



# Taxi Driver

QP Code: ASC/Q9705

Version: 3.0

NSQF Level: 3

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## ASC/Q9705: Taxi Driver

### Brief Job Description

The individual in this job needs to help passengers in commuting from one destination to another in the private/hired vehicle, complete trip-end activities and 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/N9701: Pick and drop the passenger to their destination and complete the trip](#)
4. [ASC/N9606: Ensure roadworthiness of Electric Vehicle \(EV\)](#)
5. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

### 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>	3
<b>Credits</b>	10
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/5211.0302

<b>Minimum Educational Qualification &amp; Experience</b>	10th Class with 1 Year of experience OR 10th Class with 2 Years of experience OR 11th Class OR Certificate-NSQF (Light Motor Vehicle Level 2.5) with 2 Years of experience
<b>Minimum Level of Education for Training in School</b>	Not Applicable
<b>Pre-Requisite License or Training</b>	One year old LMV licence mandatory as per CMVR act
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	NA
<b>NSQC Approval Date</b>	28/09/2023
<b>Version</b>	3.0

## **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
- 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

## 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

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>



## 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>	31/08/2021
<b>Next Review Date</b>	31/08/2024
<b>NSQC Clearance Date</b>	31/08/2021

## **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
- 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:

- 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

## 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

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 rod 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	-	-

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>

## 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>	30/09/2021
<b>Next Review Date</b>	30/09/2024
<b>NSQC Clearance Date</b>	30/09/2021



## **ASC/N9701: Pick and drop the passenger to their destination and complete the trip**

### **Description**

This OS unit is about ensuring compliance to duty, liaising with the control room/depot/branch office/authorized person, escalating the problem to supervisor/authorized person, pick and dropping the passenger to their destination safely, and performing trip-end activities as per standards.

### **Scope**

The scope covers the following :

- Ensure compliance to duty
- Liaise with the control room/depot/branch office/authorized person
- Escalate the problem to the supervisor/authorized person
- Drop the passenger safely at the destination
- Perform trip-end activities

### **Elements and Performance Criteria**

#### *Ensure compliance to duty*

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

- PC1.** report to the authorised person on time as per the duty schedule
- PC2.** wear proper uniform on duty and follow organizational safety policy for himself and passenger like PPE kit, face N95 masks, hand gloves, sanitiser spray, etc. as per standards

#### *Liaise with the control room/depot/branch office/authorized person*

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

- PC3.** obtain daily duty schedule from the reporting manager at the depo/branch office
- PC4.** coordinate with control room regarding passenger details, pickup location, route and information about the traffic
- PC5.** inform the reporting manager well in advance in case of sickness, leave or delay in reaching/picking up the passenger at their destination

#### *Escalate the problem to supervisor/authorized person*

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

- PC6.** report any vehicle defects or maintenance requirements to the authorised person as per SOP
- PC7.** inform the authorized person about incidents like accidents, breakdowns, change in route/destination, unpaid trips, etc. happened during performing the duty if any

#### *Drop the passenger safely at the destination*

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

- PC8.** check and confirm the details of the passenger and destination before the pick-up
- PC9.** reach the pick-up location on time and greet the passenger as per standards
- PC10.** provide assistance to the passenger while entering and exiting the vehicle, if required
- PC11.** assist passenger in loading their luggage and arranging them in the boot or at the appropriate place in the vehicle

**PC12.** secure the overhead luggage with waterproof/resistant sheets/cover in case of rainfall

**PC13.** offer newspaper, magazines, or entertainment media available inside the vehicle to the passenger as per the contract

*Perform trip-end activities*

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

**PC14.** perform trip-end activities at the control room post dropping of the passenger like taking payments, providing receipt etc.

**PC15.** follow proper duty closure procedure on completion of tasks for the day like cleaning of vehicle, parking at the designated area, securing the vehicle, visual checks and handing over the vehicle keys to the manager

**PC16.** maintain a monthly vehicle log book to record the number of trips, daily run in km, repairs and fuel filled

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

**KU1.** organizational policies on duty, reporting, procedure and associated compliance

**KU2.** usage of PPE kit like face masks, hand gloves, use of sanitizer etc.

**KU3.** reporting structure of the organization

**KU4.** communication protocol and procedure for communicating with the control room/ authorised person during duty hours

**KU5.** standard escalation procedure followed during emergency situation

**KU6.** awareness of the geographical area and different routes within the city

**KU7.** usage of android devices running GPS or vehicle in-built navigation system

**KU8.** methods to calculate route fare/ per km rates within the city

**KU9.** SOP to prepare monthly vehicle log book

**KU10.** efficient driving practices using gear, clutch and brakes appropriately

**KU11.** SOP to keep the vehicle in proper condition by cleaning its vital parts for longer life span and vehicle fitness

## **Generic Skills (GS)**

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

**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

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure compliance to duty</i>	<b>4</b>	-	-	<b>3</b>
<b>PC1.</b> report to the authorised person on time as per the duty schedule	2	-	-	1
<b>PC2.</b> wear proper uniform on duty and follow organizational safety policy for himself and passenger like PPE kit, face N95 masks, hand gloves, sanitiser spray, etc. as per standards	2	-	-	2
<i>Liaise with the control room/depot/branch office/authorized person</i>	<b>4</b>	<b>6</b>	-	<b>2</b>
<b>PC3.</b> obtain daily duty schedule from the reporting manager at the depo/branch office	-	-	-	1
<b>PC4.</b> coordinate with control room regarding passenger details, pickup location, route and information about the traffic	2	6	-	-
<b>PC5.</b> inform the reporting manager well in advance in case of sickness, leave or delay in reaching/picking up the passenger at their destination	2	-	-	1
<i>Escalate the problem to supervisor/authorized person</i>	<b>2</b>	<b>8</b>	-	<b>4</b>
<b>PC6.</b> report any vehicle defects or maintenance requirements to the authorised person as per SOP	2	8	-	2
<b>PC7.</b> inform the authorized person about incidents like accidents, breakdowns, change in route/destination, unpaid trips, etc. happened during performing the duty if any	-	-	-	2
<i>Drop the passenger safely at the destination</i>	<b>11</b>	<b>28</b>	-	<b>7</b>
<b>PC8.</b> check and confirm the details of the passenger and destination before the pick-up	2	5	-	2
<b>PC9.</b> reach the pick-up location on time and greet the passenger as per standards	-	5	-	1
<b>PC10.</b> provide assistance to the passenger while entering and exiting the vehicle, if required	2	5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> assist passenger in loading their luggage and arranging them in the boot or at the appropriate place in the vehicle	4	7	-	2
<b>PC12.</b> secure the overhead luggage with waterproof/resistant sheets/cover in case of rainfall	3	6	-	1
<b>PC13.</b> offer newspaper, magazines, or entertainment media available inside the vehicle to the passenger as per the contract	-	-	-	1
<i>Perform trip-end activities</i>	<b>9</b>	<b>8</b>	-	<b>4</b>
<b>PC14.</b> perform trip-end activities at the control room post dropping of the passenger like taking payments, providing receipt etc.	3	-	-	2
<b>PC15.</b> follow proper duty closure procedure on completion of tasks for the day like cleaning of vehicle, parking at the designated area, securing the vehicle, visual checks and handing over the vehicle keys to the manager	3	-	-	-
<b>PC16.</b> maintain a monthly vehicle log book to record the number of trips, daily run in km, repairs and fuel filled	3	8	-	2
<b>NOS Total</b>	<b>30</b>	<b>50</b>	-	<b>20</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	ASC/N9701
<b>NOS Name</b>	Pick and drop the passenger to their destination and complete the trip
<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

## 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
- 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

## 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>



## 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

## **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:

- 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.
- 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
- 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

## 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> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

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

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



## National Occupational Standards (NOS) Parameters

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

## 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.

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

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

**Assessment Weightage**

Compulsory NOS

<b>National Occupational Standards</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>	<b>Total Marks</b>	<b>Weightage</b>
ASC/N9809.Organize work and resources (Road Transportation)	50	30	-	20	100	10
ASC/N9704.Drive responsibly and ensure road worthiness of vehicle	30	50	-	20	100	25
ASC/N9701.Pick and drop the passenger to their destination and complete the trip	30	50	-	20	100	35
ASC/N9606.Ensure roadworthiness of Electric Vehicle (EV)	30	50	-	20	100	20
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>160</b>	<b>210</b>	<b>-</b>	<b>80</b>	<b>450</b>	<b>100</b>

## 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>ORVM</b>	Outside Rear View Mirror
<b>GPS</b>	Global Positioning System
<b>CMVR</b>	Central Motor Vehicles Rules
<b>RTO</b>	Regional Transport Authority
<b>MORTH</b>	Ministry of Road Transport & Highways
<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
<b>ORVM</b>	Outside Rear View Mirror
<b>GPS</b>	Global Positioning System
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<b>RTO</b>	Regional Transport Authority
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<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

## 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.
<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.