



## QUALIFICATION FILE

### Assistant Fitter - Levelling, Alignment & Balancing

Short Term Training (STT)  Long Term Training (LTT)  Apprenticeship

Upskilling  Dual/Flexi Qualification  For ToT  For ToA

General  Multi-skill (MS)  Cross Sectoral (CS)  Future Skills  OEM

NCrF/NSQF Level: 3

Submitted By:

Indian Iron and Steel Sector Skill Council (IIS SSC)

Karigari Bhawan, 5th Floor,

Room No-509, Plot No-B/7,

Action Area-III, New Town,

Rajarhat, Kolkata-700160

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Section 1: Basic Details

1.	<b>Qualification Name</b>	<b>Assistant Fitter - Levelling, Alignment &amp; Balancing</b>																			
2.	<b>Sector/s</b>	<b>Iron and Steel</b>																			
3.	<b>Type of Qualification:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	<b>NQR Code &amp; version of existing/previous qualification:</b> 2022/IS/ISSSC/06816 / v4.0	<b>Qualification Name of existing/previous version:</b> Assistant Fitter - Levelling, Alignment & Balancing / v5.0																		
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>	NA																			
5.	<b>National Qualification Register (NQR) Code &amp; Version</b> <i>(Will be issued after NSQC approval)</i>	QG-03-IS-03884-2025-V2-ISSSC	<b>6. NCrF/NSQF Level: 3</b>																		
7.	<b>Award (Certificate/Diploma/Advance Diploma/ Any Other)</b> <i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>	Certificate																			
8.	<b>Brief Description of the Qualification</b>	The job is all about manually packing material in steel plant and then marking the finished pack with the correct identification code or tag.																			
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<p align="center"><b>a. Entry Qualification &amp; Relevant Experience:</b></p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10<sup>th</sup> Class</td> <td></td> </tr> <tr> <td>2</td> <td>9<sup>th</sup> Class</td> <td>1.5 year experience in relevant field</td> </tr> <tr> <td>3</td> <td>8<sup>th</sup> class with 2year NTC/NAC in relevant field</td> <td></td> </tr> <tr> <td>4</td> <td>8<sup>th</sup> Class</td> <td>3 years of experience in relevant field</td> </tr> <tr> <td>5</td> <td>5<sup>th</sup> Class</td> <td>7.5 years of experience in relevant field</td> </tr> </tbody> </table> <p align="center"><b>b. Age: 18 years</b></p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	10 <sup>th</sup> Class		2	9 <sup>th</sup> Class	1.5 year experience in relevant field	3	8 <sup>th</sup> class with 2year NTC/NAC in relevant field		4	8 <sup>th</sup> Class	3 years of experience in relevant field	5	5 <sup>th</sup> Class	7.5 years of experience in relevant field
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																			
1	10 <sup>th</sup> Class																				
2	9 <sup>th</sup> Class	1.5 year experience in relevant field																			
3	8 <sup>th</sup> class with 2year NTC/NAC in relevant field																				
4	8 <sup>th</sup> Class	3 years of experience in relevant field																			
5	5 <sup>th</sup> Class	7.5 years of experience in relevant field																			
10.	<b>Credits Assigned to this Qualification, Subject to Assessment</b> <i>(as per National Credit Framework (NCrF))</i>	14	<b>11. Common Cost Norm Category (I/II/III)</b> <i>(wherever applicable): I</i>																		

12.	<b>Any Licensing requirements for Undertaking Training on This Qualification</b> <i>(wherever applicable)</i>	NA																						
13.	<b>Training Duration by Modes of Training Delivery</b> <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>132:00</td> <td>228:00</td> <td>60:00</td> <td></td> <td>420</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>(Refer Blended Learning Annexure for details)</i></p>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	132:00	228:00	60:00		420	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	132:00	228:00	60:00		420																			
Online																								
14.	<b>Aligned to NCO/ISCO Code/s</b> <i>(if no code is available mention the same)</i>	NCO-2015/7233.0100																						
15.	<b>Progression path after attaining the qualification</b> <i>(Please show Professional and Academic progression)</i>	Junior Supervisor - Fitter - Levelling, Alignment & Balancing (Level-3.5)																						
16.	<b>Other Indian languages in which the Qualification &amp; Model Curriculum are being submitted</b>	Hindi																						
17.	<b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>URLs of similar Qualifications:</b>																						
18.	<b>Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If "Yes", specify applicable type of Disability:</b>																						
19.	<b>How Participation of Women will be Encouraged</b>	No gender sensitization																						
20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> <i>(Specify the NOS/Module which covers it)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> <i>(In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs)</i>	<b>Name:</b> Mr. Sushim Banerjee <b>Email:</b> ceo@iisscc.org/ sushim_banerjee@yahoo.com <b>Contact No.:</b> 033-23247559 <b>Website:</b> https://www.iisscc.org																						
23.	<b>Final Approval Date by NSQC:</b> 01/04/2025	<b>24. Validity Duration:</b> 3 Years		<b>25. Next Review Date:</b> 31/03/2028																				

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

**Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project**

S. No	NOS/Module Name	NOS/Module Code & Version <i>(if applicable)</i>	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks						
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) <i>(if applicable)</i>	
1.	Use basic health and safety practices at the work place	ISC/N0008, v2.0	Non-Core	3	2	25	35	00		60	30	50	00	20	100	5	
2.	Work effectively with others	ISC/N0009, v2.0	Non-Core	3	1	10	20	00		30	30	50	00	20	100	5	
3.	Prepare for levelling, alignment and balancing work	ISC/N0926, v5.0	Core	3	3	30	60	00		90	30	50	00	20	100	20	
4.	Carryout the operation of levelling, balancing and alignment	ISC/N0927, v5.0	Core	3	3	30	60	00		90	30	50	00	20	100	30	
5.	Perform post-repairing activities	ISC/N0928, v5.0	Core	3	2	25	35	00		60	30	50	00	20	100	30	
6.	Employability Skills (30 Hours)	DGT/VSQ/N0101	Non-core	2	1	12	18	00		30	20	30	00	00	50	10	
7.	OJT		Core		2			60		60							
<b>Duration (in Hours) / Total Marks</b>						14	132	228	60		420	170	280	00	100	550	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version <i>(if applicable)</i>	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks						
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) <i>(if applicable)</i>	
1.																	
2.																	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
<b>Duration (in Hours) / Total Marks</b>																

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
<b>Duration (in Hours) / Total Marks</b>																

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

**Minimum Pass Percentage – Aggregate at qualification level:** 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

**Minimum Pass Percentage – NOS/Module-wise:**      % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	<b>Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	ITI (In stream related to Fitter) with 5 years experience in industry and 1 year of training experience in Fitting Operations Or Diploma (Mechanical engineering) with 3 years experience in industry and Maintenance and 1 year of training experience in Fitting Operations
2.	<b>Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b>	B.Tech (Mechanical) with 3 years experience in industry and 1 year of training experience in Fitting Operations
3.	<b>Tools and Equipment Required for Training</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes”, details to be provided in Annexure)
4.	<b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>	

Section 4: Assessment Related

1.	<b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	ITI (In stream related to Fitter) with 5 years experience in industry and 1 year of assessment experience in Fitting Operations Or Diploma (Mechanical engineering) with 3 years experience in industry and 1 year of assessment experience in Fitting Operations
2.	<b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	B.Tech (Mechanical) with 5 years experience in industry and 2 year of assessment experience in Fitting Operations
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>	B.Tech (Mechanical) with 5 years experience in industry and 2 year of assessment experience in Fitting Operations
4.	<b>Assessment Mode (Specify the assessment mode)</b>	Offline
5.	<b>Tools and Equipment Required for Assessment</b>	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	<b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes
2.	<b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> Yes
3.	<b>Government /Industry initiatives/ requirement (Yes/No):</b> Yes
4.	Number of Industry validation provided: 20
5.	<b>Estimated nos. of persons to be trained and employed:</b> 500
6.	<b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> In progress If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	<b>Annexure:</b> NCrF/NSQF level justification based on NCrF level/NSQF descriptors (Mandatory)	Attached
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2.	<b>Annexure:</b> List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Attached
3.	<b>Annexure:</b> Detailed Assessment Criteria (Mandatory)	Attached
4.	<b>Annexure:</b> Assessment Strategy (Mandatory)	Attached
5.	<b>Annexure:</b> Blended Learning (Mandatory, in case selected Mode of delivery is “Blended Learning”)	NA
6.	<b>Annexure:</b> Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	Filled
7.	<b>Annexure:</b> Acronym and Glossary (Optional)	
8.	<b>Supporting Document:</b> Model Curriculum (Mandatory – Public view)	Attached
9.	<b>Supporting Document:</b> Career Progression (Mandatory - Public view)	Attached
10.	<b>Supporting Document:</b> Occupational Map (Mandatory)	Attached
11.	<b>Supporting Document:</b> Assessment SOP (Mandatory)	Attached
12.	<b>Any other document you wish to submit:</b>	

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
<b>Professional Theoretical Knowledge/Process</b>	Knowledge related to physical properties of metals and lab equipment used for testing and basic metallurgy	The job involves a range of theoretical understanding and practical skills as can be seen from the job requirements given in the adjacent cell. The skills include setting, adjusting and operating the levelling, alignment and balancing in the given parameters	3
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	Knowledge related to moving parts (e.g. pumps, blower fans, etc.) , checking the vibration of moving parts (blower fan, pumps, motor gear box etc.) & balancing of equipment shafts (input and output)	As indicated by the knowledge and understanding requirements mentioned in the adjacent cell, the job holder needs to have a wide range of information for levelling, alignment and balancing.	3
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<ul style="list-style-type: none"> <li>Plan the assistant levelling, alignment and balancing and prepare the appropriate schedules</li> <li>Perform the operational/function checks</li> <li>Carry out relevant documentation manually and/ or electronically</li> </ul>	As indicated by the performance criteria in the adjacent cell, the job holder needs to have wide-ranging practical skills for levelling, alignment and balancing.	3

	<ul style="list-style-type: none"> <li>Operate levelling, alignment and balancing</li> </ul>		
<b>Broad Learning Outcomes/Core Skill</b>	<b>Logical and mathematical skills</b> <ul style="list-style-type: none"> <li>Follow the technical specification and appropriate procedures.</li> <li>Perform work-related calculations</li> <li>Use the standard templates and tools for documenting work</li> </ul>	The job holder requires logical and relevant skills for conducting levelling, alignment and balancing. As indicated by the performance criteria in the adjacent cell, the job involves levelling, alignment and balancing	3
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>Responsible for determining the work requirements.</li> <li>Responsible for planning the assistant levelling, alignment and balancing</li> <li>Responsible for process parameters.</li> <li>Responsible for preparing and updating the relevant documents.</li> </ul>	The incumbent on the job roles carrying out assistant levelling, alignment and balancing, sample collections, collecting the reports from the lab and documenting the same	3

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment  
**Batch Size: 30**

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Rule Steel 15 Cm With Metric Graduation	As per requirement	8
2	Square Try 10 Cm .Blade	As per requirement	8
3	Caliper Outside 15 .Cm	As per requirement	8
4	Caliper Inside 15 .Cm	As per requirement	8
5	Divider 15.Cm.	As per requirement	8
6	Straight Scriber 15.Cm.	As per requirement	8
7	Punch Centre 10.Cm.	As per requirement	8
8	Screw Driver 15.Cm.	As per requirement	8
9	Chisel Cold Flat 10 Cm.	As per requirement	5
10	Hammer Ball Peen 0.45 Kg.With Handle.	As per requirement	5
11	Hammer Ball Peen 0.22 Kg.With Handle.	As per requirement	5
12	File Flat 25 Cm.Second Cut.	As per requirement	8
13	File Flat 25 Cm.Smoth	As per requirement	8
14	File Half Round Second Cut 15 Cm.	As per requirement	8
15	Hacksaw Frame Fixed 30 Cm.	As per requirement	8
16	Safety Goggles.	As per requirement	15

17	Dot Slot Punch10 Cm.	As per requirement	8
18	Rule Steel 30Cm. To Read Metric.	As per requirement	4
19	Rule Steel 60Cm.	As per requirement	4
20	Straight Edge 45 Cm.Steel.	As per requirement	2
21	Plate Surface 45*45Cm.Ci} Granite	As per requirement	2
22	Marking Table 91*91*122 Cm.	As per requirement	1
23	Universal Scriber Block 22Cm.	As per requirement	2
24	V - Block Pair 7Cm.And 15Cm With Clamps	As per requirement	2
25	Square Adjustable 15 Cm.Blade	As per requirement	2
26	Angle Plate 10*20 Cm.	As per requirement	2
27	Level Sprit 15 Cm.	As per requirement	1
28	Punch Letter 3Mm. Set .	As per requirement	1
29	Punch No Set 3 Mm	As per requirement	1
30	Punch Hollow 6 Mm To 19 Set Of 5.	As per requirement	2
31	Punch Round 3*4Mm Set Of 2.	As per requirement	2
32	Portable Hand Drill (Electric) 0 To 6Mm.	As per requirement	2
33	Drill Twist S}S 1.5To 12Mm By 0.5Mm	As per requirement	1
34	Drill Twist S}S 8 To 15Mm.By1/2 Mm.	As per requirement	1
35	Taps And Dies Complete Set In Box B.A	As per requirement	1
36	Taps And Dies Complete Set In Box With Wroth.	As per requirement	1
37	Taps And Dies Complete Set In Box 3-18Mm Set Of 10.	As per requirement	1
38	File Wording 15Cm Smoth.	As per requirement	4
39	File Knife Edge 15Cm Smoth.	As per requirement	4
40	File Cant Saw 15 Cm.Smoth	As per requirement	4
41	File Feather Edge 15Cm.Smoth.	As per requirement	4
42	File Triangular 15Cm.Smoth.	As per requirement	4
43	File Round 20 Cm.Secound Cut.	As per requirement	8
44	File Sqaure15Cm.Secound Cut.	As per requirement	4
45	File Sqaure 25 Cm.Secound Cut.	As per requirement	4
46	Feeler Gauge 10 Blade.	As per requirement	4
47	File Set	As per requirement	8
48	Clamps Sets	As per requirement	4
49	Micrometer (Outside And Inside)	As per requirement	3
50	Belt pulley alignment device	As per requirement	1
51	Dial Guage Set (0.2 in - 0-50-0) Gradutation from 0.001 to 0.2 in	As per requirement	2

52	Black/White board	As per requirement	1
53	Trade specific charts and other teaching aids	As per requirement	5
54	Helmet	As per requirement	30
55	Safety shoes	As per requirement	30
56	Safety belt	As per requirement	6
57	Cotton hand gloves	As per requirement	30
58	Goggles	As per requirement	30
59	Reflective Jackets	As per requirement	30
60	Safety message boards	As per requirement	5
61	Black/White board	As per requirement	1

### Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard and Marker
2. Projector
3. Computer/Laptop
4. Chairs
5. Tables
6. Whiteboard marker

### Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Tata Steel Ltd.	Mr. Amit Khanna	Head IEM, Mills & Utilities (Electrical Maintenance)	P.O. - Bistupur, Jamshedpur, Pin – 831001, Jharkhand			
2	SAIL BSL	Mr. Malay Nandi	Deputy General Manager	Bokaro Steel Plant Bokaro – 827001, Jharkhand			
3	SAIL DGP	Mr. Soumitra Ghosh	Deputy General Manager - Electrical	Durgapur Steel Plant Durgapur – 713203 West Bengal			

4	JSW Bellary	Mr. Ajay Bihari	Head HR	Vijayanagar Works: P.O. Vidyanagar, Toranagallu Village, Sandur Taluk Bellary District - 583275 Karnataka			
5	JSPL	Mr. Sanjay Gupta	Head HR	Kharsia Road, Raigarh, Pin - 496001, Chhattisgarh			
6	Essar Steel	Mr. Sarosh Gandhi	Sr. Manager -HR	27th KM, SuratHazira Road District – Surat, Hazira, Pin - 394 270, Gujarat			
7	RohitFerrotech Ltd.	Mr. Jayanta Chatterjee	Director	Bhunia Raichak, Joynagar, P.S. DurgaChak, Dist. East Medinipur, Haldia, West Bengal			
8	Ankit Metal and Power Ltd	Mr. Avik Mukherjee	Chief HR	35, Chittranjan Avenue, Kolkata – 700012			
9	Godawari Power &Ispat (GPIL)	Mr. Shailendra Mishra	Dy CEO	428/2, Phase-I, Industrial Area, Siltara – 493111 Dist. Raipur, Chhattisgarh,			
10	ArcvacForgecast Ltd	Mr. BinodChhaje r	MD	2B, Shyamkunj, 2nd floor 12 C, Lord Sinha Road Post Box: 9210 Kolklata - 700071			
11	Tayo Rolls Limited	Mr. Abhijit Mitra	VP - Marketing	Annex – 2, General Office, Tata Steel Limited, P.O. & P.S. – Bistupur, Jamshedpur831001, Dist: East Singbhum, Jharkhand			
12	Kejriwal Castings	Mr. Subhasis Chatterjee	General Manager (Projects)	33A, Chowringhee Road Chatterjee International Centre 11th Floor, Suite No. 11 Kolkata 700071			
13	Vizag Steel Plant (RINL)	Mr. D N Rao	Director Operations	Engineering Shops And Foundry, Visakhapatnam Steel Plant, Visakhapatnam - 530032			
14	Tata Metaliks Ltd.	Ms. Ratna Sinha	Chief HRM	Tata Centre, 10th Floor 43 Jawaharlal Nehru Road Kolkata - 700071 West Bengal			
15	Sesa Goa Ltd	Mr. Vijay Khanzode	GM & Head PIDII	Queeny Elite, 1st Floor, Swatantrapath, Vasco, Panaji - 403802			
16	Tata Steel Processing & Distribution Ltd.	Mr. Ashok Kumar Balyan	Chief of Operations	Tata Centre 43, Jawaharlal Nehru Road Kolkata 700071			
17	Monnet Ispat Ltd.	Mr. Amitabh S. Mudgal	President (Marketing and Corp affair)	MandirHausad, Chandkhuri Marg, Chandkhuri Marg, Raipur, Chhattisgarh 492101			
18	Tata Sponge Iron Ltd	Mr. Partha Chattopadhy ay	Chief Operating Officer (SB)	PO: Joda, Dist: Keonjhar Orissa - 758034			

19	Facor Alloys Ltd.	Mr. M S S Sharma	Chief Executive	46 A and B, MIDC Industrial Estate, Nagpur - 440028			
20	Sarda Metals & Alloys Ltd	Mr. Prabhat Mohan	Head HR	Floor II & III, D.No.50-96-4/1, Sri GowriNilayam, Seethammadhara NE Visakhapatnam - 530013			

Annexure: Training & Employment Details

**Training and Employment Projections:**

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2022-23	500	350	200	140	50	35
2023-24	1000	700	400	280	100	70
2024-25	1500	1050	600	420	150	105

*Data to be provided year-wise for next 3 years*

**Training, Assessment, Certification, and Placement Data for previous versions of qualifications:**

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

*Applicable for revised qualifications only, data to be provided year-wise for past 3 years.*

**List Schemes in which the previous version of Qualification was implemented:**

- 1.
- 2.

**Content availability for previous versions of qualifications:**

Participant Handbook  Facilitator Guide  Digital Content  Qualification Handbook  Any Other:

**Languages in which Content is available:**

## Annexure: Blended Learning

**Blended Learning Estimated Ratio & Recommended Tools:**

**Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:**

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	<ul style="list-style-type: none"> <li>• Books/ e-books</li> <li>• Presentations</li> <li>• Reference Material</li> <li>• Audio / Video Modules</li> </ul>	
2	<input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> <li>• Self-Learning Videos</li> <li>• Broadcasts</li> <li>• Mobile Learning</li> <li>• Curated Digital content</li> </ul>	
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> <li>• Video Content</li> <li>• E-Resource library</li> <li>• AR/ VR/ XR</li> </ul>	
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> <li>• Training tools (tools list attached)</li> <li>• Video Play</li> <li>• Presentations</li> </ul>	
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> <li>• Online Question Bank</li> <li>• Mobile Quick test app</li> <li>• MCQ based tests</li> </ul>	
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	<ul style="list-style-type: none"> <li>• Assessment engine for Essays</li> <li>• Up-loadable file examinations</li> <li>• Mock test sessions</li> </ul>	
7	<input checked="" type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	<ul style="list-style-type: none"> <li>• Online tests</li> <li>• Offline assessments</li> </ul>	

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
ISC/N0009: Work effectively with others	<i>Communicate effectively with colleagues and others</i>	13	20	-	9
	PC1. coordinate with colleagues to share work, as per the workload in order to achieve team goals	3	5	-	2
	PC2. maintain clear communication with colleagues and others, wherever needed, through all means i.e. face-to-face, telephonic or written	5	7	-	3
	PC3. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity	3	4	-	2
	PC4. respect all colleagues and co-workers	1	2	-	1
	PC5. resolve conflicts by communicating with colleagues and other departments	1	2	-	1
	<i>Interact with supervisor</i>	8	14	-	6
	PC6. identify work requirements by receiving instructions from reporting supervisor	2	3	-	1
	PC7. escalate problems to supervisors that cannot be handled	2	3	-	2
	PC8. report the completed work	2	3	-	1
	PC9. interact with the reporting supervisor about any possible hazards and safety concerns	2	5	-	2
	<i>Follow appropriate behaviour at work place</i>	9	16	-	5
	PC10. extend help to people with Disability (PwD) at workplace, if required	2	4	-	2
	PC11. empathizes with people with disability	2	4	-	1
	PC12. adopt a gender neutral behavior	2	4	-	1
PC13. avoid contact with ill people and self-isolate in a similar situation	3	4	-	1	
<b>Total Marks</b>		<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>
ISC/N0008: Use basic health and safety practices at the work place	<i>Maintain safe and secure working environment</i>	10	14	-	6
	PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	2	-	1
	PC2. follow safe working practices while dealing with hazards to ensure safety of self and others.	2	3	-	1
	PC3. Use appropriate protective clothing / equipment for specific tasks and work	1	2	-	1

PC4.	Follow appropriate safety practices while working in and around trenches, elevated places and confined areas	2	1	-	-
PC5.	lift heavy objects safely using correct procedures	1	2	-	1
PC6.	carry out routine check of the machine for identifying potential hazards	1	2	-	1
PC7.	Report any identified breaches in health, safety and security policies and procedures to the designated person.	1	2	-	1
<i>Emergencies, rescue and first aid procedures</i>		<b>6</b>	<b>9</b>	-	<b>5</b>
PC8.	use appropriate type of fire extinguisher	1	1	-	-
PC9.	apply appropriate rescue techniques during fire hazard	1	2	-	1
PC10.	Provide appropriate first aid procedure to victims wherever required eg. In case of bleeding, burns, choking, electric shock etc.	2	2	-	1
PC11.	follow emergency procedures such as raising alarm, safe evacuation etc.	1	2	-	1
PC12.	attend safety training and fire drills to respond promptly during an emergency	1	2	-	1
<i>Health and hygiene</i>		<b>2</b>	<b>6</b>	-	<b>2</b>
PC13.	Follow regular cleaning and disinfection practices at work place using appropriate techniques and materials.	1	2	-	1
PC14.	follow hand hygiene practices at work place using appropriate techniques and materials	1	2	-	1
PC15.	report regarding the contagious illness of self or people in close contact	-	1	-	-
PC16.	avoid contact with ill people and self-isolate in a similar situation		1	-	
<i>Housekeeping and waste management</i>		<b>7</b>	<b>12</b>	-	<b>5</b>
PC17.	follow the fundamentals of 5S for housekeeping	2	3	-	2
PC18.	ensure good housekeeping in order to prevent hazards and accidents	1	2	-	-
PC19.	store the material, tools and equipment in the correct location and in good condition	1	2	-	-
PC20.	segregate waste into different categories	1	2	-	1
PC21.	identify recyclable, non-recyclable and hazardous waste	1	1	-	1
PC22.	dispose non-recyclable, recyclable and reusable waste appropriately at identified location	1	2	-	1
<i>Material and energy conservation</i>		<b>5</b>	<b>9</b>	-	<b>2</b>

	PC23. identify ways to optimize usage of material in various tasks/activities/processes	1	2	-	-
	PC24. check for spills/leakages in various tasks/ activities/processes	1	2	-	1
	PC25. plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	1
	PC26. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
	PC27. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	1	-	-
	<b>Total Marks</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>
<b>ISC/N0926: Prepare for levelling, alignment and balancing work</b>	<i>Identify work requirements</i>	<b>16</b>	<b>25</b>	<b>-</b>	<b>11</b>
	PC1. identify the work to be done by interpreting the checklist, engineering drawings, work order and SOPs etc.	1	3	-	1
	PC2. interpret information from sections, views and scale of measurement used in drawing of the equipment	3	5	-	3
	PC3. identify correct limits, tolerance and fits of rotating machine by interpreting the drawings properly	3	5	-	2
	PC4. identify the tools, measuring instruments, equipment and spares required for the job	5	5	-	3
	PC5. select and arrange the right tools, measuring instruments, equipment and spares as per the SOP and job requirements	3	5	-	2
	PC6. report to stores / supervisor in case of non-availability of tools, tackles and spares	1	2	-	-
	<i>Prepare for levelling, alignment and balancing work</i>	<b>14</b>	<b>25</b>	<b>-</b>	<b>9</b>
	PC7. use appropriate Personal Protective Equipment (PPE) for safe working in workshop	1	2	-	1
	PC8. plan sequence of activities need to perform to assemble the machine	2	4	-	2
	PC9. check the tools, measuring instruments and equipment for any defects and that they are as per the required quality standards	4	7	-	2
	PC10. calibrate the tools and measuring instruments before use	3	5	-	1
PC11. prepare tools, tackles, spares, lifting equipment etc. as per SOP/WI	3	5	-	2	

	PC12. report damaged / defective components of equipment and tools as per the escalation matrix	1	2	-	1
	<b>Total Marks</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>
<b>ISC/N0927: Carryout the operation of levelling, balancing and alignment</b>	<i>Conduct routine maintenance of rotating equipment</i>	<b>25</b>	<b>40</b>	<b>-</b>	<b>16</b>
	PC1. follow the checklist and ensure all assembly check points of equipment are inspected for defects and all the observations are noted properly	3	3	-	2
	PC2. dismantle the equipment as per the SOP/WI	2	3	-	1
	PC3. check the equipment for any levelling, alignment and balancing problems and rectify them as per SOP/WI	2	5	-	2
	PC4. carry out levelling of the equipment through dial gauge, spirit level, water level etc. as per SOP/WI	3	5	-	2
	PC5. carry out the alignment of equipment manually (by dial gauge) or by machine (laser driven shaft alignment) as per SOP/WI	3	5	-	2
	PC6. check static balancing by identification of heavy point (rest at the bottom) upon slow rotation of the equipment with low friction bearings	3	5	-	2
	PC7. carry out static and dynamic balancing process by using balancing machine as per SOP/WI	3	5	-	2
	PC8. assemble back the equipment as per the SOP/WI	2	3	-	1
	PC9. set and adjust the linkages, tensions and clearances of assembled components to specified specifications by using fixed gauges and hand tools	3	4	-	1
	PC10. fasten the mechanical components / subassemblies together by using specified screws, bolts, and collars	1	2	-	1
	<i>Monitor and record vibration and temperature in the equipment</i>	<b>5</b>	<b>10</b>	<b>-</b>	<b>4</b>
	PC11. use appropriate vibration and temperature measuring instruments to monitor the vibration and temperature in the equipment	2	4	-	2
	PC12. read the gauges and record the observations at prescribed time intervals	1	2	-	1
	PC13. analyse the readings to identify any deviations and correct them if not within the desired levels	1	2	-	1
PC14. report any deviations to supervisor so as to take necessary actions to rectify them	1	2	-	-	

	<b>Total Marks</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>
<b>ISC/N0928: Perform post-repairing activities</b>	<i>Conduct tests to ensure fitness of equipment</i>	<b>17</b>	<b>28</b>	<b>-</b>	<b>11</b>
	PC1. check vibrations in the equipment to ensure they are within desired limits	5	8	-	3
	PC2. conduct trials of the equipment to ensure that specified parameters are attained with no abnormalities	5	8	-	3
	PC3. record the trial results as per the organisation guidelines	3	6	-	2
	PC4. ensure that all maintenance points are adequately considered and report the superiors about maintenance activity done on the bearing	4	6	-	3
	<i>Perform post-testing activities</i>	<b>13</b>	<b>22</b>	<b>-</b>	<b>9</b>
	PC5. clean and store all the tools, machine and equipment after completion of work	4	7	-	3
	PC6. check the machine operations for any malfunctions/defects in the component and inform the supervisor/maintenance team for correction	4	6	-	3
	PC7. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations	3	5	-	2
	PC8. report to the supervisor about any problems faced or anticipated during the complete process	2	4	-	1
	<b>Total Marks</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>
<b>DGT/VSQ/N0101 - Employability Skills (30 hours)</b>	<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>
	PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
	<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>
	PC2. 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>-</b>	<b>-</b>
	PC3. explain 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	<b>-</b>	<b>-</b>
	PC4. speak with others using some basic English phrases or sentences	-	-	-	-
	<i>Communication Skills</i>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>
	PC5. follow good manners while communicating with others	-	-	-	-
PC6. work collaboratively with others in a team			-		

	<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
	PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC8. report any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
	<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
	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	-	-	-	-
	<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
	PC12. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
	PC13. use internet and social media platforms securely and safely	-	-	-	-
	<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
	PC14. identify and assess opportunities for potential business	-	-	-	-
	PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
	<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
	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 &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
	PC19. create a basic biodata	-	-	-	-
	PC20. search for suitable jobs and apply	-	-	-	-
	PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
	<b>Total Marks</b>	<b>20</b>	<b>30</b>	-	-
	<b>Grand Total</b>	<b>170</b>	<b>280</b>		<b>100</b>

### Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

*Mention the detailed assessment strategy in the provided template.*

1. Assessment System Overview:
  - Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
  - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
  - Assessment agency deploys the ToA certified Assessor for executing the assessment
  - SSC monitors the assessment process & records
2. Testing Environment:
  - Confirm that the centre is available at the same address as mentioned on SDMS or SIP
  - Check the duration of the training.
  - Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
  - EAF the batch size is more than 30, then there should be 2 Assessors.
  - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
  - Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
  - Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
  - Check the availability of the Lab Equipment for the particular Job Role.
3. Assessment Quality Assurance levels / Framework:
  - Question papers created by the Subject Matter Experts (SME)
  - Question papers created by the SME verified by the other subject Matter Experts
  - Questions are mapped with NOS and PC
  - Question papers are prepared considering that level 1 to 3 is for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
  - Assessor must be ToA certified & trainer must be ToT Certified
  - Assessment agency must follow the assessment guidelines to conduct the assessment
4. Types of evidence or evidence-gathering protocol:
  - Time-stamped & geotagged reporting of the assessor from assessment location
  - Centre photographs with signboards and scheme specific branding
  - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
  - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos
5. Method of verification or validation:
  - Surprise visit to the assessment location
  - Random audit of the batch
  - Random audit of any candidate
6. Method for assessment documentation, archiving, and access
  - Hard copies of the documents are stored
  - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
  - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

**Annexure: Acronym and Glossary**

Acronym

<b>Acronym</b>	<b>Description</b>
<b>AA</b>	Assessment Agency
<b>AB</b>	Awarding Body
<b>ISCO</b>	International Standard Classification of Occupations
<b>NCO</b>	National Classification of Occupations
<b>NCrF</b>	National Credit Framework
<b>NOS</b>	National Occupational Standard(s)
<b>NQR</b>	National Qualification Register
<b>NSQF</b>	National Skills Qualifications Framework
<b>OJT</b>	On the Job Training

Glossary

<b>Term</b>	<b>Description</b>
<b>National Occupational Standards (NOS)</b>	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
<b>Qualification</b>	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
<b>Qualification File</b>	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.
<b>Long Term Training</b>	Long-term skilling means any vocational training program undertaken for a year and above. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>