	Electronics
Sub-Sector	
Occupation	Production-S&C
NSQF Level	4
Credits	7.5
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Qualification Pack

ELE/N0169: Quality Assurance, Maintenance, and Safety in Winding Operations

Description

This NOS unit is about QC of windings, machine maintenance, meet production standards, ensure safety & proper waste disposal.

Scope

The scope covers the following :

- Checking Value of Winding
- Undertake Preventive Maintenance of Winding Machine
- Achieve Productivity and Quality Standards
- Workplace Safety and Waste Management

Elements and Performance Criteria

Checking Value of Winding

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

- PC1.** Take samples of wound capacitors or resistors from each machine as per organizational guidelines.
- PC2.** Label and document the samples for traceability and future reference.
- PC3.** Record lot details of samples in the prescribed format or digital system.
- PC4.** Use capacitance or ohmmeters to measure and compare sample values against specifications.
- PC5.** Document variances and escalate issues to the supervisor.
- PC6.** Use digital multimeters, continuity testers, and advanced cable analyzers to check for capacitor shorts and measure resistivity.

Undertake Preventive Maintenance of Winding Machine

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

- PC7.** Perform regular cleaning of machines, equipment, and work areas as per manufacturer guidelines.
- PC8.** Inspect and calibrate tension controls, core settings, and sensors.
- PC9.** Synchronize rollers and adjust machine parameters to ensure smooth operation.
- PC10.** Identify and replace worn-out parts to prevent unexpected downtime.
- PC11.** Use predictive maintenance tools like vibration analyzers and thermal cameras to detect potential faults.
- PC12.** Maintain detailed logs of maintenance activities in digital systems.

Achieve Productivity and Quality Standards

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

- PC13.** Verify that windings meet specified ranges to avoid rejections.
- PC14.** Ensure timely delivery of symmetrical and defect-free windings to the next production stage.

Qualification Pack

PC15. Maintain records of outcomes, rejections, and corrective actions in compliance with organizational standards.

PC16. Implement continuous improvement practices to enhance productivity and quality.

Workplace Safety and Waste Management

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

PC17. Identify workplace hazards such as moving parts, electrical risks, or chemical fumes and follow safety signs and procedures.

PC18. Use appropriate personal protective equipment (PPE) like gloves, anti-static bands, and safety shoes; handle tools and components safely.

PC19. Identify fire hazards, use suitable fire extinguishers (Class A/B/C), and respond to fire emergencies with evacuation and rescue actions.

PC20. Administer first aid for injuries like burns, cuts, and shocks; follow emergency response protocols including evacuation and reporting.

PC21. Segregate recyclable, non-recyclable, and hazardous waste; dispose of materials like metals and plastics properly and maintain a clean workspace.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Understand organizational sampling guidelines for wound components.

KU2. Know how to use and interpret readings from capacitance and resistance measuring instruments.

KU3. Be aware of documentation and traceability procedures for quality control.

KU4. Understand specifications and acceptable limits for capacitor and resistor values.

KU5. Familiarity with tools like digital multimeters, continuity testers, and cable analyzers.

KU6. Know the process and importance of preventive maintenance on winding machines.

KU7. Understand how to use predictive maintenance tools like vibration and thermal analyzers.

KU8. Knowledge of quality standards and parameters for symmetrical, defect-free windings.

KU9. Awareness of workplace safety hazards and the correct use of PPE.

KU10. Understand proper waste segregation methods and environmental guidelines.

Generic Skills (GS)

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

GS1. Ability to accurately measure and document electrical values of samples.

GS2. Skill in identifying deviations and escalating issues promptly.

GS3. Capable of performing regular machine inspections and adjustments.

GS4. Ability to replace faulty machine parts to prevent production delays.

GS5. Proficient in using advanced diagnostic tools for machine health monitoring.

GS6. Maintain clean and organized workspaces for safety and efficiency.

GS7. Respond effectively to emergency situations, including fire and injury.



Qualification Pack

- GS8.** Follow safety protocols and use protective gear correctly.
- GS9.** Maintain accurate records of productivity, maintenance, and quality outcomes.
- GS10.** Apply continuous improvement techniques to optimize production and reduce waste.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Checking Value of Winding</i>	10	18	-	-
PC1. Take samples of wound capacitors or resistors from each machine as per organizational guidelines.	-	-	-	-
PC2. Label and document the samples for traceability and future reference.	-	-	-	-
PC3. Record lot details of samples in the prescribed format or digital system.	-	-	-	-
PC4. Use capacitance or ohmmeters to measure and compare sample values against specifications.	-	-	-	-
PC5. Document variances and escalate issues to the supervisor.	-	-	-	-
PC6. Use digital multimeters, continuity testers, and advanced cable analyzers to check for capacitor shorts and measure resistivity.	-	-	-	-
<i>Undertake Preventive Maintenance of Winding Machine</i>	12	18	-	-
PC7. Perform regular cleaning of machines, equipment, and work areas as per manufacturer guidelines.	-	-	-	-
PC8. Inspect and calibrate tension controls, core settings, and sensors.	-	-	-	-
PC9. Synchronize rollers and adjust machine parameters to ensure smooth operation.	-	-	-	-
PC10. Identify and replace worn-out parts to prevent unexpected downtime.	-	-	-	-
PC11. Use predictive maintenance tools like vibration analyzers and thermal cameras to detect potential faults.	-	-	-	-
PC12. Maintain detailed logs of maintenance activities in digital systems.	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Achieve Productivity and Quality Standards</i>	8	12	-	-
PC13. Verify that windings meet specified ranges to avoid rejections.	-	-	-	-
PC14. Ensure timely delivery of symmetrical and defect-free windings to the next production stage.	-	-	-	-
PC15. Maintain records of outcomes, rejections, and corrective actions in compliance with organizational standards.	-	-	-	-
PC16. Implement continuous improvement practices to enhance productivity and quality.	-	-	-	-
<i>Workplace Safety and Waste Management</i>	10	12	-	-
PC17. Identify workplace hazards such as moving parts, electrical risks, or chemical fumes and follow safety signs and procedures.	-	-	-	-
PC18. Use appropriate personal protective equipment (PPE) like gloves, anti-static bands, and safety shoes; handle tools and components safely.	-	-	-	-
PC19. Identify fire hazards, use suitable fire extinguishers (Class A/B/C), and respond to fire emergencies with evacuation and rescue actions.	-	-	-	-
PC20. Administer first aid for injuries like burns, cuts, and shocks; follow emergency response protocols including evacuation and reporting.	-	-	-	-
PC21. Segregate recyclable, non-recyclable, and hazardous waste; dispose of materials like metals and plastics properly and maintain a clean workspace.	-	-	-	-
NOS Total	40	60	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	ELE/N0169
NOS Name	Quality Assurance, Maintenance, and Safety in Winding Operations
Sector	Electronics
Sub-Sector	
Occupation	Production-S&C
NSQF Level	4
Credits	7.5
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

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>	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	-	-	-	-

Qualification Pack

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	-	-

Qualification Pack

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	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ELE/N0168.Perform Winding Operations for Resistors and Capacitors	40	60	-	-	100	40
ELE/N0169.Quality Assurance, Maintenance, and Safety in Winding Operations	40	60	-	-	100	40
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	20
Total	100	150	-	-	250	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

Qualification Pack

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