

## Qualification Pack



# Automotive Body Repair Assistant

QP Code: ASC/Q1410

Version: 4.0

NSQF Level: 2.5

Automotive Skills Development Council || 153, GF, Okhla Industrial Area, Phase 3  
New Delhi 110020 || email:ayushi@asdc.org.in

## Qualification Pack

### Contents

ASC/Q1410: Automotive Body Repair Assistant .....	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
ASC/N9801: Organize work and resources (Service) .....	5
DGT/VSQ/N0101: Employability Skills (30 Hours) .....	11
ASC/N1419: Assist in automotive body repair service of a vehicle .....	17
Assessment Guidelines and Weightage .....	22
<i>Assessment Guidelines</i> .....	22
<i>Assessment Weightage</i> .....	23
Acronyms .....	24
Glossary .....	25

## Qualification Pack

### ASC/Q1410: Automotive Body Repair Assistant

#### Brief Job Description

The individual is responsible to assist by performing minor repair (dent, dimples and bulges) on vehicle body panels, replacement of body components which do not require cutting and welding and identifies any other repair requirement in the vehicle as a result of external impact/collision.

#### Personal Attributes

An individual in this job should be a keen observer and have an eye for detail and quality. They should be organised, team-oriented, customer centric, able to multi-task and have the ability to work for long hours in adverse conditions. The person must have good communication and interpersonal skills.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [ASC/N9801: Organize work and resources \(Service\)](#)
2. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)
3. [ASC/N1419: Assist in automotive body repair service of a vehicle](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Automotive Vehicle Service
<b>Occupation</b>	Technical Service & Repair
<b>Country</b>	India
<b>NSQF Level</b>	2.5
<b>Credits</b>	9
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7213.0301

## Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	9th Class OR 8th Class pass with 1.5 years of experience OR 5th Class Pass with 4.5 years of experience OR Previous relevant Qualification of NSQF Level 2 with 1.5 years of experience
<b>Minimum Level of Education for Training in School</b>	Not Applicable
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	18/02/2028
<b>NSQC Approval Date</b>	18/02/2025
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-2.5-AU-03591-2025-V2-ASDC
<b>NQR Version</b>	2.0

## Qualification Pack

### ASC/N9801: Organize work and resources (Service)

#### Description

This NOS unit is about implementing safety, planning work, adopting sustainable practices for optimising use of resources

#### Scope

The scope covers the following :

- Maintain safe and secure working environment
- Perform work as per quality standards
- Health and hygiene
- Material/energy conservation practices
- Effective waste management practices

#### Elements and Performance Criteria

##### *Maintain safe and secure working environment*

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

- PC1.** organise work as per organisation's current health, safety and security policies and procedures
- PC2.** report any identified breaches in health, safety, and security policies and procedures to the designated person
- PC3.** identify the risks and hazards associated with work activities, their causes and prevention

##### *Perform work as per quality standards*

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

- PC4.** ensure work area is clean and tidy
- PC5.** ensure that work is accomplished as per the requirements within the specified timeline
- PC6.** ensure team goals are given preference over individual goals

##### *Health and hygiene*

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

- PC7.** sanitize workstation and equipment regularly
- PC8.** clean hands with soap, alcohol-based sanitizer regularly
- PC9.** avoid contact with ill people and self-isolate in a similar situation
- PC10.** wear and dispose PPEs regularly and appropriately
- PC11.** report advanced hygiene and sanitation issues to appropriate authority
- PC12.** follow stress and anxiety management techniques

##### *Material/energy conservation practices*

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

- PC13.** identify ways to optimise usage of material in various tasks/activities/processes
- PC14.** use resources, including water, in a responsible manner

## Qualification Pack

- PC15.** check for spills/leakages in various tasks/activities/processes
- PC16.** plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC17.** carry out routine cleaning of tools, machines and equipment
- PC18.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC19.** report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC20.** ensure electrical equipment and appliances are properly connected and turned off when not in use

### *Effective waste management practices*

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

- PC21.** identify recyclable and non-recyclable, and hazardous waste generated
- PC22.** segregate waste into different categories
- PC23.** dispose non-recyclable waste appropriately
- PC24.** deposit recyclable and reusable material at identified location
- PC25.** follow processes specified for disposal of hazardous waste

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation procedures for health, safety and security, and individual role and responsibilities in this context
- KU2.** the organisations emergency procedures for different emergency situations and the importance of following the same
- KU3.** evacuation procedures for workers and visitors
- KU4.** how and when to report hazards as well as the limits of responsibility for dealing with hazards
- KU5.** potential hazards, risks and threats based on the nature of work
- KU6.** the implications of own work on the schedule and work of others
- KU7.** efficient utilisation of material and water
- KU8.** basics of electricity and prevalent energy efficient devices
- KU9.** ways to recognise common electrical problems
- KU10.** common practices of conserving electricity
- KU11.** common sources of pollution and ways to minimize it
- KU12.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU13.** usage of different colours of dustbins
- KU14.** waste management and methods of waste disposal
- KU15.** significance of greening
- KU16.** organisation's policies to maintain personal health and hygiene at workplace

## Generic Skills (GS)

## Qualification Pack

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

- GS1.** read instructions/guidelines/standard operating procedures
- GS2.** complete statutory documents relevant to safety and hygiene
- GS3.** modify work practices to improve them
- GS4.** ask for clarifications from superior about the job requirement
- GS5.** work with supervisors/team members to carry out work related tasks
- GS6.** complete tasks efficiently and accurately within stipulated time
- GS7.** inform/report to concerned person in case of any problem
- GS8.** make timely decisions for efficient utilization of resources
- GS9.** write in at least one language and complete written work with attention to detail
- GS10.** record data on waste disposal at workplace
- GS11.** be punctual, utilize time and manage workload efficiently
- GS12.** evaluate strategies to maintain, enhance or reduce the intensity of heightened emotional response

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain safe and secure working environment</i>	<b>8</b>	<b>4</b>	-	<b>3</b>
<b>PC1.</b> organise work as per organisation's current health, safety and security policies and procedures	-	2	-	1
<b>PC2.</b> report any identified breaches in health, safety, and security policies and procedures to the designated person	3	1	-	-
<b>PC3.</b> identify the risks and hazards associated with work activities, their causes and prevention	5	1	-	2
<i>Perform work as per quality standards</i>	<b>12</b>	<b>8</b>	-	<b>6</b>
<b>PC4.</b> ensure work area is clean and tidy	4	2	-	-
<b>PC5.</b> ensure that work is accomplished as per the requirements within the specified timeline	6	4	-	2
<b>PC6.</b> ensure team goals are given preference over individual goals	2	2	-	4
<i>Health and hygiene</i>	<b>12</b>	<b>8</b>	-	<b>5</b>
<b>PC7.</b> sanitize workstation and equipment regularly	2	2	-	2
<b>PC8.</b> clean hands with soap, alcohol-based sanitizer regularly	2	1	-	-
<b>PC9.</b> avoid contact with ill people and self-isolate in a similar situation	2	1	-	-
<b>PC10.</b> wear and dispose PPEs regularly and appropriately	2	2	-	1
<b>PC11.</b> report advanced hygiene and sanitation issues to appropriate authority	2	2	-	2
<b>PC12.</b> follow stress and anxiety management techniques	2	-	-	-
<i>Material/energy conservation practices</i>	<b>10</b>	<b>4</b>	-	<b>3</b>
<b>PC13.</b> identify ways to optimise usage of material in various tasks/activities/processes	2	-	-	1



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> use resources, including water, in a responsible manner	2	-	-	-
<b>PC15.</b> check for spills/leakages in various tasks/activities/processes	-	1	-	-
<b>PC16.</b> plug spills/leakages and escalate to appropriate authority if unable to rectify	-	1	-	1
<b>PC17.</b> carry out routine cleaning of tools, machines and equipment	2	-	-	-
<b>PC18.</b> check if the equipment/machine is functioning normally before commencing work and rectify wherever required	-	1	-	1
<b>PC19.</b> report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	2	1	-	-
<b>PC20.</b> ensure electrical equipment and appliances are properly connected and turned off when not in use	2	-	-	-
<i>Effective waste management practices</i>	<b>8</b>	<b>6</b>	-	<b>3</b>
<b>PC21.</b> identify recyclable and non-recyclable, and hazardous waste generated	2	-	-	1
<b>PC22.</b> segregate waste into different categories	-	2	-	-
<b>PC23.</b> dispose non-recyclable waste appropriately	2	2	-	1
<b>PC24.</b> deposit recyclable and reusable material at identified location	2	1	-	-
<b>PC25.</b> follow processes specified for disposal of hazardous waste	2	1	-	1
<b>NOS Total</b>	<b>50</b>	<b>30</b>	-	<b>20</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N9801
<b>NOS Name</b>	Organize work and resources (Service)
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQF Clearance Date</b>	18/02/2025

## 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>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025



## Qualification Pack

### ASC/N1419: Assist in automotive body repair service of a vehicle

#### Description

This NOS unit is about an Automotive Body Repair Assistant who is responsible for assisting repair and replacement of the vehicle body components and identifies any other repairs requirements in the vehicle as a result of damage to the body components.

#### Scope

The scope covers the following :

- Prepare to perform minor damage repairs on vehicle body panels
- Perform minor damage repair on vehicle body panels
- Perform post vehicle body repair activities

#### Elements and Performance Criteria

##### *Prepare to perform minor damage repairs on vehicle body panels*

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

- PC1.** review the job card and understand scope of work
- PC2.** assist in positioning the vehicle on a suitable platform and put vehicle protective cover (seat, steering and gear knob cover)
- PC3.** identify the various body panels in the vehicle
- PC4.** inspect body panels to assess the extent of damage from different viewing angles or by using Touch and Feel method
- PC5.** collect appropriate workshop tools/equipment (hand tools, dent pullers and dent pulling equipment, sanding tools, etc.), new body panel, spare parts, consumables required to fix minor dents/dimples/bulges and check their condition/calibration
- PC6.** assist in using laser scanners to detect frame misalignments and structural issues
- PC7.** report the malfunction/repair beyond own scope to the concerned person for rectification
- PC8.** prepare self by wearing appropriate PPE and the work area by cleaning, placing tools/equipment in an organised manner

##### *Perform minor damage repair on vehicle body panels*

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

- PC9.** take precautions to avoid damage to the vehicle and its components while working on various vehicle body panels
- PC10.** perform removal of upholstery, accessories, electrical window-and-seat-operating mechanism, trims, etc. to gain access to vehicle body panels and place them securely as specified by OEM
- PC11.** use suitable abrasive and sanding tools to remove paint beyond the damaged area by 1 - 2 inch (ideally removing the paint to the bare metal)
- PC12.** use suitable tools, equipment and technique such as hammer and dolly, shrinking method, washer welding etc. to fix minor dents, dimples, bulge in body metal and file, grind, sand the surface to give smooth finish

## Qualification Pack

- PC13.** mix body fillers/ putty as per recommended ratio, apply body fillers using spatula within feather edged area, cure and sand as specified by OEM
- PC14.** apply various body seam sealers as specified by OEM, wherever applicable
- PC15.** refit upholstery, accessories, electrical window-and-seat-operating mechanism, trims, etc., pre or post paint job as per requirement
- PC16.** maintain the documentation related to vehicle body repair job done on the vehicle

### *Perform post vehicle body repair activities*

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

- PC17.** inspect surface finish post repair and report to supervisor/service advisor in case of any discrepancy
- PC18.** assist in using computerized tools to evaluate the structural integrity and alignment of the vehicle
- PC19.** ensure completeness of tasks assigned before releasing the vehicle for the next procedure
- PC20.** dispose off materials such as old abrasive paper, empty cans/tube etc, scrap of damage parts/panels as per organization's policies
- PC21.** return leftover consumable/parts, tools/equipment to the person concerned and report if any malfunction observed

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about the Automotive Industry in India, workshop structure and role and responsibilities of different people in the workshop
- KU2.** SOPs regarding receiving vehicles, opening job card, allocation of work, invoicing, vehicle delivery, handling complaints etc.
- KU3.** identification, nomenclature, manufacturer's specifications of various consumable/material (seam sealers, abrasives, hand tools, manual and electric dent pullers, etc.) and body panels
- KU4.** about overall functioning of various types of denting equipment and material
- KU5.** about workshop tools, equipment, materials, their usage, storage and maintenance
- KU6.** safety requirements while working on the vehicle body repair work
- KU7.** various personal protective equipment required for vehicle body repair job and their usage
- KU8.** type of sheet metal damage/defects their cause, prevention and rectification
- KU9.** about sanding, feather edging techniques and types of sandpaper to be used on a particular surface
- KU10.** documentation required on the job (including job cards, work sheets, etc. regarding the basic details of repair and service performed
- KU11.** various rust prevention techniques
- KU12.** about putty/filler mixing and application techniques for putty/filler/seam sealer etc.
- KU13.** different procedures and techniques used to fix, fasten, align the panels on body structure
- KU14.** various repair procedure to be followed for minor dents/dimples/bulges
- KU15.** organisational and professional code of ethics and standards of practice

## Qualification Pack

**KU16.** safety, health and environmental policies and regulations for the work place as well as for automotive trade in general

### Generic Skills (GS)

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

- GS1.** read and interpret workplace related documentation
- GS2.** communicate using terms, names, grades and other nomenclature pertaining to the automotive trade
- GS3.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS4.** identify potential workplace problem and take suitable action
- GS5.** write in English/regional language

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare to perform minor damage repairs on vehicle body panels</i>	<b>10</b>	<b>16</b>	-	<b>9</b>
<b>PC1.</b> review the job card and understand scope of work	1	1	-	-
<b>PC2.</b> assist in positioning the vehicle on a suitable platform and put vehicle protective cover (seat, steering and gear knob cover)	1	2	-	-
<b>PC3.</b> identify the various body panels in the vehicle	1	2	-	2
<b>PC4.</b> inspect body panels to assess the extent of damage from different viewing angles or by using Touch and Feel method	2	3	-	2
<b>PC5.</b> collect appropriate workshop tools/equipment (hand tools, dent pullers and dent pulling equipment, sanding tools, etc.), new body panel, spare parts, consumables required to fix minor dents/dimples/bulges and check their condition/calibration	2	2	-	2
<b>PC6.</b> assist in using laser scanners to detect frame misalignments and structural issues	1	2	-	1
<b>PC7.</b> report the malfunction/repair beyond own scope to the concerned person for rectification	1	2	-	1
<b>PC8.</b> prepare self by wearing appropriate PPE and the work area by cleaning, placing tools/equipment in an organised manner	1	2	-	1
<i>Perform minor damage repair on vehicle body panels</i>	<b>15</b>	<b>24</b>	-	<b>7</b>
<b>PC9.</b> take precautions to avoid damage to the vehicle and its components while working on various vehicle body panels	2	2	-	-
<b>PC10.</b> perform removal of upholstery, accessories, electrical window-and-seat-operating mechanism, trims, etc. to gain access to vehicle body panels and place them securely as specified by OEM	2	3	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> use suitable abrasive and sanding tools to remove paint beyond the damaged area by 1 - 2 inch (ideally removing the paint to the bare metal)	2	3	-	1
<b>PC12.</b> use suitable tools, equipment and technique such as hammer and dolly, shrinking method, washer welding etc.to fix minor dents, dimples, bulge in body metal and file, grind, sand the surface to give smooth finish	3	5	-	2
<b>PC13.</b> mix body fillers/ putty as per recommended ratio, apply body fillers using spatula within feather edged area, cure and sand as specified by OEM	2	4	-	2
<b>PC14.</b> apply various body seam sealers as specified by OEM, wherever applicable	1	2	-	1
<b>PC15.</b> refit upholstery, accessories, electrical window-and-seat-operating mechanism, trims, etc., pre or post paint job as per requirement	1	3	-	-
<b>PC16.</b> maintain the documentation related to vehicle body repair job done on the vehicle	2	2	-	-
<i>Perform post vehicle body repair activities</i>	<b>5</b>	<b>10</b>	-	<b>4</b>
<b>PC17.</b> inspect surface finish post repair and report to supervisor/service advisor in case of any discrepancy	1	2	-	1
<b>PC18.</b> assist in using computerized tools to evaluate the structural integrity and alignment of the vehicle	1	3	-	1
<b>PC19.</b> ensure completeness of tasks assigned before releasing the vehicle for the next procedure	1	1	-	-
<b>PC20.</b> dispose off materials such as old abrasive paper, empty cans/tube etc, scrap of damage parts/panels as per organization's policies	1	2	-	1
<b>PC21.</b> return leftover consumable/parts, tools/equipment to the person concerned and report if any malfunction observed	1	2	-	1
<b>NOS Total</b>	<b>30</b>	<b>50</b>	-	<b>20</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N1419
<b>NOS Name</b>	Assist in automotive body repair service of a vehicle
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Automotive Vehicle Service
<b>Occupation</b>	Technical Service & Repair
<b>NSQF Level</b>	3
<b>Credits</b>	6
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	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 : 65**

(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
ASC/N9801.Organize work and resources (Service)	50	30	-	20	100	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
ASC/N1419.Assist in automotive body repair service of a vehicle	30	50	-	20	100	75
<b>Total</b>	<b>100</b>	<b>110</b>	<b>-</b>	<b>40</b>	<b>250</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
<b>PwD</b>	Persons with Disability



## 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.