

Qualification Pack



Automotive Assembly Technician

QP Code: ASC/Q3601

Version: 4.0

NSQF Level: 4

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ASC/Q3601: Automotive Assembly Technician

Brief Job Description

The individual at this job performs assembly of vehicle and its components.

Personal Attributes

The person should be patient, organised, team-oriented and have the ability to work for long hours in adverse conditions. They should be keen observers and have an eye for detail and quality.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N9803: Organize work and resources \(Manufacturing\)](#)
2. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)
3. [ASC/N9805: Interpret engineering drawing](#)
4. [ASC/N3611: Perform vehicle assembly operations](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Assembly Operation
Country	India
NSQF Level	4
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8211.1201

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Minimum Educational Qualification & Experience	10th Class (+ 1 year ITI) OR 10th Class with 2 Years of experience of relevant experience OR 11th Class OR Certificate-NSQF (Automotive Assembly Operator) with 2 Years of experience of relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	20/11/2025
NSQC Approval Date	20/11/2020
Version	4.0
Reference code on NQR	2020/AUT/ASDC/03974
NQR Version	4

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ASC/N9803: Organize work and resources (Manufacturing)

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
- Health and hygiene
- Perform work as per quality standards
- Effective waste management practices
- 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.** identify hazardous activities and the possible causes of risks or accidents in the workplace
- PC2.** follow safe working practices while dealing with hazards to ensure safety of self and others
- PC3.** carry out routine check of the machine for identifying potential hazards
- PC4.** use appropriate protective clothing/equipment for specific tasks and work
- PC5.** follow safety hazards and preventive techniques during fire drill
- PC6.** report any identified breaches in health, safety and security policies and procedures to the designated person

Health and hygiene

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

- PC7.** ensure workstation and equipment are regularly clean and sanitized
- 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

Perform work as per quality standards

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

- PC13.** ensure that work is accomplished as per the requirements within the specified timeline
- PC14.** ensure team goals are given preference over individual goals

Effective waste management practices

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

- PC15.** follow the fundamentals of 5S for waste management

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- PC16.** segregate waste into different categories
- PC17.** follow processes specified for disposal of hazardous waste
- PC18.** identify recyclable, non-recyclable and hazardous waste
- PC19.** dispose non-recyclable, recyclable and reusable waste appropriately at identified location

Material/energy conservation practices

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

- PC20.** identify ways to optimize usage of material in various tasks/activities/processes
- PC21.** check for spills/leakages in various tasks/activities/processes
- PC22.** plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC23.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC24.** report malfunctioning (fumes/ sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC25.** ensure electrical equipment and appliances are properly connected and turned off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisation procedures for health, safety and security, individual role and responsibilities in this context
- KU2.** the organisation's 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.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU7.** various types of fire extinguisher
- KU8.** various types of safety signs and their meaning
- KU9.** appropriate first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.
- KU10.** relevant standards, procedures and policies related to 5S followed in the company
- KU11.** the various materials used and their storage norms
- KU12.** efficient utilisation of material and water
- KU13.** basics of electricity and prevalent energy efficient devices
- KU14.** common practices of conserving electricity
- KU15.** common sources and ways to minimize pollution
- KU16.** categorisation of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU17.** usage of different colors of dustbins

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KU18. waste management techniques

KU19. significance of greening

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 stipulated time

GS6. inform/report to concerned person in case of any problem

GS7. make timely decisions for efficient utilization of resources

GS8. write reports such as accident report, in at least English/regional language

GS9. be punctual and utilize time efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain safe and secure working environment</i>	11	5	-	7
PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	1	-	2
PC2. follow safe working practices while dealing with hazards to ensure safety of self and others	2	-	-	1
PC3. carry out routine check of the machine for identifying potential hazards	2	1	-	1
PC4. use appropriate protective clothing/equipment for specific tasks and work	2	1	-	1
PC5. follow safety hazards and preventive techniques during fire drill	2	1	-	1
PC6. report any identified breaches in health, safety and security policies and procedures to the designated person	1	1	-	1
<i>Health and hygiene</i>	7	5	-	2
PC7. ensure workstation and equipment are regularly clean and sanitized	2	2	-	1
PC8. clean hands with soap, alcohol-based sanitizer regularly	1	1	-	1
PC9. avoid contact with ill people and self-isolate in a similar situation	1	-	-	-
PC10. wear and dispose PPEs regularly and appropriately	1	-	-	-
PC11. report advanced hygiene and sanitation issues to appropriate authority	1	1	-	-
PC12. follow stress and anxiety management techniques	1	1	-	-
<i>Perform work as per quality standards</i>	5	3	-	2
PC13. ensure that work is accomplished as per the requirements within the specified timeline	2	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure team goals are given preference over individual goals	3	1	-	1
<i>Effective waste management practices</i>	15	10	-	4
PC15. follow the fundamentals of 5S for waste management	3	2	-	1
PC16. segregate waste into different categories	2	1	-	-
PC17. follow processes specified for disposal of hazardous waste	2	2	-	1
PC18. identify recyclable, non-recyclable and hazardous waste	4	2	-	1
PC19. dispose non-recyclable, recyclable and reusable waste appropriately at identified location	4	3	-	1
<i>Material/energy conservation practices</i>	12	7	-	5
PC20. identify ways to optimize usage of material in various tasks/activities/processes	2	1	-	1
PC21. check for spills/leakages in various tasks/activities/processes	2	1	-	1
PC22. plug spills/leakages and escalate to appropriate authority if unable to rectify	2	1	-	-
PC23. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	2	-	1
PC24. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	2	1	-	1
PC25. ensure electrical equipment and appliances are properly connected and turned off when not in use	2	1	-	1
NOS Total	50	30	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9803
NOS Name	Organize work and resources (Manufacturing)
Sector	Automotive
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	31/03/2022
Next Review Date	24/06/2026
NSQC Clearance Date	24/06/2021

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DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

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- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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ASC/N9805: Interpret engineering drawing

Description

This NOS unit is about reading and interpreting all concepts, symbols, methods, views, etc. of engineering drawing.

Scope

The scope covers the following :

- Interpret information from various views, projection, 2D and 3D shapes
- Identify drawing standards and symbols
- Modification and storage of drawing

Elements and Performance Criteria

Interpret information from various views, projection, 2D and 3D shapes

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

- PC1.** interpret engineering drawing's uniqueness, dimensions and important features in 2D and 3D shapes
- PC2.** identify the difference between 2D and 3D shapes
- PC3.** explain difference between first angle projection and third angle projection in mechanical engineering drawing
- PC4.** interpret all the 3 axes (x, y and z axis) and geometrical shapes (cones, cylinder, sphere, cuboid, etc) on to a 2D and 3D projection
- PC5.** identify details of the machine component which are not clearly visible by interpreting section views

Identify drawing standards and symbols

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

- PC6.** interpret Geometric Dimensioning and Tolerancing (GD&T) symbols in the drawings
- PC7.** interpret symbols of Radius, controlled radius, spherical radius, diameter, spherical diameter, square, counterbore, spotface, depth, countersink, "by", maximum dimension, minimum dimension, reference, dimension origin etc
- PC8.** identify the sequence of operations which enables the selection and prioritization of the datums
- PC9.** read and interpret information from Tolerance Zone boundaries for part features in terms of shape and size

Modification and storage of drawing

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

- PC10.** observe any modification, changes required in the drawing and communicate the same to the concerned team in the organization
- PC11.** store the drawings in an easily accessible place, avoiding damage from moisture, chemicals and fire

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant organisational standards such as work standard, Standard Operating Procedure, quality process, maintenance standards etc. followed in the company
- KU2.** importance of cycle-time and required output as per work order and work instructions
- KU3.** drawing standards used by the company
- KU4.** use of drawing tools such as scales, compass, types of pencils, CAD and CAM software etc.
- KU5.** the basics of engineering drawing, orthographic projection, isometric projection, GD&T etc.
- KU6.** importance of various projections, views, symbols and dimensions of drawing
- KU7.** use of geometric shapes like lines, angles, circles, etc for interpreting the drawing

Generic Skills (GS)

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

- GS1.** read and interpret workplace related drawing
- GS2.** communicate the changes and requirements to supervisor by using relevant drawing terms and nomenclature
- GS3.** attentively listen and comprehend the information given by the supervisor/team members
- GS4.** write in English/regional language
- GS5.** recognise problem in drawing and take suitable action
- GS6.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret information from various views, projection, 2D and 3D shapes</i>	21	11	-	10
PC1. interpret engineering drawing's uniqueness, dimensions and important features in 2D and 3D shapes	5	3	-	2
PC2. identify the difference between 2D and 3D shapes	4	2	-	2
PC3. explain difference between first angle projection and third angle projection in mechanical engineering drawing	4	-	-	2
PC4. interpret all the 3 axes (x, y and z axis) and geometrical shapes (cones, cylinder, sphere, cuboid, etc) on to a 2D and 3D projection	5	3	-	2
PC5. identify details of the machine component which are not clearly visible by interpreting section views	3	3	-	2
<i>Identify drawing standards and symbols</i>	23	15	-	8
PC6. interpret Geometric Dimensioning and Tolerancing (GD&T) symbols in the drawings	6	4	-	2
PC7. interpret symbols of Radius, controlled radius, spherical radius, diameter, spherical diameter, square, counterbore, spotface, depth, countersink, "by", maximum dimension, minimum dimension, reference, dimension origin etc	6	4	-	2
PC8. identify the sequence of operations which enables the selection and prioritization of the datums	5	3	-	2
PC9. read and interpret information from Tolerance Zone boundaries for part features in terms of shape and size	6	4	-	2
<i>Modification and storage of drawing</i>	6	4	-	2

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. observe any modification, changes required in the drawing and communicate the same to the concerned team in the organization	3	2	-	1
PC11. store the drawings in an easily accessible place, avoiding damage from moisture, chemicals and fire	3	2	-	1
NOS Total	50	30	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9805
NOS Name	Interpret engineering drawing
Sector	Automotive
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	24/06/2026
NSQC Clearance Date	24/06/2021

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ASC/N3611: Perform vehicle assembly operations

Description

This NOS is about performing assembly of vehicle and its components like fuel system, transmission system, braking, steering, electrical and electronic components, aesthetic parts, seating arrangements etc.

Scope

The scope covers the following :

- Identify the work requirements
- Perform pre-assembly activities
- Conduct the assembly operations
- Conduct the post-assembly operations

Elements and Performance Criteria

Identify the work requirements

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

- PC1.** identify the work to be done by interpreting the assembly drawing/work instructions/SOPs
- PC2.** select the appropriate method of assembly on the basis of drawing information
- PC3.** identify the tools, measuring instruments, equipment, auto components/parts and sub-assemblies required for the job

Perform pre-assembly activities

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

- PC4.** check and clean the assembling equipment of any dust and impurities
- PC5.** fill CLRI (Clean, lubricate, retighten & inspection) check sheet and report to the supervisor about any abnormalities identified and action taken to resolve them
- PC6.** setup the equipment required as per the selected assembling method
- PC7.** ensure that the right programme is selected in case of robotic assembly method as defined in the SOP
- PC8.** lift the auto component manually or by hoist and place the same securely on the designated slot/space as indicated in the drawing/work instructions
- PC9.** inspect and mark the defects if any, such as in paint, dents, grooves, cracks, rough edges etc. on the physical body of the auto component
- PC10.** check all the semi-precision mechanical, pneumatic, hydraulic and electrical parts in the auto components by using the correct methodology as indicated in the Work Instructions/SOPs
- PC11.** check adhesion of roof-lining, insulation material, roof-rail etc. of the auto component

Conduct the assembly operation

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

- PC12.** perform assembly operation and assemble the safety parts i.e. bearings, shafts etc., electrical semi-precision parts such as electric wire harness, Electronic Control Unit (ECU), automatic lock system, fuel injection system and other similar parts

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- PC13.** perform installation of the Oil and Lube systems by placing and fitting the funnel, filters, hose pipes, glands, sockets, suction guns and regulator valves as prescribed in the Work Instructions/ SOPs/Control Plans
- PC14.** carry out sealing of the required areas to prevent any leakage of water/air etc. during the usage of the component
- PC15.** carry out labeling on the auto components specifying the information related to assembly process and quality norms followed

Conduct the post-assembly operations

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

- PC16.** apply appropriate lubricant on the component as per manufacturer's specifications
- PC17.** check and confirm that water, diesel or petrol, brake oil, gear oil, engine oil etc. are filled as per the required volume and type
- PC18.** check the assembled auto components as per the control plan, work instructions for product quality
- PC19.** dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant standards and procedures followed in the company
- KU2.** various components and systems of a vehicle
- KU3.** various assembly operations and methods
- KU4.** the process flow of the assembly operations
- KU5.** SOP recommended by the manufacturer for using hand tools, measuring instruments and equipments required during the assembly process
- KU6.** impact of various assembly process like bolting, torqueing, tightening, fitting, greasing, hammering, sealing, clamping on the final component/vehicle
- KU7.** application of various sealing compounds, gaskets and adhesives
- KU8.** connection of all the electrical terminals as per wiring diagram
- KU9.** various types of defects and their effect on final assembly
- KU10.** the post assembling processes like inspection, cleaning etc.
- KU11.** the various inspection methods for inspecting the final assembly
- KU12.** safety requirements during the assembling work

Generic Skills (GS)

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

- GS1.** read and interpret drawings, work instructions, equipment manuals and process documents
- GS2.** communicate the assembly process requirements to the lead technician and co-workers
- GS3.** communicate issues to the supervisor that occur during assembling process

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- GS4.** attentively listen and comprehend the information given by the lead technician/team members
- GS5.** write any work related information in English/regional language
- GS6.** recognise a workplace problem and take suitable action
- GS7.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS8.** plan and organise work according to the principles of 5S
- GS9.** complete the assigned tasks with minimum supervision
- GS10.** report to the supervisor or deal with a colleague individually, depending on the type of concern

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify the work requirements</i>	8	6	-	5
PC1. identify the work to be done by interpreting the assembly drawing/work instructions/SOPs	1	2	-	1
PC2. select the appropriate method of assembly on the basis of drawing information	4	-	-	2
PC3. identify the tools, measuring instruments, equipment, auto components/parts and sub-assemblies required for the job	3	4	-	2
<i>Perform pre-assembly activities</i>	12	17	-	8
PC4. check and clean the assembling equipment of any dust and impurities	1	2	-	1
PC5. fill CLRI (Clean, lubricate, retighten & inspection) check sheet and report to the supervisor about any abnormalities identified and action taken to resolve them	1	4	-	2
PC6. setup the equipment required as per the selected assembling method	1	2	-	-
PC7. ensure that the right programme is selected in case of robotic assembly method as defined in the SOP	1	-	-	-
PC8. lift the auto component manually or by hoist and place the same securely on the designated slot/space as indicated in the drawing/work instructions	2	2	-	-
PC9. inspect and mark the defects if any, such as in paint, dents, grooves, cracks, rough edges etc. on the physical body of the auto component	2	2	-	2
PC10. check all the semi-precision mechanical, pneumatic, hydraulic and electrical parts in the auto components by using the correct methodology as indicated in the Work Instructions/SOPs	3	3	-	2

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. check adhesion of roof-lining, insulation material, roof-rail etc. of the auto component	1	2	-	1
<i>Conduct the assembly operation</i>	7	17	-	4
PC12. perform assembly operation and assemble the safety parts i.e. bearings, shafts etc., electrical semi-precision parts such as electric wire harness, Electronic Control Unit (ECU), automatic lock system, fuel injection system and other similar parts	3	7	-	1
PC13. perform installation of the Oil and Lube systems by placing and fitting the funnel, filters, hose pipes, glands, sockets, suction guns and regulator valves as prescribed in the Work Instructions/ SOPs/Control Plans	2	5	-	1
PC14. carry out sealing of the required areas to prevent any leakage of water/air etc. during the usage of the component	1	3	-	1
PC15. carry out labeling on the auto components specifying the information related to assembly process and quality norms followed	1	2	-	1
<i>Conduct the post-assembly operations</i>	3	10	-	3
PC16. apply appropriate lubricant on the component as per manufacturer's specifications	1	2	-	1
PC17. check and confirm that water, diesel or petrol, brake oil, gear oil, engine oil etc. are filled as per the required volume and type	1	3	-	1
PC18. check the assembled auto components as per the control plan, work instructions for product quality	-	3	-	-
PC19. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations	1	2	-	1
NOS Total	30	50	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N3611
NOS Name	Perform vehicle assembly operations
Sector	Automotive
Sub-Sector	Manufacturing
Occupation	Assembly Operation
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	23/09/2020
Next Review Date	20/11/2025
NSQC Clearance Date	20/11/2020

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) (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 PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

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(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/N9803.Organize work and resources (Manufacturing)	50	30	-	20	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	5
ASC/N9805.Interpret engineering drawing	50	30	-	20	100	10
ASC/N3611.Perform vehicle assembly operations	30	50	-	20	100	75
Total	150	140	0	0	350	100

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Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment
PwD	Person with Disability
SOP	Standard Operating Practices
PwD	Persons with Disability
SOP	Standard Operating Procedure
GD&T	Geometric Dimensioning & Tolerancing
CAD	Computer-Aided Drafting
CAM	Computer-Aided Manufacturing
PLC	Programmable Logic Controller
CLRI	Cleaning, Lubrication, Re-tightening and Inspection
ECU	Electronic Control Unit
LIFO	Last in First Out
FIFO	First in First Out
ERP	Enterprise Resource Planning
MES	Manufacturing Execution System
SOP	Standard Operating Procedure
GD&T	Geometric Dimensioning & Tolerancing
CAD	Computer-Aided Drafting
CAM	Computer-Aided Manufacturing
PLC	Programmable Logic Controller

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CLRI	Cleaning, Lubrication, Re-tightening and Inspection
ECU	Electronic Control Unit
LIFO	Last in First Out
FIFO	First in First Out
ERP	Enterprise Resource Planning
MES	Manufacturing Execution System

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Glossary

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

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