



## Qualification Pack



# Assistant Mason

QP Code: CON/Q0102

Version: 3.0

NSQF Level: 3

Construction Skill Development Council of India || CPB 103 & 104 (1st Floor), Block 4B, DLF Corporate Park, Phase III, MG Road  
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## Qualification Pack

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## Qualification Pack

### CON/Q0102: Assistant Mason

#### Brief Job Description

An Assistant Mason is responsible for assisting in brick/block work, plastering fixing doors and windows, tiling stone laying, concrete masonry work, brick soling and Plain Cement Concrete (PCC) flooring. The individual also assists in erecting and dismantling temporary scaffold of 3.6m height.

#### Personal Attributes

The individual should be physically fit to work for long durations in varying locations and environmental conditions. The person should be able to work as per the given instructions and in coordination with others. The individual should have appropriate verbal and written communication skills.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

- [1. CON/N0101: Erect and dismantle temporary scaffold up to 3.6 meter height](#)
- [2. CON/N0105: Use hand and power tools relevant to masonry](#)
- [3. CON/N0106: Assist in tiling, stone laying and concrete masonry](#)
- [4. CON/N0107: Assist in brick/block work, plastering work, and fixing doors and windows](#)
- [5. CON/N8001: Work effectively in a team to deliver desired results at the workplace](#)
- [6. CON/N9001: Work according to personal health, safety and environment protocols at construction site](#)
- [7. DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>Country</b>	India
<b>NSQF Level</b>	3



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<b>Credits</b>	12
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7122.0601
<b>Minimum Educational Qualification &amp; Experience</b>	10th Class OR 8th grade pass with 2 years of NTC (NAC) after 8th) OR 9th grade pass with 1 Year of experience in the relevant field OR 8th grade pass with 2 Years of experience in the relevant field OR 5th grade pass with 5 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2.5) with 1.5 Years of experience in the relevant field)
<b>Minimum Level of Education for Training in School</b>	10th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	31/08/2026
<b>NSQC Approval Date</b>	31/08/2023
<b>Version</b>	3.0
<b>Reference code on NQR</b>	QG-03-CO-00793-2023-V2-CSDCI
<b>NQR Version</b>	1



## Qualification Pack

# CON/N0101: Erect and dismantle temporary scaffold up to 3.6 meter height

## Description

This unit describes the skills and knowledge required to erect and dismantle 3.6 meter temporary scaffold

## Scope

The scope covers the following :

- Erect and dismantle temporary scaffold

## Elements and Performance Criteria

### *Erect and dismantle temporary scaffold*

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

- PC1.** carry out levelling in the area where scaffold needs to be erected and check for ground compactness
- PC2.** shift and stack the materials, components, tools and tackles required for erecting scaffolding, at the identified location
- PC3.** place base plates and sole boards on the ground as per the markings and given instructions
- PC4.** use appropriate components and follow the standard procedure for erecting temporary scaffold up to 3.6 m in height
- PC5.** assist in checking the verticality of scaffold at the first level of erection and take appropriate corrective measures, as required, before moving to the next level
- PC6.** assist in checking the rigidity, stability and support of erected scaffold
- PC7.** set up walk-boards, guard rails, toe-boards and other components on the scaffold's working platform
- PC8.** follow the standard procedure for dismantling the temporary scaffold, i.e. removing guard rails, toe boards, walk boards and other components sequentially
- PC9.** clean and stack all components properly after dismantling
- PC10.** follow the recommended safety measures, including the use of appropriate PPE and being careful while working on heights

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the use of different types of scaffolds (e.g. cup-lock, frame scaffold)
- KU2.** the use of tools and tackles in scaffolding, including tools for erecting and dismantling 3.6 meter temporary scaffold
- KU3.** the identification and use of different scaffolding components
- KU4.** the standard size of scaffolding components
- KU5.** the standard procedure for erecting and dismantling 3.6 m temporary scaffold



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### Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** identify possible disruptions to work and take appropriate mitigation measures
- GS7.** take prompt action to deal with workplace emergencies and accidents
- GS8.** evaluate all possible solutions to work-related problems and select the best one
- GS9.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Erect and dismantle temporary scaffold</i>	<b>30</b>	<b>60</b>	-	<b>10</b>
<b>PC1.</b> carry out levelling in the area where scaffold needs to be erected and check for ground compactness	-	-	-	-
<b>PC2.</b> shift and stack the materials, components, tools and tackles required for erecting scaffolding, at the identified location	-	-	-	-
<b>PC3.</b> place base plates and sole boards on the ground as per the markings and given instructions	-	-	-	-
<b>PC4.</b> use appropriate components and follow the standard procedure for erecting temporary scaffold up to 3.6 m in height	-	-	-	-
<b>PC5.</b> assist in checking the verticality of scaffold at the first level of erection and take appropriate corrective measures, as required, before moving to the next level	-	-	-	-
<b>PC6.</b> assist in checking the rigidity, stability and support of erected scaffold	-	-	-	-
<b>PC7.</b> set up walk-boards, guard rails, toe-boards and other components on the scaffold's working platform	-	-	-	-
<b>PC8.</b> follow the standard procedure for dismantling the temporary scaffold, i.e. removing guard rails, toe boards, walk boards and other components sequentially	-	-	-	-
<b>PC9.</b> clean and stack all components properly after dismantling	-	-	-	-
<b>PC10.</b> follow the recommended safety measures, including the use of appropriate PPE and being careful while working on heights	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0101
<b>NOS Name</b>	Erect and dismantle temporary scaffold up to 3.6 meter height
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	3.0
<b>Credits</b>	2
<b>Version</b>	7.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	29/02/2024
<b>NSQC Clearance Date</b>	31/08/2023



## Qualification Pack

### CON/N0105: Use hand and power tools relevant to masonry

#### Description

This unit concerns the use of hand and power tools related to masonry

#### Scope

The scope covers the following :

- Use masonry tools

#### Elements and Performance Criteria

##### *Use masonry tools*

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

- PC1.** select the appropriate hand and power tools relevant to masonry
- PC2.** check the usability of tools, including the signs of wear and tear
- PC3.** perform minor repair and maintenance of tools and equipment, such as cleaning and oiling
- PC4.** identify and report maintenance needs requiring expert assistance to the supervisor
- PC5.** set up and use basic levelling tools, such as spirit level, water level and straight edge
- PC6.** transfer levels and set out using appropriate tools

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the functions, use and maintenance of basic measuring, levelling, manual and power tools used in masonry
- KU2.** the standard masonry practices
- KU3.** the safety regulation concerning the handling and use of construction tools, equipment and materials
- KU4.** the importance of personal protection and the use of relevant safety gear and equipment
- KU5.** the process of transferring levels using basic leveling devices

#### Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action



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- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Use masonry tools</i>	<b>30</b>	<b>60</b>	-	<b>10</b>
<b>PC1.</b> select the appropriate hand and power tools relevant to masonry	-	-	-	-
<b>PC2.</b> check the usability of tools, including the signs of wear and tear	-	-	-	-
<b>PC3.</b> perform minor repair and maintenance of tools and equipment, such as cleaning and oiling	-	-	-	-
<b>PC4.</b> identify and report maintenance needs requiring expert assistance to the supervisor	-	-	-	-
<b>PC5.</b> set up and use basic levelling tools, such as spirit level, water level and straight edge	-	-	-	-
<b>PC6.</b> transfer levels and set out using appropriate tools	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0105
<b>NOS Name</b>	Use hand and power tools relevant to masonry
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023



## Qualification Pack

# CON/N0106: Assist in tiling, stone laying and concrete masonry

## Description

This unit is about assisting in tiling, stone laying and concrete masonry.

## Scope

The scope covers the following :

- Assist in tiling and stone laying
- Assist in concreting
- Prepare and apply anti-termite solution
- Carry out brick soling and PCC flooring

## Elements and Performance Criteria

### *Assist in tiling and stone laying*

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

- PC1.** select the appropriate tools and materials for tiling and stone laying as per the supervisor's instructions
- PC2.** ensure appropriate handling, transfer, stacking and storage of tile, marble, granite and stone as per the requirement
- PC3.** check the surface is free of dust, dirt, debris
- PC4.** assist in checking the evenness of surface and fill voids to compact and even the surface
- PC5.** remove loose concrete laitance and roughening of the surface before laying tiles and stones
- PC6.** clean the tiles/ stones before fixing them and remove the damaged tiles/stones
- PC7.** ensure proper pre-wetting of tiles, stones and base surface before the commencement of work
- PC8.** assist in checking and measuring the dimensions of the room/ floor/ walls like slope, right angle and surface plane
- PC9.** check for the correct characteristics of the tiles and stones, e.g. colour, shade, and size, as per the work requirement
- PC10.** assist in cutting tiles / stones as per the design specifications using appropriate tools
- PC11.** sieve the fine aggregate as per the requirement/instruction
- PC12.** mix cement and mortar in the appropriate ratio and quantity as instructed by the supervisor
- PC13.** assist in levelling and marking dummy dots and spreading mortar using trowel to the required thickness as per the supervisor's instruction
- PC14.** assist in arranging tiles as per the design plan and put spacers between tiles as per the requirement
- PC15.** assist in filling joints by preparing and applying appropriate grout and sealant
- PC16.** assist in protecting the area of tiling/ stone laying from damage after, during and after the completion of work
- PC17.** assist in ensuring curing of the tiled surface for the recommended duration



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### *Assist in concreting*

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

- PC18.** clean the identified area before pouring of concrete, removing all debris and waste
- PC19.** use the appropriate tools and materials for concreting works as per the supervisor's instructions
- PC20.** sieve the fine aggregate as per the requirement/instructions, in case of manual concrete mixing
- PC21.** perform manual concrete batching and mixing as per instruction to prepare mix of appropriate ratio
- PC22.** pour concrete mix into the forms and casts under supervision
- PC23.** assist the supervisor by passing the correct tools as per the requirement
- PC24.** prepare mix of cement and mortar in the required quantity according to the work requirement
- PC25.** assist in pouring concrete in forms/moulds as per the supervisor's instructions
- PC26.** carry out proper compaction of concrete using appropriate vibrators
- PC27.** assist in levelling and finishing of concrete using appropriate tools, as per the given instructions
- PC28.** assist in ensuring curing of the finished surface as per the given instructions
- PC29.** assist in protecting the concreted area from damage during and after work

### *Prepare and apply anti-termite solution*

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

- PC30.** prepare anti-termite solution by mixing it with water in the prescribed proportions as per the given instructions
- PC31.** create holes of appropriate depth in the soil using steel rods as per the instructions
- PC32.** sprinkle the anti-termite mix on the soil, using the appropriate Personal Protective Equipment (PPE)

### *Carry out brick soling and PCC flooring*

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

- PC33.** carry out levelling, compaction and backfilling as per the requirement
- PC34.** soak bricks in water for the recommended duration before laying
- PC35.** lay bricks course over the compacted fill
- PC36.** fill gap in bricks with sand / suitable filling material
- PC37.** assist in checking the level of finished surface
- PC38.** set up baton strips on the floors for making panels as per requirement
- PC39.** carry out screeding of PCC over the brick soling in specified panels
- PC40.** carry out leveling, finishing and curing of the finished surface

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the use of basics sketches for tiling, stone laying and concrete masonry



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- KU2.** the basic principles of measurement
- KU3.** the standard sizes and maintenance of all masonry tiling and concreting tools
- KU4.** how to select and use basic tools for tiling, stone laying and concreting, such as measuring tape/ruler, hammer, mallet, spade, bolster chisel, wedges, power wet saws, tile scribes or hand held tile cutters, screeds, floats, shovels, rakes, vibrators etc
- KU5.** the techniques and procedures for cutting different types of tiles and stones to size and as per design requirements
- KU6.** the types, physical properties and applications of different types of tiles
- KU7.** the methods and techniques of preparing bed mortar and cement slurry
- KU8.** the techniques for preparing different surfaces
- KU9.** the importance and process of hacking RCC surfaces
- KU10.** the importance of tile/ stone laying as per the specifications within the applicable tolerance limits
- KU11.** the basic properties of concrete including weight, slump, etc
- KU12.** how to assess if concrete has been mixed as per the appropriate ratio for site requirements
- KU13.** the process of batching and mixing materials for concreting
- KU14.** how to screed the concrete to correct levels
- KU15.** the appropriate technique for pouring concrete in the form of layers as per the construction site requirements
- KU16.** how to ensure proper curing
- KU17.** how to set out levels
- KU18.** different types of PCC flooring works
- KU19.** the uses of different baton strips
- KU20.** the process of brick soling and PCC flooring

## Generic Skills (GS)

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in tiling and stone laying</i>	<b>6</b>	<b>15</b>	-	<b>3</b>
<b>PC1.</b> select the appropriate tools and materials for tiling and stone laying as per the supervisor's instructions	-	-	-	-
<b>PC2.</b> ensure appropriate handling, transfer, stacking and storage of tile, marble, granite and stone as per the requirement	-	-	-	-
<b>PC3.</b> check the surface is free of dust, dirt, debris	-	-	-	-
<b>PC4.</b> assist in checking the evenness of surface and fill voids to compact and even the surface	-	-	-	-
<b>PC5.</b> remove loose concrete laitance and roughening of the surface before laying tiles and stones	-	-	-	-
<b>PC6.</b> clean the tiles/ stones before fixing them and remove the damaged tiles/stones	-	-	-	-
<b>PC7.</b> ensure proper pre-wetting of tiles, stones and base surface before the commencement of work	-	-	-	-
<b>PC8.</b> assist in checking and measuring the dimensions of the room/ floor/ walls like slope, right angle and surface plane	-	-	-	-
<b>PC9.</b> check for the correct characteristics of the tiles and stones, e.g. colour, shade, and size, as per the work requirement	-	-	-	-
<b>PC10.</b> assist in cutting tiles / stones as per the design specifications using appropriate tools	-	-	-	-
<b>PC11.</b> sieve the fine aggregate as per the requirement/instruction	-	-	-	-
<b>PC12.</b> mix cement and mortar in the appropriate ratio and quantity as instructed by the supervisor	-	-	-	-
<b>PC13.</b> assist in levelling and marking dummy dots and spreading mortar using trowel to the required thickness as per the supervisor's instruction	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> assist in arranging tiles as per the design plan and put spacers between tiles as per the requirement	-	-	-	-
<b>PC15.</b> assist in filling joints by preparing and applying appropriate grout and sealant	-	-	-	-
<b>PC16.</b> assist in protecting the area of tiling/ stone laying from damage after, during and after the completion of work	-	-	-	-
<b>PC17.</b> assist in ensuring curing of the tiled surface for the recommended duration	-	-	-	-
<i>Assist in concreting</i>	<b>7</b>	<b>20</b>	-	<b>3</b>
<b>PC18.</b> clean the identified area before pouring of concrete, removing all debris and waste	-	-	-	-
<b>PC19.</b> use the appropriate tools and materials for concreting works as per the supervisor's instructions	-	-	-	-
<b>PC20.</b> sieve the fine aggregate as per the requirement/instructions, in case of manual concrete mixing	-	-	-	-
<b>PC21.</b> perform manual concrete batching and mixing as per instruction to prepare mix of appropriate ratio	-	-	-	-
<b>PC22.</b> pour concrete mix into the forms and casts under supervision	-	-	-	-
<b>PC23.</b> assist the supervisor by passing the correct tools as per the requirement	-	-	-	-
<b>PC24.</b> prepare mix of cement and mortar in the required quantity according to the work requirement	-	-	-	-
<b>PC25.</b> assist in pouring concrete in forms/moulds as per the supervisor's instructions	-	-	-	-
<b>PC26.</b> carry out proper compaction of concrete using appropriate vibrators	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC27.</b> assist in levelling and finishing of concrete using appropriate tools, as per the given instructions	-	-	-	-
<b>PC28.</b> assist in ensuring curing of the finished surface as per the given instructions	-	-	-	-
<b>PC29.</b> assist in protecting the concreted area from damage during and after work	-	-	-	-
<i>Prepare and apply anti-termite solution</i>	<b>8</b>	<b>15</b>	-	<b>2</b>
<b>PC30.</b> prepare anti-termite solution by mixing it with water in the prescribed proportions as per the given instructions	-	-	-	-
<b>PC31.</b> create holes of appropriate depth in the soil using steel rods as per the instructions	-	-	-	-
<b>PC32.</b> sprinkle the anti-termite mix on the soil, using the appropriate Personal Protective Equipment (PPE)	-	-	-	-
<i>Carry out brick soling and PCC flooring</i>	<b>9</b>	<b>10</b>	-	<b>2</b>
<b>PC33.</b> carry out levelling, compaction and backfilling as per the requirement	-	-	-	-
<b>PC34.</b> soak bricks in water for the recommended duration before laying	-	-	-	-
<b>PC35.</b> lay bricks course over the compacted fill	-	-	-	-
<b>PC36.</b> fill gap in bricks with sand / suitable filling material	-	-	-	-
<b>PC37.</b> assist in checking the level of finished surface	-	-	-	-
<b>PC38.</b> set up baton strips on the floors for making panels as per requirement	-	-	-	-
<b>PC39.</b> carry out screeding of PCC over the brick soling in specified panels	-	-	-	-
<b>PC40.</b> carry out leveling, finishing and curing of the finished surface	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	-	<b>10</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0106
<b>NOS Name</b>	Assist in tiling, stone laying and concrete masonry
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	3
<b>Credits</b>	3
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQF Clearance Date</b>	31/08/2023



## Qualification Pack

# CON/N0107: Assist in brick/block work, plastering work, and fixing doors and windows

## Description

This unit is about assisting in brick/block work, plastering work, and fixing doors and windows.

## Scope

The scope covers the following :

- Assist in brick/block work
- Assist in plastering
- Fix door and window frames

## Elements and Performance Criteria

### *Assist in brick/block work*

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

- PC1.** select the appropriate tools and materials for brick/block work as per the supervisor's instructions
- PC2.** ensure appropriate handling, transfer, stacking and storage of bricks/ blocks as per the requirement
- PC3.** check the surface is free of dust, dirt, debris
- PC4.** remove loose concrete laitance and roughening of the surface before laying brick/block
- PC5.** ensure soaking of bricks/blocks and pre wetting of the base surface before the commencement of work
- PC6.** sieve the fine aggregate as per the requirement/instructions
- PC7.** mix cement and mortar in the appropriate ratio and quantity as instructed by the supervisor
- PC8.** assist in setting out the layouts as per the instructions
- PC9.** assist the supervisor by passing the correct tools as per the requirement
- PC10.** assist in spreading mortar using trowel to the required thickness as per instructions
- PC11.** assist in building brick walls using English/ Flemish bond
- PC12.** remove excess mortar from the face of the wall as per the given instructions to keep the surface clean
- PC13.** assist in ensuring curing of the finished surface for the recommended duration
- PC14.** assist in protecting the constructed area from damage during and after work

### *Assist in plastering work*

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

- PC15.** measure the dimensions of the room/ floor /walls, right angle and surface plane under supervision
- PC16.** assist in checking for evenness of the surface and fill voids to compact and even the surface
- PC17.** remove all loose concrete laitance and assist in roughening the surface



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- PC18.** carry out pre-wetting of the base surface before plastering
- PC19.** prepare mix of cement mortar and cement slurry in the required quantity and proportion
- PC20.** transfer levels to the required thickness of plastering, mark dummy dots and apply cement slurry on the surface to be plastered
- PC21.** assist in ensuring the curing of finished surface for the recommended duration
- PC22.** assist in protecting the constructed area from damage during and after work

### *Fix door and window frames*

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

- PC23.** mark and set out the location for fixing doors and windows as per the supervisor's instructions
- PC24.** assist in checking and ensuring correct alignment of the frame
- PC25.** anchor the frame to the walls using appropriate bolting/grouting, as instructed
- PC26.** assist in checking the holdfast position and grouting it between bricks/ blocks of the wall
- PC27.** anchor window frames in frames / openings in the wall using nails and secure the frame, following the supervisor's instructions
- PC28.** fill the gap between wall and door frame with non-shrink material/grout, as instructed
- PC29.** assist in fixing standard sections for wooden/metal windows, doors and vent frames

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the basics of masonry, plastering, tiling, concreting and stone installation works
- KU2.** the use of relevant tools and equipment, such as measuring tape, trowel, mortar pan, hammer, bolster chisel, spade, rubber/wooden hammers, mallets, wedges, jointers, square, plumb bob, straight edge spirit level, water level tube, line thread, volume box, weighing balance, tile scribes or hand held tile cutters, screeds, floats, power wet saws, electric drills, anglers and grinders, vibrators, wheel barrow, hand operated concrete mixer, etc
- KU3.** the use and setting of basic leveling tools, such as plum bob, spirit level, water level
- KU4.** the process of transferring levels using basic levelling tools
- KU5.** the techniques/ procedures for cutting different types of bricks to required sizes
- KU6.** the process of laying and fixing brick/ blocks in position with correct alignment
- KU7.** different types of bonds in brickwork
- KU8.** different mix of mortar required for brick/block and plastering works
- KU9.** the techniques for surface preparation for plastering works
- KU10.** the importance of hacking RCC surfaces
- KU11.** the process of marking dummy dots for transfer of levels
- KU12.** the standard size of doors/ windows, and the types of materials and fittings used in them
- KU13.** how to align the frames and check the holdfast position
- KU14.** the process of anchoring frames to walls and filling gap between wall and frames

## Generic Skills (GS)



## Qualification Pack

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

- GS1.** maintain the appropriate data and records
- GS2.** read the appropriate reports and literature concerning the field of work
- GS3.** communicate professionally with all the stakeholders
- GS4.** listen attentively to understand the information/ instructions being shared and take appropriate action
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and execute tasks based on priority
- GS7.** identify possible disruptions to work and take appropriate mitigation measures
- GS8.** take prompt action to deal with workplace emergencies and accidents
- GS9.** evaluate all possible solutions to work-related problems and select the best one
- GS10.** follow the recommended practices for the timely completion of work and achievement of organizational objectives



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in brick/block work</i>	<b>11</b>	<b>15</b>	-	<b>3</b>
<b>PC1.</b> select the appropriate tools and materials for brick/block work as per the supervisor's instructions	-	-	-	-
<b>PC2.</b> ensure appropriate handling, transfer, stacking and storage of bricks/ blocks as per the requirement	-	-	-	-
<b>PC3.</b> check the surface is free of dust, dirt, debris	-	-	-	-
<b>PC4.</b> remove loose concrete laitance and roughening of the surface before laying brick/block	-	-	-	-
<b>PC5.</b> ensure soaking of bricks/blocks and pre wetting of the base surface before the commencement of work	-	-	-	-
<b>PC6.</b> sieve the fine aggregate as per the requirement/instructions	-	-	-	-
<b>PC7.</b> mix cement and mortar in the appropriate ratio and quantity as instructed by the supervisor	-	-	-	-
<b>PC8.</b> assist in setting out the layouts as per the instructions	-	-	-	-
<b>PC9.</b> assist the supervisor by passing the correct tools as per the requirement	-	-	-	-
<b>PC10.</b> assist in spreading mortar using trowel to the required thickness as per instructions	-	-	-	-
<b>PC11.</b> assist in building brick walls using English/ Flemish bond	-	-	-	-
<b>PC12.</b> remove excess mortar from the face of the wall as per the given instructions to keep the surface clean	-	-	-	-
<b>PC13.</b> assist in ensuring curing of the finished surface for the recommended duration	-	-	-	-
<b>PC14.</b> assist in protecting the constructed area from damage during and after work	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in plastering work</i>	<b>10</b>	<b>20</b>	-	<b>3</b>
<b>PC15.</b> measure the dimensions of the room/ floor /walls, right angle and surface plane under supervision	-	-	-	-
<b>PC16.</b> assist in checking for evenness of the surface and fill voids to compact and even the surface	-	-	-	-
<b>PC17.</b> remove all loose concrete laitance and assist in roughening the surface	-	-	-	-
<b>PC18.</b> carry out pre-wetting of the base surface before plastering	-	-	-	-
<b>PC19.</b> prepare mix of cement mortar and cement slurry in the required quantity and proportion	-	-	-	-
<b>PC20.</b> transfer levels to the required thickness of plastering, mark dummy dots and apply cement slurry on the surface to be plastered	-	-	-	-
<b>PC21.</b> assist in ensuring the curing of finished surface for the recommended duration	-	-	-	-
<b>PC22.</b> assist in protecting the constructed area from damage during and after work	-	-	-	-
<i>Fix door and window frames</i>	<b>9</b>	<b>25</b>	-	<b>4</b>
<b>PC23.</b> mark and set out the location for fixing doors and windows as per the supervisor's instructions	-	-	-	-
<b>PC24.</b> assist in checking and ensuring correct alignment of the frame	-	-	-	-
<b>PC25.</b> anchor the frame to the walls using appropriate bolting/grouting, as instructed	-	-	-	-
<b>PC26.</b> assist in checking the holdfast position and grouting it between bricks/ blocks of the wall	-	-	-	-
<b>PC27.</b> anchor window frames in frames / openings in the wall using nails and secure the frame, following the supervisor's instructions	-	-	-	-
<b>PC28.</b> fill the gap between wall and door frame with non-shrink material/grout, as instructed	-	-	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC29. assist in fixing standard sections for wooden/metal windows, doors and vent frames	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	CON/N0107
<b>NOS Name</b>	Assist in brick/block work, plastering work, and fixing doors and windows
<b>Sector</b>	Construction
<b>Sub-Sector</b>	Real Estate and Infrastructure construction
<b>Occupation</b>	Masonry
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2026
<b>NSQC Clearance Date</b>	31/08/2023



## Qualification Pack

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

#### Description

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

#### Scope

The scope covers the following :

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

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

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

##### *Constitutional values - Citizenship*

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

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

##### *Becoming a Professional in the 21st Century*

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

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

##### *Basic English Skills*

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

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

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team



## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

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

### *Essential Digital Skills*

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

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

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

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

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

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

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

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

**KU9.** different types of financial products and services



## Qualification Pack

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

## Generic Skills (GS)

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

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



## Qualification Pack

### Assessment Criteria

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



## Qualification Pack

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



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	08/05/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	08/05/2025

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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 knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC.
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below.
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 50%. To pass the Qualification Pack, every trainee should score a minimum of 50% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.



## Qualification Pack

- The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
- After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
- In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack within the specified timeframe set by SSC.
- Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

### Minimum Aggregate Passing % at QP Level : 50

(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
CON/N0101.Erect and dismantle temporary scaffold up to 3.6 meter height	30	60	0	10	100	20
CON/N0105.Use hand and power tools relevant to masonry	30	60	0	10	100	20
CON/N0106.Assist in tiling, stone laying and concrete masonry	30	60	0	10	100	25
CON/N0107.Assist in brick/block work, plastering work, and fixing doors and windows	30	60	0	10	100	20
CON/N8001.Work effectively in a team to deliver desired results at the workplace	30	70	0	0	100	5
CON/N9001.Work according to personal health, safety and environment protocols at construction site	30	70	0	0	100	5



### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>200</b>	<b>410</b>	<b>0</b>	<b>40</b>	<b>650</b>	<b>100</b>



## Qualification Pack

### Acronyms

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



## Qualification Pack

### Glossary

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



## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	<p>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.</p>
<b>Organisational Context</b>	<p>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.</p>
<b>Technical Knowledge</b>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<b>Core Skills/ Generic Skills (GS)</b>	<p>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.</p>
<b>Electives</b>	<p>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.</p>
<b>Options</b>	<p>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.</p>