

## Qualification Pack



# Light Motor Vehicle Driver

QP Code: ASC/Q9702

Version: 4.0

NSQF Level: 2.5

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

## Qualification Pack

### Contents

ASC/Q9702: Light Motor Vehicle Driver .....	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/N9809: Organize work and resources (Road Transportation) .....	5
ASC/N9704: Drive responsibly and ensure road worthiness of vehicle .....	10
ASC/N9606: Ensure roadworthiness of Electric Vehicle (EV) .....	17
DGT/VSQ/N0101: Employability Skills (30 Hours) .....	21
Assessment Guidelines and Weightage .....	26
<i>Assessment Guidelines</i> .....	26
<i>Assessment Weightage</i> .....	27
Acronyms .....	28
Glossary .....	29

## Qualification Pack

### ASC/Q9702: Light Motor Vehicle Driver

#### Brief Job Description

The individual, having a valid driving license, is responsible for driving a Light Motor Vehicle (LMV), ensuring its road worthiness, organizing resources and communicating effectively with colleagues, customers, and others.

#### Personal Attributes

The job requires the individual to be polite and remain calm and composed at all times. The incumbent should be able to drive for long and/or awkward hours under tough road conditions.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [ASC/N9809: Organize work and resources \(Road Transportation\)](#)
2. [ASC/N9704: Drive responsibly and ensure road worthiness of vehicle](#)
3. [ASC/N9606: Ensure roadworthiness of Electric Vehicle \(EV\)](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Road Transportation
<b>Occupation</b>	Driving
<b>Country</b>	India
<b>NSQF Level</b>	2.5
<b>Credits</b>	8
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8322.0501

## Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	5th Class with 4 Years of experience OR 8th Class with 1 Year of experience OR 9th Class OR Certificate-NSQF (Driving Assistant Level 1) with 1 Year of experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	Permanent or Learners LMV licence mandatory as per CMVR act
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	29/07/2021
<b>Next Review Date</b>	29/07/2026
<b>NSQF Approval Date</b>	29/07/2021
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-2.5-AU-00715-2023-V1.1-ASDC
<b>NQR Version</b>	1.1

## Qualification Pack

### ASC/N9809: Organize work and resources (Road Transportation)

#### Description

This NOS unit is about maintaining working environment safe and secure, maintaining health and hygiene and practicing optimizing use of resources as per organizational standards.

#### Scope

The scope covers the following :

- Maintain safe and secure working environment
- Maintain health and hygiene
- Material/energy conservation 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.** organize work as per the organization's health, safety and security policies and procedures
- PC2.** identify the risks and hazards associated while driving and their causes and preventions
- PC3.** check and ensure the functioning of vehicle before commencing work
- PC4.** identify and report vehicle maintenance and repair requirements/risks as per SOP, if any
- PC5.** take corrective measures and follow standard first-aid procedures in case of an accident
- PC6.** ensure safety of all passengers and immediately report any breaches to the appropriate authority

##### *Maintain health and hygiene*

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

- PC7.** ensure vehicle and equipment are regularly cleaned and sanitized
- PC8.** wash hands with soap and use alcohol-based sanitizer regularly
- PC9.** avoid contact with ill people and self-isolate in a similar situation
- PC10.** wear and dispose of PPEs regularly and appropriately
- PC11.** report hygiene and sanitation issues to appropriate authority, if any
- PC12.** follow processes specified for disposal of hazardous waste

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

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

- PC13.** identify ways to optimize usage of fuel (Petrol/diesel/CNG) in the vehicle
- PC14.** use resources in a responsible manner
- PC15.** check for spills/leakages in the vehicle with caution
- PC16.** plug spills/leakages of fuel (Petrol/diesel/CNG), oil/coolant or water from the vehicle and escalate to appropriate authority if unable to rectify
- PC17.** report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of the vehicle

## Qualification Pack

**PC18.** ensure the various equipment of the vehicle is properly connected

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisations procedures for health, safety and security, individual role and responsibilities in this context
- KU2.** organizations emergency procedures for different emergency situations and the importance of following the same
- KU3.** how and when to report hazards, as well as the limits of responsibility for dealing with hazards
- KU4.** potential hazards, risks and threats based on the nature of work
- KU5.** efficient utilization of material and water
- KU6.** common sources of pollution and ways to minimize it
- KU7.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU8.** usage of different colours of dustbins
- KU9.** significance of greening
- KU10.** organisation's policies to maintain personal health and hygiene at the workplace
- KU11.** helpline number related to the women safety
- KU12.** standard first-aid procedures
- KU13.** appropriate action to be taken in case of accidents, agitations, road block, etc.

### Generic Skills (GS)

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

- GS1.** read safety instructions/guidelines
- GS2.** modify work practices to improve them
- GS3.** ask for clarifications from superior about the job requirement
- GS4.** work with supervisors/team members to carry out work related tasks
- GS5.** complete tasks efficiently and accurately within the stipulated time
- GS6.** inform/report to concerned person in case of any problem
- GS7.** make timely decisions for efficient utilization of resources
- GS8.** write in at least one language and complete written work with attention to detail
- GS9.** be punctual, utilize time and manage workload efficiently

## 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>17</b>	<b>11</b>	-	<b>5</b>
<b>PC1.</b> organize work as per the organization's health, safety and security policies and procedures	3	2	-	1
<b>PC2.</b> identify the risks and hazards associated while driving and their causes and preventions	3	2	-	1
<b>PC3.</b> check and ensure the functioning of vehicle before commencing work	3	2	-	1
<b>PC4.</b> identify and report vehicle maintenance and repair requirements/risks as per SOP, if any	3	2	-	1
<b>PC5.</b> take corrective measures and follow standard first-aid procedures in case of an accident	2	2	-	1
<b>PC6.</b> ensure safety of all passengers and immediately report any breaches to the appropriate authority	3	1	-	-
<i>Maintain health and hygiene</i>	<b>15</b>	<b>11</b>	-	<b>8</b>
<b>PC7.</b> ensure vehicle and equipment are regularly cleaned and sanitized	2	1	-	1
<b>PC8.</b> wash hands with soap and use alcohol-based sanitizer regularly	1	2	-	1
<b>PC9.</b> avoid contact with ill people and self-isolate in a similar situation	3	3	-	1
<b>PC10.</b> wear and dispose of PPEs regularly and appropriately	3	2	-	1
<b>PC11.</b> report hygiene and sanitation issues to appropriate authority, if any	3	1	-	2
<b>PC12.</b> follow processes specified for disposal of hazardous waste	3	2	-	2
<i>Material/energy conservation practices</i>	<b>18</b>	<b>8</b>	-	<b>7</b>
<b>PC13.</b> identify ways to optimize usage of fuel (Petrol/diesel/CNG) in the vehicle	3	2	-	1
<b>PC14.</b> use resources in a responsible manner	2	1	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> check for spills/leakages in the vehicle with caution	3	1	-	1
<b>PC16.</b> plug spills/leakages of fuel (Petrol/diesel/CNG), oil/coolant or water from the vehicle and escalate to appropriate authority if unable to rectify	4	2	-	2
<b>PC17.</b> report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of the vehicle	3	1	-	1
<b>PC18.</b> ensure the various equipment of the vehicle is properly connected	3	1	-	1
<b>NOS Total</b>	<b>50</b>	<b>30</b>	<b>-</b>	<b>20</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N9809
<b>NOS Name</b>	Organize work and resources (Road Transportation)
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	28/04/2022
<b>Next Review Date</b>	28/04/2025
<b>NSQC Clearance Date</b>	28/04/2022

## Qualification Pack

### ASC/N9704: Drive responsibly and ensure road worthiness of vehicle

#### Description

This OS unit is about examining the vehicle, conforming to standard driving practices, following traffic rules and regulations and managing vehicle faults while driving on the route to reach safely and on time.

#### Scope

The scope covers the following :

- Examine the vehicle before the trip
- Drive the LMV conforming to the standard driving practices
- Follow traffic rules and regulation
- Manage vehicle faults

#### Elements and Performance Criteria

##### *Examine the vehicle before the trip*

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

- PC1.** inspect and conform the vehicle's condition as per health and safety guidelines before starting the trip
- PC2.** ensure the vehicle meets the legal and compliance requirements like pollution test, load limit, etc.
- PC3.** perform routine maintenance checks on the vehicle for tyre pressure, fuel (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves etc.
- PC4.** check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, etc.
- PC5.** prepare a to-do list for repair requirement, if any
- PC6.** record all deviations observed while carrying out checks
- PC7.** report actual or potential defects/deviations to the senior driver/owner/service supervisor
- PC8.** determine roadworthiness of the vehicle and use another vehicle if the current vehicle is found unfit
- PC9.** confirm all gauges and warning lights are functioning properly before moving the vehicle

##### *Drive the LMV conforming to the standard driving practices*

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

- PC10.** perform pre-driving activities like shoulder checking, adjusting IRVM/ ORVM and releasing of handbrakes, etc.
- PC11.** insert or press the ignition key/button to start the vehicle
- PC12.** coordinate gear changes, if any, with appropriate use of clutch/acceleration and steering control
- PC13.** maneuver the vehicle safely and responsibly while regulating the speed in all weather and road conditions by coordinating the operation of all controls
- PC14.** use the accelerator, steering control and brakes correctly for safe driving, stopping and parking the vehicle

## Qualification Pack

**PC15.** ensure maximum fuel (Petrol/diesel/CNG) efficiency while driving

*Follow traffic rules and regulation*

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

**PC16.** follow guidelines on the road while driving like avoiding excessive honking, driving on high beam, loud music, etc.

**PC17.** maintain a safe distance from other vehicles

**PC18.** ensure the vehicle is within the prescribed speed limits at all times and avoid road hog

**PC19.** ensure proper parking at appropriate spots

**PC20.** adhere to local and state specific driving laws and traffic regulations, including overloading

**PC21.** turn off ignition at red lights or after parking the vehicle to enhance fuel efficiency

*Manage vehicle faults*

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

**PC22.** monitor and respond correctly to gauges, warning lights, CNG leakage etc. while driving

**PC23.** ensure to stop the vehicle at a safe place in case of any malfunction and turn off the ignition

**PC24.** carry out a quick diagnostic check

**PC25.** carry out minor adjustments or temporary repairs like replacement/top-up of oil, change of tyres/wipers, etc. if possible

**PC26.** report the exact nature of the problem to the supervisor to get appropriate help from the command office

**PC27.** take the vehicle to the service point for corrective action in case of major defect or accident

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** organization's policies on roadworthiness requirements, basic compliance to technical standards and safety requirements

**KU2.** quality norms and standards prescribed in the Quality Manual by the organization

**KU3.** standard check list to examine the vehicle before the trip

**KU4.** different sections and rules of Motor Vehicle Act, 1988

**KU5.** CMVR guidelines issued by MoRTH (Ministry of Road Transport & Highways)

**KU6.** guidelines issued by State Road Transport Authorities like RTOs

**KU7.** escalation procedure followed in the organization

**KU8.** basic functionalities of the technical equipment of the vehicle

**KU9.** safe and fuel-efficient driving techniques

**KU10.** basic troubleshooting techniques of the vehicle

**KU11.** latest traffic regulations

**KU12.** organizational procedure to take the vehicle to the service/repair point for corrective action like parts replacements

## Generic Skills (GS)

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

## Qualification Pack

- GS1.** read safety instructions/guidelines/procedures
- GS2.** communicate effectively with the passengers, supervisors and colleagues
- GS3.** comply with all rules and regulations
- GS4.** write in English/any one language
- GS5.** make timely decisions for efficient utilization of resources
- GS6.** complete tasks efficiently and accurately within stipulated time

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Examine the vehicle before the trip</i>	<b>9</b>	<b>13</b>	-	<b>8</b>
<b>PC1.</b> inspect and conform the vehicle's condition as per health and safety guidelines before starting the trip	1	1	-	1
<b>PC2.</b> ensure the vehicle meets the legal and compliance requirements like pollution test, load limit, etc.	1	2	-	1
<b>PC3.</b> perform routine maintenance checks on the vehicle for tyre pressure, fuel (Petrol/diesel/CNG) level, working of headlights and brakes, CNG cylinder valves etc.	1	3	-	1
<b>PC4.</b> check vehicle service record for any history of technical defects or immediate need for servicing like oil/filter change, etc.	1	1	-	1
<b>PC5.</b> prepare a to-do list for repair requirement, if any	1	1	-	1
<b>PC6.</b> record all deviations observed while carrying out checks	1	1	-	1
<b>PC7.</b> report actual or potential defects/deviations to the senior driver/owner/service supervisor	1	1	-	1
<b>PC8.</b> determine roadworthiness of the vehicle and use another vehicle if the current vehicle is found unfit	1	2	-	-
<b>PC9.</b> confirm all gauges and warning lights are functioning properly before moving the vehicle	1	1	-	1
<i>Drive the LMV conforming to the standard driving practices</i>	<b>8</b>	<b>13</b>	-	<b>6</b>
<b>PC10.</b> perform pre-driving activities like shoulder checking, adjusting IRVM/ ORVM and releasing of handbrakes, etc.	1	1	-	1
<b>PC11.</b> insert or press the ignition key/button to start the vehicle	2	3	-	1

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> coordinate gear changes, if any, with appropriate use of clutch/acceleration and steering control	1	2	-	1
<b>PC13.</b> maneuver the vehicle safely and responsibly while regulating the speed in all weather and road conditions by coordinating the operation of all controls	2	3	-	1
<b>PC14.</b> use the accelerator, steering control and brakes correctly for safe driving, stopping and parking the vehicle	1	2	-	1
<b>PC15.</b> ensure maximum fuel (Petrol/diesel/CNG) efficiency while driving	1	2	-	1
<i>Follow traffic rules and regulation</i>	<b>7</b>	<b>14</b>	-	<b>3</b>
<b>PC16.</b> follow guidelines on the road while driving like avoiding excessive honking, driving on high beam, loud music, etc.	1	2	-	-
<b>PC17.</b> maintain a safe distance from other vehicles	2	3	-	1
<b>PC18.</b> ensure the vehicle is within the prescribed speed limits at all times and avoid road hog	1	2	-	-
<b>PC19.</b> ensure proper parking at appropriate spots	1	2	-	1
<b>PC20.</b> adhere to local and state specific driving laws and traffic regulations, including overloading	1	3	-	1
<b>PC21.</b> turn off ignition at red lights or after parking the vehicle to enhance fuel efficiency	1	2	-	-
<i>Manage vehicle faults</i>	<b>6</b>	<b>10</b>	-	<b>3</b>
<b>PC22.</b> monitor and respond correctly to gauges, warning lights, CNG leakage etc. while driving	2	1	-	-
<b>PC23.</b> ensure to stop the vehicle at a safe place in case of any malfunction and turn off the ignition	1	2	-	1
<b>PC24.</b> carry out a quick diagnostic check	-	2	-	1
<b>PC25.</b> carry out minor adjustments or temporary repairs like replacement/top-up of oil, change of tyres/wipers, etc. if possible	1	1	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC26.</b> report the exact nature of the problem to the supervisor to get appropriate help from the command office	1	2	-	1
<b>PC27.</b> take the vehicle to the service point for corrective action in case of major defect or accident	1	2	-	-
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N9704
<b>NOS Name</b>	Drive responsibly and ensure road worthiness of vehicle
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Road Transportation
<b>Occupation</b>	Driving
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/08/2021
<b>Next Review Date</b>	31/08/2024
<b>NSQC Clearance Date</b>	31/08/2021



## Qualification Pack

### ASC/N9606: Ensure roadworthiness of Electric Vehicle (EV)

#### Description

This NOS unit is about ensuring the roadworthiness of Electric vehicles before the trip and follow the relevant guidelines.

#### Scope

The scope covers the following :

- Ensure roadworthiness of Electric Vehicle
- Follow CMVR and State guidelines

#### Elements and Performance Criteria

##### *Ensure roadworthiness of Electric Vehicle*

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

- PC1.** identify the basics of driving an Electric Vehicle as against an Internal Combustion (IC) Engine
- PC2.** ensure the availability of tools required for the basic maintenance of the EV as mentioned in the Work Instructions/SOPs
- PC3.** ensure optimum charging in Electric Vehicle
- PC4.** apply the OEM's Standard Operating Procedures (SOP) to identify the basic electrical/electronic faults
- PC5.** identify maximum level of vehicle battery charging and different charging sockets
- PC6.** identify dashboard's signs, signals, sensors, switches, gauges, Human Machine Interface (HMI) & Electronic Instrument Cluster (EIC)
- PC7.** complete required statutory documents relevant to safety
- PC8.** inform to concerned person in case of any problem

##### *CMVR and state guidelines*

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

- PC9.** follow CMVR (Central Motor Vehicle Rules) guidelines issued by MoRTH (Ministry of Road Transport & Highways)
- PC10.** follow guidelines issued by RTOs and safety guidelines for EV issued by relevant authorities

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** basic functionalities and driving techniques of the Electric Vehicle
- KU2.** CMVR guidelines issued by MoRTH
- KU3.** guidelines issued by RTOs and safety guidelines for EV issued by relevant authorities
- KU4.** quality norms and standards prescribed in the Instructional Manual or SOP

## Qualification Pack

- KU5.** types of charging connector and time required for a full charge using either fast or slow chargers
- KU6.** various type of batteries used in the EV and their maintenance procedures
- KU7.** different functions related to battery
- KU8.** usage of lights, ignition, electronic and air-conditioning systems etc. at various stages of battery
- KU9.** related electronic systems including active and passive safety systems specific to EV
- KU10.** different type of tools used to diagnose technical faults
- KU11.** standard symbols and singages used in the EV

## Generic Skills (GS)

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

- GS1.** read safety instructions/guidelines
- GS2.** complete tasks efficiently and accurately within stipulated time
- GS3.** make timely decisions for efficient utilization of resources
- GS4.** write in English/any one language

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure roadworthiness of Electric Vehicle</i>	<b>24</b>	<b>40</b>	-	<b>15</b>
<b>PC1.</b> identify the basics of driving an Electric Vehicle as against an Internal Combustion (IC) Engine	3	6	-	2
<b>PC2.</b> ensure the availability of tools required for the basic maintenance of the EV as mentioned in the Work Instructions/SOPs	3	5	-	2
<b>PC3.</b> ensure optimum charging in Electric Vehicle	3	5	-	2
<b>PC4.</b> apply the OEM's Standard Operating Procedures (SOP) to identify the basic electrical/electronic faults	3	5	-	2
<b>PC5.</b> identify maximum level of vehicle battery charging and different charging sockets	3	4	-	2
<b>PC6.</b> identify dashboard's signs, signals, sensors, switches, gauges, Human Machine Interface (HMI) & Electronic Instrument Cluster (EIC)	3	5	-	2
<b>PC7.</b> complete required statutory documents relevant to safety	4	5	-	2
<b>PC8.</b> inform to concerned person in case of any problem	2	5	-	1
<i>CMVR and state guidelines</i>	<b>6</b>	<b>10</b>	-	<b>5</b>
<b>PC9.</b> follow CMVR (Central Motor Vehicle Rules) guidelines issued by MoRTH (Ministry of Road Transport & Highways)	3	5	-	3
<b>PC10.</b> follow guidelines issued by RTOs and safety guidelines for EV issued by relevant authorities	3	5	-	2
<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/N9606
<b>NOS Name</b>	Ensure roadworthiness of Electric Vehicle (EV)
<b>Sector</b>	Automotive
<b>Sub-Sector</b>	Road Transportation
<b>Occupation</b>	Driving
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/09/2021
<b>Next Review Date</b>	30/09/2024
<b>NSQC Clearance Date</b>	30/09/2021

## 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>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024

## 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).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.
7. Assessment conducted only after permanent driving license.

## 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/N9809.Organize work and resources (Road Transportation)	30	50	-	20	100	15
ASC/N9704.Driving Light Motor Vehicle (LMV) safely	30	50	-	20	100	50
ASC/N9606.Ensure roadworthiness of Electric Vehicle (EV)	30	50	-	20	100	30
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	5
<b>Total</b>	<b>110</b>	<b>180</b>	<b>-</b>	<b>60</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
<b>CMVR</b>	Central Motor Vehicle Rules
<b>ORVM</b>	Outside Rear View Mirror
<b>GPS</b>	Global Positioning System
<b>RTO</b>	Regional Transport Office
<b>CMVR</b>	Central Motor Vehicles Rules
<b>HMI</b>	Human Machine Interface
<b>EIC</b>	Electronic Instrument Cluster

## 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.