

Qualification Pack



Moonjh Craft Maker

QP Code: HCS/Q9004

Version: 2.0

NSQF Level: 3

Handicrafts and Carpet Sector Skill Council || OCF, Plot No. 2, Pocket 9, Sector B, Vasant Kunj
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HCS/Q9004: Moonjh Craft Maker

Brief Job Description

A Moonjh Craft Maker expertly transforms natural moonjh grass into handcrafted baskets, mats, and home decor. Their artisan skills preserve age-old techniques while promoting sustainable, eco-friendly craftsmanship. This craft blends artistic expression with practical utility.

Personal Attributes

A Moonjh Craft Maker is patient and detail-oriented, skilled in traditional weaving techniques passed down through generations. They are creative and resourceful, committed to sustainability and preserving cultural heritage through their craft.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N8306: Carry out the process of making Moonjh Craft](#)
2. [HCS/N8527: Entrepreneurship skill for Moonjh Craft Maker](#)
3. [HCS/N9908: Working in a Team](#)
4. [HCS/N9945: Maintaining workplace health and safety](#)
5. [HCS/N9935: Maintain Personal Cleanliness](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Products)
Occupation	Natural Fibre Maker
Country	India
NSQF Level	3
Credits	13

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.2300
Minimum Educational Qualification & Experience	<p>10th grade pass with NA of experience OR 8th grade pass with 1 Year of experience Relevant Experience OR 5th grade pass with 2.5 years of experience Relevant Experience OR Ability to read and write with 5 Years of experience Relevant Experience OR Previous relevant Qualification of NSQF Level 2.5 with 1.5 years of experience Relevant Experience</p>
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	14 Years
Last Reviewed On	NA
Next Review Date	07/10/2028
NSQC Approval Date	07/10/2025
Version	2.0
Reference code on NQR	QG-03-HC-045212025-V2-HCSSC
NQR Version	2

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HCS/N8306: Carry out the process of making Moonjh Craft

Description

This unit focuses on the Moonjh Craft Process, encompassing grass selection, weaving techniques, and quality control. Artisans prioritise sustainability, innovation, and market trends while enhancing product appeal through packaging and branding.

Scope

The scope covers the following :

- Understanding the Craft and Its Value
- Material Selection and Preparation
- Weaving and Crafting Techniques
- Product Specification in Moonjh Product Making
- Product Finishing and Quality Control
- Storage, Packaging, and Handling
- Tool Maintenance and Upkeep

Elements and Performance Criteria

Understanding the Craft and Its Value

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

- PC1.** Discuss the cultural and economic significance of Moonjh craft in traditional and modern markets.
- PC2.** Recognise the increasing demand for eco-friendly, handmade products and their importance in environmental sustainability.
- PC3.** Explain how craftsmanship, durability, and innovative designs help build a loyal customer base.
- PC4.** Identify emerging trends in Moonjh craft, including new product applications and evolving consumer preferences.

Material Selection and Preparation

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

- PC5.** Identify high-quality Moonjh grass suitable for different products and ensure ethical and sustainable sourcing.
- PC6.** Demonstrate proper techniques for cleaning, sorting, and drying Moonjh grass to maintain its strength and flexibility.
- PC7.** Perform soaking and softening processes effectively to prepare Moonjh grass for weaving.
- PC8.** Show how to handle and store raw materials properly to prevent spoilage, mould, or pest infestation.

Weaving and Crafting Techniques

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

- PC9.** Demonstrate various traditional and contemporary weaving patterns used in baskets, mats, decorative items, etc.

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- PC10.** Perform accurate cutting, shaping, and assembling techniques to ensure uniform and visually appealing products.
- PC11.** Show how to reinforce weaving structures to improve durability and product lifespan.
- PC12.** Implement innovative weaving techniques to create unique, high-value products that attract modern consumers.

Product Specification in Moonjh Product Making

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

- PC13.** Describe the key materials used in Moonjh product making, including natural Moonjh grass, cotton or jute threads, natural dyes, etc. ensuring sustainability and durability in products like baskets, mats, trays, and coasters.
- PC14.** Identify the standard dimensions, weight, and size variations of Moonjh products such as storage baskets, decorative trays, and floor mats, considering functionality and customer preferences.
- PC15.** Explain the different weaving techniques used in Moonjh craft, highlighting traditional patterns and methods that enhance strength and aesthetics in products like handwoven wall hangings, table mats, fruit baskets, etc.
- PC16.** Discuss the significance of surface finish, colour variations, and natural treatments in improving the quality and appeal of Moonjh products, including planters, lampshades, laundry baskets, etc.

Product Finishing and Quality Control

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

- PC17.** Identify common quality issues such as uneven weaving, weak joints, or rough edges, and apply corrective measures.
- PC18.** Demonstrate finishing techniques, such as trimming, smoothing, and decorative enhancements, to improve product quality.
- PC19.** Show how to apply natural dyes or protective coatings to enhance product durability and aesthetic appeal.

Storage, Packaging, and Handling

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

- PC20.** Recognise the importance of proper storage to prevent moisture damage, discolouration, or pest attacks.
- PC21.** Demonstrate appropriate packaging techniques to protect Moonjh craft products during transportation and storage.
- PC22.** Show safe handling methods to prevent breakage or damage to delicate woven items.
- PC23.** Perform labelling and branding techniques to make products easily identifiable and more appealing to customers.
- PC24.** Ensure all finished products meet quality standards before they are packed and dispatched for sale or delivery.

Tool Maintenance and Upkeep

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

- PC25.** Explain the importance of regular maintenance and proper storage of tools to ensure longevity and efficiency in Moonjh craft making.
- PC26.** Identify common tools used in Moonjh craft, such as scissors, knives, wooden moulds, and weaving needles, and discuss best practices for their upkeep.

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- PC27.** Discuss cleaning techniques for different tools, including removing dirt, sharpening blades, and preventing rust or wear to maintain functionality.
- PC28.** Identify eco-friendly and cost-effective methods for repairing and preserving tools, reducing waste and improving sustainability.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Understand how the quality of Moonjh grass affects the final product and how improper storage can lead to damage.
- KU2.** Identify methods to reduce material wastage by improving weaving techniques and maintaining tools properly.
- KU3.** Recognise the importance of soaking and drying Moonjh grass before crafting to enhance flexibility and weaving efficiency.
- KU4.** Understand different types of Moonjh products and their suitability for various purposes, such as household items and decorative pieces.
- KU5.** Learn how design variations, weaving styles, and finishing techniques impact product demand and market preferences.
- KU6.** Understand the role of quality control in maintaining consistent product standards and customer satisfaction.
- KU7.** Recognise common defects in Moonjh craft, such as weak joints, loose weaving, or uneven edges, and learn ways to correct them.
- KU8.** Learn how protective treatments, such as applying natural finishes, enhance durability and visual appeal.
- KU9.** Identify best-selling Moonjh craft products in local and international markets and understand how trends affect sales.
- KU10.** Recognise the value of customisation and innovation in attracting customers and increasing sales potential.
- KU11.** Understand customer expectations regarding sustainability, handmade quality, and unique designs.
- KU12.** Learn how to collect and analyse customer feedback to improve product designs and business strategies.
- KU13.** Understand cost-effective methods for sourcing raw materials, managing production expenses, and optimising labour efficiency.
- KU14.** Learn different pricing strategies to ensure fair and competitive pricing while maintaining profitability.
- KU15.** Recognise the role of packaging, branding, and presentation in increasing product appeal and marketability.
- KU16.** Be aware of government schemes, grants, or funding opportunities available for handicraft artisans.
- KU17.** Learn about different sales channels, including local markets, exhibitions, online platforms, and direct sales.
- KU18.** Understand the benefits of digital marketing, such as social media promotion and e-commerce platforms, to reach a wider audience.

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- KU19.** Recognise the importance of networking with retailers, buyers, and craft organisations to expand sales opportunities.
- KU20.** Be aware of basic legal and regulatory requirements for selling handcrafted products, such as business registration, invoicing, and taxation.

Generic Skills (GS)

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

- GS1.** Make informed decisions that balance product quality, costs, and market demands.
- GS2.** Communicate clearly with customers, suppliers, and fellow artisans to ensure smooth production and sales processes.
- GS3.** Negotiate with raw material suppliers to get the best prices and maintain profit margins.
- GS4.** Manage time effectively to complete weaving, finishing, and order fulfilment efficiently.
- GS5.** Use basic mathematics to calculate production costs, set selling prices, and manage business finances.
- GS6.** Handle customer queries professionally and provide excellent customer service to build brand loyalty.
- GS7.** Adapt to changing market trends by modifying traditional designs and introducing new products based on consumer preferences.
- GS8.** Promote products effectively through exhibitions, craft fairs, social media marketing, and online stores.
- GS9.** Work independently and in teams to ensure efficiency in production, quality control, and business operations.
- GS10.** Maintain accurate records of expenses, sales, and customer details for better business planning and improvements.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding the Craft and Its Value</i>	5	12	-	-
PC1. Discuss the cultural and economic significance of Moonjh craft in traditional and modern markets.	2	4	-	-
PC2. Recognise the increasing demand for eco-friendly, handmade products and their importance in environmental sustainability.	1	3	-	-
PC3. Explain how craftsmanship, durability, and innovative designs help build a loyal customer base.	1	3	-	-
PC4. Identify emerging trends in Moonjh craft, including new product applications and evolving consumer preferences.	1	2	-	-
<i>Material Selection and Preparation</i>	4	12	-	-
PC5. Identify high-quality Moonjh grass suitable for different products and ensure ethical and sustainable sourcing.	1	3	-	-
PC6. Demonstrate proper techniques for cleaning, sorting, and drying Moonjh grass to maintain its strength and flexibility.	1	3	-	-
PC7. Perform soaking and softening processes effectively to prepare Moonjh grass for weaving.	1	3	-	-
PC8. Show how to handle and store raw materials properly to prevent spoilage, mould, or pest infestation.	1	3	-	-
<i>Weaving and Crafting Techniques</i>	4	11	-	-
PC9. Demonstrate various traditional and contemporary weaving patterns used in baskets, mats, decorative items, etc.	1	3	-	-
PC10. Perform accurate cutting, shaping, and assembling techniques to ensure uniform and visually appealing products.	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Show how to reinforce weaving structures to improve durability and product lifespan.	1	2	-	-
PC12. Implement innovative weaving techniques to create unique, high-value products that attract modern consumers.	1	3	-	-
<i>Product Specification in Moonjh Product Making</i>	5	9	-	-
PC13. Describe the key materials used in Moonjh product making, including natural Moonjh grass, cotton or jute threads, natural dyes, etc. ensuring sustainability and durability in products like baskets, mats, trays, and coasters.	2	3	-	-
PC14. Identify the standard dimensions, weight, and size variations of Moonjh products such as storage baskets, decorative trays, and floor mats, considering functionality and customer preferences.	1	2	-	-
PC15. Explain the different weaving techniques used in Moonjh craft, highlighting traditional patterns and methods that enhance strength and aesthetics in products like handwoven wall hangings, table mats, fruit baskets, etc.	1	2	-	-
PC16. Discuss the significance of surface finish, colour variations, and natural treatments in improving the quality and appeal of Moonjh products, including planters, lampshades, laundry baskets, etc.	1	2	-	-
<i>Product Finishing and Quality Control</i>	3	7	-	-
PC17. Identify common quality issues such as uneven weaving, weak joints, or rough edges, and apply corrective measures.	1	3	-	-
PC18. Demonstrate finishing techniques, such as trimming, smoothing, and decorative enhancements, to improve product quality.	1	2	-	-
PC19. Show how to apply natural dyes or protective coatings to enhance product durability and aesthetic appeal.	1	2	-	-
<i>Storage, Packaging, and Handling</i>	5	10	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC20. Recognise the importance of proper storage to prevent moisture damage, discolouration, or pest attacks.	1	2	-	-
PC21. Demonstrate appropriate packaging techniques to protect Moonjh craft products during transportation and storage.	1	2	-	-
PC22. Show safe handling methods to prevent breakage or damage to delicate woven items.	1	2	-	-
PC23. Perform labelling and branding techniques to make products easily identifiable and more appealing to customers.	1	2	-	-
PC24. Ensure all finished products meet quality standards before they are packed and dispatched for sale or delivery.	1	2	-	-
<i>Tool Maintenance and Upkeep</i>	4	9	-	-
PC25. Explain the importance of regular maintenance and proper storage of tools to ensure longevity and efficiency in Moonjh craft making.	1	3	-	-
PC26. Identify common tools used in Moonjh craft, such as scissors, knives, wooden moulds, and weaving needles, and discuss best practices for their upkeep.	1	2	-	-
PC27. Discuss cleaning techniques for different tools, including removing dirt, sharpening blades, and preventing rust or wear to maintain functionality.	1	2	-	-
PC28. Identify eco-friendly and cost-effective methods for repairing and preserving tools, reducing waste and improving sustainability.	1	2	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N8306
NOS Name	Carry out the process of making Moonjh Craft
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Products)
Occupation	Natural Fibre Maker
NSQF Level	3
Credits	7
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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HCS/N8527: Entrepreneurship skill for Moonjh Craft Maker

Description

This unit focuses on developing entrepreneurship skills for Moonjh craft makers, combining artistry with business strategies to create eco-friendly products and build sustainable enterprises.

Scope

The scope covers the following :

- Understanding Entrepreneurship in Moonjh Craft
- Product Development and Quality Control
- Market Research and Customer Understanding
- Cost and Resource Management
- Legal Perspectives for Moonjh Craft Maker
- Sales, Marketing, and Business Growth

Elements and Performance Criteria

Understanding Entrepreneurship in Moonjh Craft

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

- PC1.** Discuss the role of a Moonjh Craft Maker as an artisan and entrepreneur, balancing creativity with business strategies.
- PC2.** Recognise the demand for eco-friendly handcrafted products and their potential in domestic and international markets.
- PC3.** Explain the importance of craftsmanship, quality, and innovation in building a strong customer base.
- PC4.** Identify how product uniqueness, storytelling, and traditional weaving techniques add value to Moonjh crafts.

Product Development and Quality Control

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

- PC5.** Identify common quality issues in Moonjh products and implement techniques to ensure durability and finish.
- PC6.** Demonstrate the ability to modify traditional designs to create innovative and customer-friendly products.
- PC7.** Perform quality checks at different production stages to minimise defects and improve final output.

Market Research and Customer Understanding

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

- PC8.** Analyse market trends to identify the best-selling Moonjh craft products.
- PC9.** Recognise different customer segments, their preferences, and how to cater to them effectively.
- PC10.** Use customer feedback to improve product design, pricing, and overall business strategies.

Cost and Resource Management

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

- PC11.** Calculate production costs, including raw materials, labour, and transportation, to determine selling prices.
- PC12.** Reduce material wastage by optimising cutting, weaving, and finishing processes.
- PC13.** Manage inventory efficiently to balance demand and supply without overstocking or understocking.

Legal Perspectives for Moonjh Craft Maker

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

- PC14.** Obtain the necessary business registration, such as GST registration, and trade licenses to operate legally, etc.
- PC15.** Understand copyright, trademark, and rights to protect unique Moonjh craft designs and traditional techniques.
- PC16.** Ensure product quality and safety standards to avoid legal disputes and maintain customer trust under consumer protection laws.
- PC17.** Comply with taxation laws, including GST filing, invoicing, and maintaining proper financial records for business transparency.
- PC18.** Follow export documentation, customs regulations, and fair trade standards to expand business in international markets while ensuring ethical sourcing and labour practices.

Sales, Marketing, and Business Growth

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

- PC19.** Demonstrate how to market Moonjh craft products through social media, exhibitions, and online platforms.
- PC20.** Show negotiation skills while dealing with suppliers and customers to ensure fair pricing and profitability.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Understand how the quality of raw materials affects the final product and how defects or wastage can increase production costs.
- KU2.** Identify cost-saving opportunities by reducing material wastage, improving weaving techniques, and ensuring quality control.
- KU3.** Recognise the importance of customer preferences and market demand for Moonjh craft products.
- KU4.** Understand different pricing strategies and how to set competitive yet profitable prices.
- KU5.** Learn basic financial management, including budgeting, cost calculation, and profit margins.
- KU6.** Be aware of various sales channels, such as local markets, exhibitions, and online platforms, to expand business reach.
- KU7.** Understand branding, packaging, and storytelling techniques to enhance product appeal and attract customers.
- KU8.** Know the benefits of digital marketing, including using social media, e-commerce websites, and online advertising.
- KU9.** Recognise the role of customer feedback in improving product quality and increasing sales.

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KU10. Understand basic legal requirements for selling handcrafted products, such as GST registration, invoicing, and business licences.

Generic Skills (GS)

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

- GS1.** Make informed decisions that balance product quality, costs, and business needs while considering long-term growth.
- GS2.** Communicate clearly with customers, suppliers, and artisans to ensure smooth business operations.
- GS3.** Negotiate with suppliers to get the best prices for high-quality Moonjh grass and other raw materials.
- GS4.** Manage time effectively to complete production, quality checks, and order fulfilment on schedule.
- GS5.** Use basic mathematics to calculate costs, set prices, and manage business finances.
- GS6.** Handle customer queries professionally and provide excellent customer service to build brand loyalty.
- GS7.** Adapt to changing market trends and consumer preferences to keep products relevant.
- GS8.** Promote products through verbal communication, online marketing, and participation in craft fairs.
- GS9.** Work independently and in teams to ensure efficiency in production and sales.
- GS10.** Keep proper records of expenses, sales, and customer details for future reference and business improvement.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding Entrepreneurship in Moonjh Craft</i>	6	17	-	-
PC1. Discuss the role of a Moonjh Craft Maker as an artisan and entrepreneur, balancing creativity with business strategies.	2	5	-	-
PC2. Recognise the demand for eco-friendly handcrafted products and their potential in domestic and international markets.	2	5	-	-
PC3. Explain the importance of craftsmanship, quality, and innovation in building a strong customer base.	1	3	-	-
PC4. Identify how product uniqueness, storytelling, and traditional weaving techniques add value to Moonjh crafts.	1	4	-	-
<i>Product Development and Quality Control</i>	5	14	-	-
PC5. Identify common quality issues in Moonjh products and implement techniques to ensure durability and finish.	2	4	-	-
PC6. Demonstrate the ability to modify traditional designs to create innovative and customer-friendly products.	1	5	-	-
PC7. Perform quality checks at different production stages to minimise defects and improve final output.	2	5	-	-
<i>Market Research and Customer Understanding</i>	5	12	-	-
PC8. Analyse market trends to identify the best-selling Moonjh craft products.	2	5	-	-
PC9. Recognise different customer segments, their preferences, and how to cater to them effectively.	2	2	-	-
PC10. Use customer feedback to improve product design, pricing, and overall business strategies.	1	5	-	-
<i>Cost and Resource Management</i>	5	10	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Calculate production costs, including raw materials, labour, and transportation, to determine selling prices.	2	3	-	-
PC12. Reduce material wastage by optimising cutting, weaving, and finishing processes.	1	5	-	-
PC13. Manage inventory efficiently to balance demand and supply without overstocking or understocking.	2	2	-	-
<i>Legal Perspectives for Moonjh Craft Maker</i>	7	12	-	-
PC14. Obtain the necessary business registration, such as GST registration, and trade licenses to operate legally, etc.	2	2	-	-
PC15. Understand copyright, trademark, and rights to protect unique Moonjh craft designs and traditional techniques.	2	2	-	-
PC16. Ensure product quality and safety standards to avoid legal disputes and maintain customer trust under consumer protection laws.	1	3	-	-
PC17. Comply with taxation laws, including GST filing, invoicing, and maintaining proper financial records for business transparency.	1	3	-	-
PC18. Follow export documentation, customs regulations, and fair trade standards to expand business in international markets while ensuring ethical sourcing and labour practices.	1	2	-	-
<i>Sales, Marketing, and Business Growth</i>	2	5	-	-
PC19. Demonstrate how to market Moonjh craft products through social media, exhibitions, and online platforms.	1	2	-	-
PC20. Show negotiation skills while dealing with suppliers and customers to ensure fair pricing and profitability.	1	3	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N8527
NOS Name	Entrepreneurship skill for Moonjh Craft Maker
Sector	Handicrafts and Carpet
Sub-Sector	
Occupation	Entrepreneur
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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HCS/N9908: Working in a Team

Description

This unit is about working as part of a team in the process.

Elements and Performance Criteria

Commitment and trust

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

- PC1.** Be accountable to ones own role in whole process.
- PC2.** Perform all roles with full responsibility.

Communication

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

- PC3.** Report problems faced during the process.
- PC4.** Talk politely with other team members and colleagues.
- PC5.** Submit daily report of own performance.

Adaptability

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

- PC6.** Adjust in different work situations.
- PC7.** Give due importance to others point of view.
- PC8.** Avoid conflicting situations.

Creative freedom

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

- PC9.** Develop new ideas for work procedures
- PC10.** Improve upon the existing techniques to increase process efficiency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** General rules and regulations in the sector.
- KU2.** Procedure followed to get the final output.
- KU3.** Safe working practices to be adopted.
- KU4.** Reporting to the supervisor or higher authority about any grievances faced.
- KU5.** Understanding the importance of the previous and next step of the process.
- KU6.** Process flow in the handicraft section.
- KU7.** Material sequence of flow.
- KU8.** Functions of different parts of product development.
- KU9.** Tools and equipments used.
- KU10.** Guidelines for operating the equipment.
- KU11.** Safety procedures to be followed as applicable.

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Generic Skills (GS)

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

- GS1.** Prepare status and progress reports.
- GS2.** Write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct.
- GS3.** Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets.
- GS4.** Discuss task lists, schedules, and work-loads with co-workers.
- GS5.** Keep co-workers and supervisors informed about progress.
- GS6.** Make decisions pertaining to the concerned area of work.
- GS7.** Plan and organize service feedback files/documents.
- GS8.** Manage relationships with customers.
- GS9.** Build customer relationships and use customer centric approach.
- GS10.** Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS11.** Identify immediate or temporary solutions to resolve delays.
- GS12.** Use the existing data to arrive at specific data points.
- GS13.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	7	15	-	-
PC1. Be accountable to ones own role in whole process.	4	8	-	-
PC2. Perform all roles with full responsibility.	3	7	-	-
<i>Communication</i>	10	18	-	-
PC3. Report problems faced during the process.	3	7	-	-
PC4. Talk politely with other team members and colleagues.	4	4	-	-
PC5. Submit daily report of own performance.	3	7	-	-
<i>Adaptability</i>	8	22	-	-
PC6. Adjust in different work situations.	3	7	-	-
PC7. Give due importance to others point of view.	3	7	-	-
PC8. Avoid conflicting situations.	2	8	-	-
<i>Creative freedom</i>	4	16	-	-
PC9. Develop new ideas for work procedures	2	6	-	-
PC10. Improve upon the existing techniques to increase process efficiency	2	10	-	-
NOS Total	29	71	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9908
NOS Name	Working in a Team
Sector	Handicrafts and Carpet
Sub-Sector	Paper Mache, Carpet, Hand Crocheted Textiles, Handicrafts (Agarbatti), Hand Crafted Textiles, Handicrafts (Bamboo)
Occupation	Procurement, Production, Processing, Designing, Finishing, Weaving, Traditional Hand Embroiderer, Master Hand Embroiderer, Hand Embroidery, Design Tracer, Embroidery Finishing, Hand Block Printer, Block Print Supervisor, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

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HCS/N9945: Maintaining workplace health and safety

Description

This unit provides Performance Criteria, Knowledge & Understanding, and Skills & Abilities required to comply with health, safety, and security requirements at the workplace and covers procedures to prevent, control, and minimize risk to self and others.

Scope

The scope covers the following :

- Comply with health, safety, and security requirements at work

Elements and Performance Criteria

Comply with health, safety, and security requirements at work

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

- PC1.** comply with health and safety related instructions applicable to the workplace.
- PC2.** use and maintain personal protective equipment as per protocol.
- PC3.** carry out own activities in line with approved guidelines and procedures
- PC4.** maintain a healthy lifestyle and guard against dependency on intoxicants.
- PC5.** follow environment management system related procedures.
- PC6.** store materials and tools in line with manufacturers and organisational requirements
- PC7.** safely handle and move waste and debris.
- PC8.** minimize health and safety risks to self and others due to own actions
- PC9.** seek clarifications, from supervisors or other authorized personnel in case of perceived risks
- PC10.** monitor the workplace and work processes for potential risks and threats.
- PC11.** carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
- PC12.** report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC13.** participate in mock drills/ evacuation procedures organized at the workplace
- PC14.** undertake first aid, fire-fighting and emergency response training, if asked to do so
- PC15.** take action based on instructions in the event of fire, emergencies or accidents
- PC16.** follow organisation procedures for evacuation when required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** health and safety related practices applicable at the workplace
- KU2.** potential hazards, risks and threats based on nature of operations
- KU3.** organizational procedures for safe handling of tools

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- KU4.** potential risks due to own actions and methods to minimize these
- KU5.** environmental management system related procedures at the workplace.
- KU6.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU7.** potential accidents and emergencies and response to these scenarios
- KU8.** reporting protocol and documentation required
- KU9.** details of personnel trained in first aid, fire-fighting and emergency response
- KU10.** actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire.
- KU11.** occupational health and safety risks and methods
- KU12.** personal protective equipment and method of use
- KU13.** identification, handling and storage of hazardous substances
- KU14.** proper disposal system for waste and by-products
- KU15.** signage related to health and safety and their meaning
- KU16.** importance of sound health, hygiene and good habits
- KU17.** ill-effects of alcohol, tobacco and drugs

Generic Skills (GS)

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

- GS1.** write in local language.
- GS2.** read measurement instructions
- GS3.** communicate orally with colleagues
- GS4.** follow organization rule-based decision making process
- GS5.** take decision with systematic course of actions and/or response
- GS6.** plan and organize your work to achieve targets and deadlines
- GS7.** manage relationships with customers
- GS8.** build customer relationships and use customer centric approach
- GS9.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS10.** identify immediate or temporary solutions to resolve delays
- GS11.** analyze data and activities.
- GS12.** pass on relevant information to others
- GS13.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, safety, and security requirements at work</i>	30	70	-	-
PC1. comply with health and safety related instructions applicable to the workplace.	2	6	-	-
PC2. use and maintain personal protective equipment as per protocol.	2	6	-	-
PC3. carry out own activities in line with approved guidelines and procedures	2	6	-	-
PC4. maintain a healthy lifestyle and guard against dependency on intoxicants.	2	6	-	-
PC5. follow environment management system related procedures.	2	4	-	-
PC6. store materials and tools in line with manufacturers and organisational requirements	2	3	-	-
PC7. safely handle and move waste and debris.	1	3	-	-
PC8. minimize health and safety risks to self and others due to own actions	2	4	-	-
PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	1	3	-	-
PC10. monitor the workplace and work processes for potential risks and threats.	1	3	-	-
PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	3	-	-
PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel	3	4	-	-
PC13. participate in mock drills/ evacuation procedures organized at the workplace	2	3	-	-
PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. take action based on instructions in the event of fire, emergencies or accidents	2	6	-	-
PC16. follow organisation procedures for evacuation when required	2	6	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9945
NOS Name	Maintaining workplace health and safety
Sector	Handicrafts and Carpet
Sub-Sector	
Occupation	Generic Handicrafts and Carpet
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

HCS/N9935: Maintain Personal Cleanliness

Description

This NOS provides the abilities required for taking responsibility for their own health at the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others at the workplace.

Scope

The scope covers the following :

- adopt healthy work practices
- achieve work productivity while maintaining health

Elements and Performance Criteria

Adopt healthy work practices

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

- PC1.** always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust
- PC2.** follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it
- PC3.** wear protective goggles over eyes and replace them when scratches on it obscure the vision
- PC4.** wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts
- PC5.** undergo preventive health checkups at regular intervals
- PC6.** take prompt treatment from the doctor in case of illness

Achieve work productivity while maintaining health

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

- PC7.** follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work
- PC8.** ensure the absence of no productivity loss or absenteeism from work due to illness
- PC9.** ensure no long term ill effect on the personal health

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on personal health and occupational hazard management
- KU2.** companys hr policies
- KU3.** companys reporting structure
- KU4.** companys emergency evacuation procedure
- KU5.** health risks to the worker at the work place

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- KU6.** healthy work practices
- KU7.** how to perform the duties in a way to minimize pollution at the work place
- KU8.** what personal protective equipments should be worn and how it is cared for
- KU9.** safe disposal methods for waste
- KU10.** how to provide the first aid treatment at workplace
- KU11.** emergency procedures to be followed in case of an mishap such as fire accidents etc.

Generic Skills (GS)

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

- GS1.** read personal health instructions and manual
- GS2.** read the usage of various hand tools and personal protection equipments
- GS3.** take notes on descriptions and details of various personal health maintenance procedures
- GS4.** communicate with supervisor about the physical symptoms
- GS5.** receive instructions from doctor and supervisor on medical care
- GS6.** how to select appropriate hand tools and personal protection equipment
- GS7.** when to change personal protection equipment during work
- GS8.** how to identify first aid needs in case and of an injury
- GS9.** how to select appropriate hand tools and personal protection equipment
- GS10.** when to change personal protection equipment during work
- GS11.** how to use materials that does not affect customer health / make injury
- GS12.** improve work processes by adopting best safety practices
- GS13.** analyze the usage of appropriate tools and consumables
- GS14.** spot errors and any other disruptions and communicate with solutions

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adopt healthy work practices</i>	18	48	-	-
PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	3	8	-	-
PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it	3	8	-	-
PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision	3	8	-	-
PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts	3	8	-	-
PC5. undergo preventive health checkups at regular intervals	3	8	-	-
PC6. take prompt treatment from the doctor in case of illness	3	8	-	-
<i>Achieve work productivity while maintaining health</i>	12	22	-	-
PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	4	7	-	-
PC8. ensure the absence of no productivity loss or absenteeism from work due to illness	4	7	-	-
PC9. ensure no long term ill effect on the personal health	4	8	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9935
NOS Name	Maintain Personal Cleanliness
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware
Occupation	Generic Handicrafts and Carpet
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	07/10/2025
Next Review Date	07/10/2028
NSQC Clearance Date	07/10/2025

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	18/12/2025
Next Review Date	18/12/2028
NSQC Clearance Date	18/12/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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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.)

Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N8306.Carry out the process of making Moonjh Craft	30	70	-	-	100	40
HCS/N8527.Entrepreneurship skill for Moonjh Craft Maker	30	70	-	-	100	20
HCS/N9908.Working in a Team	29	71	-	-	100	10
HCS/N9945.Maintaining workplace health and safety	30	70	-	-	100	10
HCS/N9935.Maintain Personal Cleanliness	30	70	-	-	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	169	381	-	-	550	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.