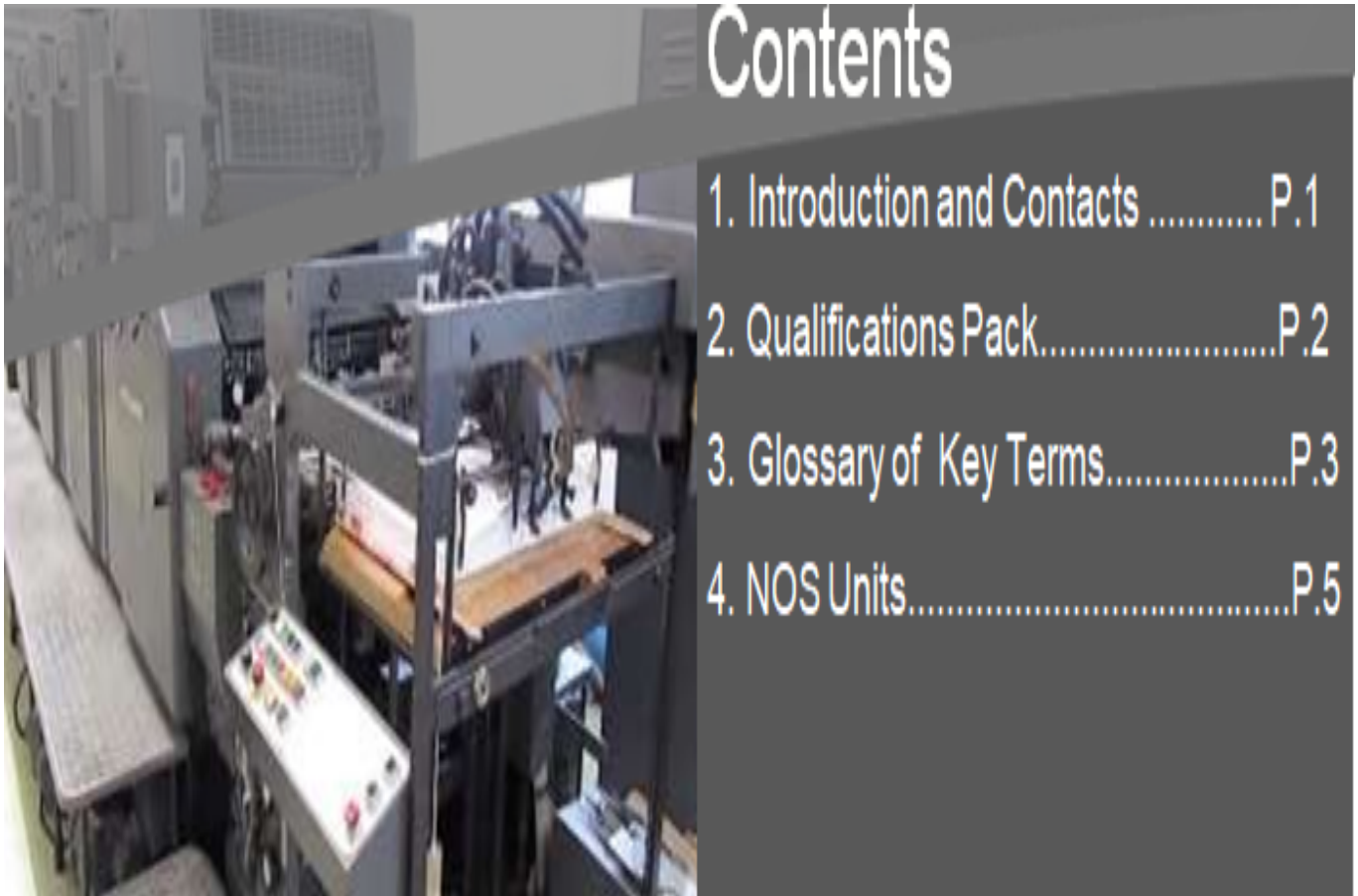


Qualification Pack



Offset Print Operator

QP Code: MES/Q2504

Version: 1.0

NSQF Level: 4

Media & Entertainment Skills Council || Commercial premises No Ja522, 5th Floor, DLF Tower A, Jasola,
New Delhi
110025



Qualification Pack

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Qualification Pack

MES/Q2504: Offset Print Operator

Brief Job Description

The individual in this job will be responsible for completing offset printing tasks in accordance with the specifications performing routine and minor maintenance on offset printing presses ensuring the safe and efficient operation of production equipment and delivering completed materials within established timelines.

Personal Attributes

This job requires the individual to understand the printing process, able to handle pressure for on-time quality offsite printing. He should maintain the highest integrity and adhere to stringent quality standards. He/she must also be physically fit. The person must have a sufficient enough understanding of every component of the offset printing press to discern where a problem may be originating, and to troubleshoot them.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [MES/N2510: Interpreting the production requirement](#)
2. [MES/N2509: Preparation and offset printing](#)
3. [MES/N2508: Maintenance and quality constraints](#)
4. [MES/N0104: Maintain Workplace Health & Safety](#)
5. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Media & Entertainment
Sub-Sector	Print
Occupation	Asset Creation
Country	India
NSQF Level	4
Credits	NA



Qualification Pack

Aligned to NCO/ISCO/ISIC Code	NCO 2015/7322.2100
Minimum Educational Qualification & Experience	11th Class (Pass) OR 10th Class (pass plus 1 year NTC/NAC)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Assistant Offset Operator/Printer -Not necessary
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/12/2026
NSQC Approval Date	30/12/2021
Version	1.0
Reference code on NQR	2021/ME/MESC/04866
NQR Version	1.0

Remarks:

14th NSQC 30 December 2014

Qualification Pack

MES/N2510: Interpreting the production requirement

Description

This unit is about setting / managing machine and material throughout the production process.

Scope

The scope covers the following :

- This unit/task covers the following:
- Ensuring material and checking the machine.
- Setting the machine for printing
- Printing with quality standards.

Elements and Performance Criteria

Ensuring the material

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

- PC1.** ensuring the type of paper and its gsm.
- PC2.** ensuring the plates according to the job specification
- PC3.** ensuring the types of ink and also the proof or sample.

Setting the machine for printing

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

- PC4.** setting the flow of ink with reference to the plates and place the plates in their respective unit.
- PC5.** . ensure & set the feeding unit according to the paper.
- PC6.** ensure & set the flow of dampening solution.
- PC7.** ensure the plate & blanket is properly mounted. inking unit, dampening unit & printing unit

Printing with quality standards.

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

- PC8.** set the printing unit and the gripper
- PC9.** take the first print and check the registration, measure the density and ensure any print errors.
- PC10.** .If not satisfied with print then set the printing unit again for proper registration, ensure the density of ink , rectify the print errors.
- PC11.** print the mentioned quantity and direct the team member to place it in the drying area for drying time.
- PC12.** .command the team member to remove the plates and clean it and apply the gum baric if it is to be reused

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



Qualification Pack

- KU1.** the Quantity and the quality as per the specification.
- KU2.** to make less wastage.
- KU3.** to increase the production and efficiency of the machine.
- KU4.** to discuss and distribute the work among the team.
- KU5.** to maintain quality control as production scales
- KU6.** to ensure team members are wearing gloves, shoes and other safety materials during work
- KU7.** how to set the various parts of feeding unit according to the types of paper.
- KU8.** how to set the flow of ink according to the image on the plate.
- KU9.** to ensure mounting of the plate and blanket.
- KU10.** to maintain the PH and conductivity of the dampening system.
- KU11.** to take the first copy as per proper color matching according to the proof and then start printing.

Generic Skills (GS)

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

- GS1.** prepare the production report/ documentation including samples to accompany the job docket.
- GS2.** read and understand the user and technical specifications of jobs.
- GS3.** discuss and understand requirements and specifications from the Print Coordinator and the team.
- GS4.** discuss any problems with the brief that could impact the production process and solicit suggestions for resolving them.
- GS5.** To plan and prioritize work according to the requirements.
- GS6.** Complete the job within a period of time by increasing the efficiency of the machine.
- GS7.** make decision for suitable course of action.
- GS8.** quality standards/final output meet customer requirements and organizational standards...
- GS9.**
 - ensure that the work requires technical assistance to meet the
 - desired outcomes and resolve the same.
- GS10.**
 - The user/individual on the job needs to know and understand how
 - to:solve the problems while printing without stoppage of machine
 - unless & until it is necessary.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensuring the material</i>	10	24	-	-
PC1. ensuring the type of paper and its gsm.	3	7	-	-
PC2. ensuring the plates according to the job specification	3	7	-	-
PC3. ensuring the types of ink and also the proof or sample.	4	10	-	-
<i>Setting the machine for printing</i>	14	27	-	-
PC4. setting the flow of ink with reference to the plates and place the plates in their respective unit.	3	5	-	-
PC5. . ensure & set the feeding unit according to the paper.	3	7	-	-
PC6. ensure & set the flow of dampening solution.	5	10	-	-
PC7. ensure the plate & blanket is properly mounted. inking unit, dampening unit & printing unit	3	5	-	-
<i>Printing with quality standards.</i>	10	15	-	-
PC8. set the printing unit and the gripper	2	3	-	-
PC9. take the first print and check the registration, measure the density and ensure any print errors.	2	3	-	-
PC10. .If not satisfied with print then set the printing unit again for proper registration, ensure the density of ink , rectify the print errors.	2	3	-	-
PC11. print the mentioned quantity and direct the team member to place it in the drying area for drying time.	2	3	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. .command the team member to remove the plates and clean it and apply the gum baric if it is to be reused	2	3	-	-
NOS Total	34	66	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2510
NOS Name	Interpreting the production requirement
Sector	Media & Entertainment
Sub-Sector	Print
Occupation	Asset Creation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/12/2026
NSQF Clearance Date	30/12/2021

Qualification Pack

MES/N2509: Preparation and offset printing

Description

This unit is about setting / managing machine and material throughout the production process.

Scope

The scope covers the following :

- This unit/task covers the following:
- Ensuring material and checking the machine.
- Setting the machine for printing
- Printing with quality standards.

Elements and Performance Criteria

Ensuring the material

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

- PC1.** ensuring the type of paper and its gsm.
- PC2.** ensuring the plates according to the job specification
- PC3.** ensuring the types of ink and also the proof or sample.

Setting the machine for printing

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

- PC4.** setting the flow of ink with reference to the plates and place the plates in their respective unit.
- PC5.** ensure & set the feeding unit according to the paper. PC6. ensure & set the flow of dampening solution.
- PC6.** ensure the plate & blanket is properly mounted. inking unit, dampening unit & printing unit
- PC7.** ensure the plate & blanket is properly mounted. inking unit, dampening unit & printing unit

Printing with quality standards

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

- PC8.** set the printing unit and the gripper.
- PC9.** take the first print and check the registration, measure the density and ensure any print errors.
- PC10.** If not satisfied with print then set the printing unit again for proper registration, ensure the density of ink , rectify the print errors.
- PC11.** print the mentioned quantity and direct the team member to place it in the drying area for drying time.
- PC12.** and clean it and apply the gum baric if it is to be reused command the team member to remove the plates

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



Qualification Pack

- KU1.** the Quantity and the quality as per the specification.
- KU2.** to make less wastage.
- KU3.** to increase the production and efficiency of the machine.
- KU4.** to discuss and distribute the work among the team.
- KU5.** to maintain quality control as production scales
- KU6.** to ensure team members are wearing gloves, shoes and other safety materials during work.
- KU7.** how to set the various parts of feeding unit according to the types of paper.
- KU8.** how to set the flow of ink according to the image on the plate.
- KU9.** to ensure mounting of the plate and blanket.
- KU10.** to maintain the PH and conductivity of the dampening system.
- KU11.** to take the first copy as per proper color matching according to the proof and then start printing.

Generic Skills (GS)

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

- GS1.** prepare the production report/ documentation including samples to accompany the job docket.
- GS2.** read and understand the user and technical specifications of jobs.
- GS3.** discuss and understand requirements and specifications from the Print Coordinator and the team.
- GS4.** discuss any problems with the brief that could impact the production process and solicit suggestions for resolving them.
- GS5.** To plan and prioritize work according to the requirements.
- GS6.** Complete the job within a period of time by increasing the efficiency of the machine.
- GS7.** make decision for suitable course of action.
- GS8.** quality standards/final output meet customer requirements and organizational standards.
- GS9.** ensure that the work requires technical assistance to meet the desired outcomes and resolve the same.
- GS10.** solve the problems while printing without stoppage of machine unless & until it is necessary.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensuring the material</i>	7	12	-	-
PC1. ensuring the type of paper and its gsm.	3	7	-	-
PC2. ensuring the plates according to the job specification	2	3	-	-
PC3. ensuring the types of ink and also the proof or sample.	2	2	-	-
<i>Setting the machine for printing</i>	12	26	-	-
PC4. setting the flow of ink with reference to the plates and place the plates in their respective unit.	3	7	-	-
PC5. ensure & set the feeding unit according to the paper. PC6. ensure & set the flow of dampening solution.	3	7	-	-
PC6. ensure the plate & blanket is properly mounted. inking unit, dampening unit & printing unit	3	5	-	-
PC7. ensure the plate & blanket is properly mounted. inking unit, dampening unit & printing unit	3	7	-	-
<i>Printing with quality standards</i>	13	27	-	-
PC8. set the printing unit and the gripper.	2	3	-	-
PC9. take the first print and check the registration, measure the density and ensure any print errors.	2	3	-	-
PC10. If not satisfied with print then set the printing unit again for proper registration, ensure the density of ink , rectify the print errors.	3	7	-	-
PC11. print the mentioned quantity and direct the team member to place it in the drying area for drying time.	3	7	-	-



Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. and clean it and apply the gum baric if it is to be reused command the team member to remove the plates	3	7	-	-
NOS Total	32	65	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2509
NOS Name	Preparation and offset printing
Sector	Media & Entertainment
Sub-Sector	Print
Occupation	Asset Creation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/12/2026
NSQC Clearance Date	30/12/2021

Qualification Pack

MES/N2508: Maintenance and quality constraints

Description

This unit is about ensuring quality of the job and maintenance of the machine.

Scope

The scope covers the following :

- This unit/task covers the following:
- Checking the printed sheet and ensuring the quality.

Elements and Performance Criteria

Checking the printed sheet and ensuring the quality.

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

- PC1.** to measure the density of the printed sheet as per customer/ organizational standards/ sample provided.
- PC2.** to check the color gamut as per the sample or proof.
- PC3.** to ensure the resolution/ dpi as per sample or proof.
- PC4.** to observe various printing errors to be identified simultaneously resolve the printing errors.
- PC5.** to do the daily maintenance as per company/ manufacturer standards.
- PC6.** to do setting of inking rollers and also ensure the diameter of rollers are as per the manufacturer.
- PC7.** to change the blanket from the blanket cylinder if it is punctured or damaged.
- PC8.** to direct the team and perform preventive maintenance and maintain the maintenance history book of the machine.
- PC9.** to ensure that after printing Switch off the main supply.
- PC10.** to train the subordinates in printing, quality and maintenance.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the quality standards
- KU2.** preventive maintenance
- KU3.** job ticket is properly filled or updated.
- KU4.** how to report work in progress to the Print Coordinator.
- KU5.** how to resolve the printing errors
- KU6.** how to operate densitometer and other quality control devices
- KU7.** the various preventive maintenance of the machine.
- KU8.** Ink roller settings
- KU9.** Blanket change and its setting.



Qualification Pack

Generic Skills (GS)

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

- GS1.** document job card and maintain the maintenance history for future guidance and reference.
- GS2.** read the technical specifications provided by the Print Coordinator or Production Manager understand the area of interest
- GS3.** discuss the technical requirements and the priority that need to be complied with the brief
- GS4.** discuss interim/final work with superiors and solicit their feedback on improvements
- GS5.** Get the approval sheet as per the customer/organization satisfaction or quality standards.
- GS6.** Plan and prioritise work according to the requirements
- GS7.** plan to achieve the target production on time
- GS8.** Check that own and/or your printed work meets customer requirements.
- GS9.** Work effectively and efficiently in a customer and organization-centric environment.
- GS10.** address comments on the interim/final work-products and make changes accordingly
- GS11.** have a keen eye for detail and maintain an aesthetic sense towards colour schemes of the final output.
- GS12.** Appraise the quality of own work to ensure it is meeting with the expected quality standards

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Checking the printed sheet and ensuring the quality.</i>	30	70	-	-
PC1. to measure the density of the printed sheet as per customer/ organizational standards/ sample provided.	3	7	-	-
PC2. to check the color gamut as per the sample or proof.	3	7	-	-
PC3. to ensure the resolution/ dpi as per sample or proof.	3	7	-	-
PC4. to observe various printing errors to be identified simultaneously resolve the printing errors.	3	7	-	-
PC5. to do the daily maintenance as per company/ manufacturer standards.	3	7	-	-
PC6. to do setting of inking rollers and also ensure the diameter of rollers are as per the manufacturer.	3	7	-	-
PC7. to change the blanket from the blanket cylinder if it is punctured or damaged.	3	7	-	-
PC8. to direct the team and perform preventive maintenance and maintain the maintenance history book of the machine.	3	7	-	-
PC9. to ensure that after printing Switch off the main supply.	3	7	-	-
PC10. to train the subordinates in printing, quality and maintenance.	3	7	-	-
NOS Total	30	70	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N2508
NOS Name	Maintenance and quality constraints
Sector	Media & Entertainment
Sub-Sector	Print
Occupation	Asset Creation
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	30/12/2026
NSQF Clearance Date	30/12/2021



Qualification Pack

MES/N0104: Maintain Workplace Health & Safety

Description

This OS unit is about contributing towards maintaining a healthy, safe and secure working environment

Elements and Performance Criteria

Understanding the health, safety and security risks prevalent in the workplace

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

- PC1.** understand and comply with the organizations current health, safety and security policies and procedures
- PC2.** understand the safe working practices pertaining to own occupation
- PC3.** understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises
- PC4.** participate in organization health and safety knowledge sessions and drills

Knowing the people responsible for health and safety and the resources available

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

- PC5.** identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency
- PC6.** identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms

Identifying and reporting risks

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

- PC7.** identify aspects of your workplace that could cause potential risk to own and others health and safety
- PC8.** ensure own personal health and safety, and that of others in the workplace through precautionary measures
- PC9.** identify and recommend opportunities for improving health, safety, and security to the designated person
- PC10.** report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected

Complying with procedures in the event of an emergency

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

- PC11.** follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard
- PC12.** identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** Organizations norms and policies relating to health and safety
- KU2.** Government norms and policies regarding health and safety and related emergency procedures
- KU3.** Limits of authority while dealing with risks/ hazards
- KU4.** The importance of maintaining high standards of health and safety at a workplace
- KU5.** The different types of health and safety hazards in a workplace
- KU6.** Safe working practices for own job role
- KU7.** Evacuation procedures and other arrangements for handling risks
- KU8.** Names and contact numbers of people responsible for health and safety in a workplace
- KU9.** How to summon medical assistance and the emergency services, where necessary
- KU10.** Vendors or manufacturers instructions for maintaining health and safety while using equipment, systems and/or machines

Generic Skills (GS)

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

- GS1.** how to write and provide feedback regarding health and safety to the concerned people
- GS2.** how to write and highlight potential risks or report a hazard to the concerned people
- GS3.** read instructions, policies, procedures and norms relating to health and safety
- GS4.** highlight potential risks and report hazards to the designated people
- GS5.** listen and communicate information with all anyone concerned or affected
- GS6.** make decisions on a suitable course of action or plan
- GS7.** plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS8.** apply problem solving approaches in different situations
- GS9.** understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority
- GS10.** apply balanced judgments in different situations
- GS11.** How to write and provide feedback regarding health and safety to the concerned people
- GS12.** How to write and highlight potential risks or report a hazard to the concerned people
- GS13.** Read instructions, policies, procedures and norms relating to health and safety
- GS14.** Highlight potential risks and report hazards to the designated people
- GS15.** Listen and communicate information with all anyone concerned or affected
- GS16.** Make decisions on a suitable course of action or plan
- GS17.** Plan and organize people and resources to deal with risks/ hazards that lie within the scope of ones individual authority
- GS18.** Apply problem solving approaches in different situations
- GS19.** build and maintain positive and effective relationships with colleges and customers
- GS20.** analyze data and activities
- GS21.** Understand hazards that fall within the scope of individual authority and report all hazards that may supersede ones authority



Qualification Pack

GS22. Apply balanced judgments in different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the health, safety and security risks prevalent in the workplace</i>	15	15	-	-
PC1. understand and comply with the organizations current health, safety and security policies and procedures	5	5	-	-
PC2. understand the safe working practices pertaining to own occupation	5	5	-	-
PC3. understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises	3	2	-	-
PC4. participate in organization health and safety knowledge sessions and drills	2	3	-	-
<i>Knowing the people responsible for health and safety and the resources available</i>	10	10	-	-
PC5. identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency	5	5	-	-
PC6. identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms	5	5	-	-
<i>Identifying and reporting risks</i>	18	17	-	-
PC7. identify aspects of your workplace that could cause potential risk to own and others health and safety	5	5	-	-
PC8. ensure own personal health and safety, and that of others in the workplace through precautionary measures	5	5	-	-
PC9. identify and recommend opportunities for improving health, safety, and security to the designated person	3	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. report any hazards outside the individuals authority to the relevant person in line with organizational procedures and warn other people who may be affected	5	5	-	-
<i>Complying with procedures in the event of an emergency</i>	7	8	-	-
PC11. follow organizations emergency procedures for accidents, fires or any other natural calamity in case of a hazard	5	5	-	-
PC12. identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individuals authority	2	3	-	-
NOS Total	50	50	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	MES/N0104
NOS Name	Maintain Workplace Health & Safety
Sector	Media & Entertainment
Sub-Sector	Film, Television, Animation, Gaming, Radio, Advertising
Occupation	Ad sales/Account Management/Scheduling/Traffic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	30/12/2021
Next Review Date	27/01/2027
NSQF Clearance Date	27/01/2022



Qualification Pack

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



Qualification Pack

- 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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. 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	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

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 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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option

NOS/set of NOS.

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each

examination/training center (as per assessment criteria below).



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5. Individual assessment agencies will create unique evaluations for skill practical for every student at each

examination/training center based on this criterion.

6. To pass the Qualification Pack , every trainee should score a minimum of 70% of aggregate marks to successfully

clear the assessment.

7. 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

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
MES/N2510.Interpreting the production requirement	34	66	0	0	100	30
MES/N2509.Preparation and offset printing	32	65	0	0	97	30
MES/N2508.Maintenance and quality constraints	30	70	0	0	100	20
MES/N0104.Maintain Workplace Health & Safety	50	50	-	-	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	166	281	-	-	447	100



Qualification Pack

Acronyms

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

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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.