



QUALIFICATION FILE - Green Hydrogen Procurement Manager

Short Term Training (STT) Long Term Training (LT) Apprenticeship
 Upskilling Dual/Flexi Qualification For TOT For TOA

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

NCRF/NSQF Level: 5.5

Submitted By:

Logistics Sector Skill Council

No. 480 A, 7th floor Khivraj Complex 2, Anna Salai, Nandanam, Chennai – 600 035

Submitting Body Contact Details:

Name: Ms. Reena Murray

Position in the Organization: Head - Standards & Quality Assurance

Address if different from the above: Same as above

Tel Number: 044 4851 4607

E-mail Address: reena@lsc-india.com

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Section1: Basic Details

1.	Qualification Name	Green Hydrogen Procurement Manager													
2.	Sector/s	Logistics													
3.	Type of Qualification <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options	NQR Code & version of the existing /previous qualification:	Qualification Name of the existing version:												
4.	a. OEM Name b. Qualification Name (wherever applicable)	Green Hydrogen Procurement Manager													
5.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	QG-5.5-TW-03310-2024-V1-LSC & Version 1.0	6. NCrF/NSQF Level: 5.5												
7.	Award (Certificate/Diploma/ Advanced Diploma/Any Other) <i>(Wherever applicable specify multiple entry/exists also & provide details in annexure)</i>	Certificate													
8.	Brief Description of the Qualification	The individual in this job role is responsible for devising procurement strategies, selecting suppliers, and procuring clean energy and other raw materials for the production of Green Hydrogen. Additionally, they handle contracts and supplier relationships, prioritising safety and resource management in the workplace. This role demands meticulous planning, efficient execution, and a commitment to sustainability in energy management.													
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Completed PG Diploma in Supply Chain or Logistics</td> <td>-</td> </tr> <tr> <td>2.</td> <td>Completed 3-year UG degree</td> <td>2 Years of relevant Experience in supply chain</td> </tr> <tr> <td>3.</td> <td>Completed 2-year diploma after 12th grade</td> <td>3 Years of relevant experience in supply chain</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1.	Completed PG Diploma in Supply Chain or Logistics	-	2.	Completed 3-year UG degree	2 Years of relevant Experience in supply chain	3.	Completed 2-year diploma after 12th grade	3 Years of relevant experience in supply chain
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)													
1.	Completed PG Diploma in Supply Chain or Logistics	-													
2.	Completed 3-year UG degree	2 Years of relevant Experience in supply chain													
3.	Completed 2-year diploma after 12th grade	3 Years of relevant experience in supply chain													

		4. <input type="checkbox"/> Previous relevant Qualification of NSQF Level 5	1.5 Years of relevant experience in supply chain																				
		b. Age: 23 years																					
10.	Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	20	11. Common Cost Norm Category (I/II/III) (wherever applicable): I																				
12.	Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	Not Applicable																					
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended <table border="1" style="width: 100%; border-collapse: collapse;"> <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>190</td> <td>380</td> <td>30</td> <td></td> <td>600</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(Refer Blended Learning Annexure for details)</p>				Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	190	380	30		600	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																		
Classroom (offline)	190	380	30		600																		
Online																							
14.	Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/1324																					
15.	Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)	Green Hydrogen Procurement Senior Manager																					
16.	Other Indian Languages in which the Qualification & Model Curriculum are being Submitted	Hindi																					
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																					
18.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability: <i>Locomotive disability</i>																					
19.	How participation of women will be encouraged?	The Job Role is gender neutral and can be performed by women in equality to men.																					

20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it), wherever applicable	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Ms. Reena Murray Email: reena@lsc-india.com Contact No.: 044 4851 4607 Website: www.lsc-india.com
23.	Final Approval Date by NSQC: 22/10/2024	24. Validity Duration: 3 Years 25. Next Review Date: 22/10/2027

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 (if applicable)	Core/ Non-Core	NCrF/NS QF 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.	Introduction to Green Hydrogen Procurement Manager	Bridge Module	Non-Core	5.5	1	20	10	-	-	30	0	0	0	0	0	0
2.	Strategize Green Hydrogen Procurement	LSC/N3315 & V1.0	Core	5.5	2	20	40	-	-	60	30	60	0	10	100	15
3.	Short-list suppliers and negotiate contracts	LSC/N3316 & V1.0	Core	5.5	3	20	60	10	-	90	30	60	0	10	100	15

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF 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)
4.	Manage Contracts and Stakeholder relationship	LSC/N3317 & V1.0	Core	5.5	3	20	60	10	-	90	30	60	0	10	100	15
5.	Manage Risk and ESG Compliance	LSC/N3318 & V1.0	Core	5.5	3	20	60	10	-	90	30	60	0	10	100	15
6.	Review Contract and Close Deals	LSC/N3319 & V1.0	Core	5.5	2	20	40	-	-	60	30	60	0	10	100	10
7.	Administer Routine Procurement Activities	LSC/N3320 & V1.0	Core	5.5	2	20	40	-	-	60	30	60	0	10	100	15
8.	Follow Safety and Security Guidelines for Green Hydrogen	LSC/N3926 & V1.0	Core	5.5	2	20	40	-	-	60	30	60	0	10	100	10
9.	Employability Skills (60 Hours)	DGT/VSQ/N0102 & V1.0	Non-Core	5.5	2	30	30	-	-	60	20	30	0	0	50	5
Duration (in Hours) / Total Marks					20	190	380	30		600	230	450		70	750	100

Elective NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF 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.	NA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Duration (in Hours) / Total Marks			-	-	-	-	-	-	-	-	-	-	-	-	-	-

Optional NOS/s:

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF 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.	NA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Duration (in Hours) / Total Marks		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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: 50 % (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.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Any degree + 2 years of relevant industrial experience Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V2.0". Minimum accepted score is 80%
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Certified for Job Role: "Green Hydrogen Procurement Manager" mapped to QP: "LSC/Q3303, v1.0". Minimum accepted score is 80%
3.	Tools and Equipment Required for the Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Any degree + 2 years of relevant industrial experience Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, V2.0". Minimum accepted score is 80%
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	Any degree + 2 years of relevant industrial experience Certified for Job Role: "Green Hydrogen Procurement Manager" mapped to QP: "LSC/Q3303, v1.0". Minimum accepted score is 80%
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	Any degree + 5 years of relevant industrial experience + 1 year assessment experience Recommended that the Assessor is certified for the Job Role: "Lead Assessor", mapped to the Qualification Pack: "MEP/Q2701". Minimum accepted score is 80%
4.	Assessment Mode (Specify the assessment mode)	Online and Offline
5.	Tools and Equipment Required for Assessment	<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 Need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Green_Hydrogen_Policy.pdf (powermin.gov.in); mnre.gov.in
3.	Government /Industry initiatives/ requirement (Yes/No): Yes, as per the requirements of Green Hydrogen Mission
4.	Number of Industry validation provided: 15
5.	Estimated nos. of persons to be trained and employed: As per Annexure: Training and Employment Details
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Awaiting approval

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrF/NSQF level justification based on NCrF level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<p>Assessment of the Candidates on completion of the Training is a very important activity that is monitored by Logistics Sector Skill Council (LSC). It ensures sustained quality of training delivery. It also indicates to the LSC the need for any changes in training content. LSC has developed policies related to affiliation of assessment agencies and assessment process to enhance the quality of assessments and they are outlined in succeeding paragraphs.</p> <p>1) Guidelines on affiliation of assessment agencies:</p> <p>As per NSDC guidelines on affiliation of assessment agency, we are adhering the following:</p> <ul style="list-style-type: none"> a) Application evaluation b) Affiliation certificate c) SME profile validation d) Question bank validation e) TOA process f) Link through SIP <p>2) Assessment process:</p> <ul style="list-style-type: none"> 1) The assessment process would begin by developing the correct qualitative questions for theory/practical and viva. Questions papers are submitted by Assessment Bodies (AB) to LSC for approval. 2) AB submits Assessor's details, their experience and credentials to LSC for approval. 3) Third step in the process would be allocation of batches by LSC to AB for which LSC has shifted from a manual allocation system to automated allocation on the basis of grading system on the below mentioned parameters. <p>i. Quality of the assessors submitted by the assessment agency.</p>

		<ul style="list-style-type: none"> ii. Certification of the assessor by LSC basis the training of assessor's program conducted by LSC. iii. Adherence to schedule of assessments by the assessment agencies. iv. Integrity of the assessor in conducting quality assessments. v. Quality of the question papers submitted by the assessment agencies to LSC. vi. Submission of quality documents of the assessments conducted as insisted by LSC. vii. Time of submission of the required assessment related documents to LSC for approval viii. Time of submission of results in SDMS system post approval by LSC <p>Basis the above grading metrics the system would allocate the batches to the assessment agencies, which has brought transparency in the system of who are allocated how many batches and it is made very clear to the ecosystem that performance matters a lot. This has in turn also helped to improve the quality of the trainings as the check list of documents advised by LSC to be submitted by the assessment agencies speaks on the quality of trainings happening.</p>
4.	Annexure: Assessment Strategy (Mandatory)	<ol style="list-style-type: none"> 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC 2. The assessment for the theory part will be based on knowledge bank of questions validated and approved by the SSC. 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below) 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria 5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles. 6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)	No

6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	No
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	Yes
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Yes
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Yes
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Yes
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	https://drive.google.com/file/d/1G3IXYAb0NyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing
12.	Any other document you wish to submit:	NA

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
Professional Theoretical Knowledge/Process	<p>The individual in the job should possess:</p> <ul style="list-style-type: none"> Advanced knowledge of a multi-disciplinary/ interdisciplinary/cross-disciplinary field, such as supply chain management, with specialised, in-depth procurement knowledge. Advanced understanding and knowledge about the change management processes and systems. Advanced knowledge and skills in various sources for identifying problems and issues. 	<p>The Job holder must possess knowledge of various operations undertaken in the Green Hydrogen facility. The individual must manage the procurement activities and business for one or more GH2 units. S/he must also manage situations like leakages, accidents, etc. Hence, the job role qualifies to be pegged at Level 5.5.</p>	5.5
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> Possesses advanced cognitive, professional and technical skills required for performing and accomplishing complex tasks in procurement. 	<p>The Job holder must acquire negotiating skills to identify and finalise vendors and stakeholders. S/ he should know the different types of goods to be procured, including clean energy, their compliance, safety guidelines etc. The person must identify potential risks and mitigate them accordingly. S/ he</p>	5.5

	<ul style="list-style-type: none"> • A wide range of cognitive and practical skills are required to create innovative and feasible solutions to complex problems and situations in an uncertain environment. • Project Management Skills • Skills to adapt to the future of work and the demands of the fast pace of innovations and technological developments. 	must be updated on current events, new technologies, best practices, and international standards regarding GH2 procurement and must adapt to them. Hence, the job role qualifies as a level 5.5.	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> • Excellent leadership, communication, collaboration and organisational skills • Organisation and Time Management to prioritise tasks, manage workload, and meet deadlines effectively in procurement. • Complete understanding of social, political, natural and work environments. • Creative thinking and Innovation 	The person should have analytical, organisational and leadership skills to prepare forecasts, contracts and KPIs for suppliers and implement them. S/ he must communicate and coordinate with colleagues, stakeholders and vendors. The individual must analyse cargo trends and monitor schedules. Hence, the job role is qualified to be in level 5.5.	5.5
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> • Applies advanced theoretical knowledge and specialised professional and technical skills in handling various online tools for procurement. • Evaluation and improvement of processes, procedures and work or study activities • Examine and assess the implications and consequences of emerging developments and critical issues. • Make judgments in a range of situations by critically reviewing and consolidating evidence & risks 	The candidate should be skilled in monitoring tank farm operations, planning and organising resources, and ensuring their utilisation and performance. The person must ensure compliance and smooth operations as per ESG. The person must be able to decide on suitable vendors and ensure compliance in procurement. Hence, the job role is qualified to be in level 5.5.	5.5
Responsibility	<ul style="list-style-type: none"> • Responsible for managing a bigger independent unit/ business activity/ project with complete accountability. • Exercise total management and supervision of unpredictable situations in GH2 procurement. • Responsible for the work of others; team building. 	The individual must undertake complete responsibility for managing procurement. The person is responsible for monitoring the overall supplier management and ensuring compliance with safety protocols and ESG for GH2. S/ he must collaborate effectively with colleagues, vendors, and stakeholders to ensure a smooth flow of operations. Hence the job role qualifies to be pegged at level 5.5.	5.5

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.	PPE (e.g., Safety goggles, helmets, respiratory protection)	Standard Make	5 sets
2.	Safety Equipment (e.g., cryogenic protective clothing, gloves, fire extinguishers)	Standard Make	5 sets
3.	Fire extinguishers, Emergency Response Equipment (e.g., fire hoses, alarms), First aid kit, First Aid Training Mannequins	Standard Make	1
4.	Pressure gauges, Hydrogen leak detectors and gas monitoring tools, Gas monitoring systems, Fire hoses, emergency shut-off systems	Standard Make	1
5.	Computers with MS Office	Standard Make	15
6.	Scanners, printers, Calculator	Standard Make	1 set
7.	ERP, MIS	Standard Make	1
8.	Procurement analysis software (e.g., SAP Ariba, Coupa, Jaggaer, Oracle Procurement Cloud)	Standard Make	1
9.	(SDS/MSDS) for hydrogen	Standard Make	15 Printouts
10.	Data Analysis Software (e.g., SPSS, Python, R)	Standard Make	1
11.	Risk assessment tools and software (e.g., FMEA software)	Standard Make	1
12.	Digital documentation tools (e.g., cloud storage)	Standard Make	1
13.	Supplier Evaluation Worksheets, Contract Templates, Maps and Grid Diagrams	Standard Make	15 Printouts
14.	Procurement analysis software (e.g., SAP Ariba, Coupa, Jaggaer, Oracle Procurement Cloud)	Standard Make	1
15.	ESG Data Sets (sample data), Compliance Checklists, Legal Documents, Legal Reference Materials, Contract Review Checklists, Contract Samples, Procurement Documents, Procurement data sample, Regulatory norms	Standard Make	15 Printouts
16.	LLMS (learning version)	LLMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.	15 Logins per center

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Training Kit (Trainer Guide, Presentations)
2. Charts, Models, Video presentation, Flip Chart
3. Whiteboard/Smart Board, Marker, Board eraser

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Tripath logistics private limited	S. Balasubramanian	Director	Hare krishna tower, 1 floor, plot# 5-10, Balaji Layout, III cross, Dasarahalli main road, HA farm post, Near Rachenahalli Lake, Bangalore – 560 024.			
2	Solar Tech Saarthi Pvt Ltd	Lucky Aggarwal	Managing Director	A-6/49, Sector 17, Rohini, Delhi 110089			
3	Danao Green Tech Private Limited	Dr Sanjay Danao	Director	203, Sai Avenue, D-7, CIDCO Meghdoot, Butibori MIDC, Nagpur 441122			
4	Navata road transport	M. Thaviti Naidu	Asst Manager	D.NO 5/427A,Near SKLS Ware House ,Thiruvallur High Road, Alamathi, Thiruvallur,Chennai - 600052			

5	AGX India Logistics Pvt. Ltd.	E. Govindasamy	Managing Director	New No. 36, Old No. 73, West Madha Church Road, Royapuram, Chennai - 600013			
6	Linde India Limited	Vishal Singh Jadoun	Associate Manager – Deliver Safety	Oxygen House, P43 Taratala Road, Kolkata 700 088			
7	Greenergy Solar Solutions	S. Kannan	Chief Executive Officer	No. 234, 1 st floor, Lawspet Main Road, Pakkamudayapet, Lawspet, Pondicherry - 605008			
8	Pearl Ports & Warehousing Private Limited	G. Gopinath	General Manager	Inland Container Depot, No 53 Sipcot Industrial Complex ,Phase 1,Hosur - 635 126, Krishnagiri Dist, Tamil Nadu			
9	Sitara shipping Ltd	Sanjam Gupta	Director	2nd and 3rd floor; Esplalade school bldg, L50 DN Road, Fort, Mumbai 400 005			
10	PDP International Pvt Ltd	Avishkar Srivastava	Chief Innovation Officer	Sagar Estate 4th Floor, 2 N. C. Dutta Sarani, Kolkata 700001			
11	Oil India Limited	Jayanta Barua	CEO	Skill development institute, Guwahati			
12	Adani New Industries Limited	Joydev Manna	Deputy Manager – Electrolyser Technology	Adani Corporate House Shantigram, Near Vaishnodevi Circle, S G Highway, Ahmedabad-382421, Gujarat,			
13	Allcargo Logistics Limited	Chandrakant Patil	Sr. Manager CSR	6th Floor, Allcargo House, CST Road, Santacruz (E), Mumbai - 400098, India.			

14	Sitara shipping Ltd	Sanjam Gupta	MD	Sitara shipping Ltd., 2nd and 3rd floor; Esplalade school bldg, L50 DN Road, Fort, Mumbai 400 00			
15	Pearl Ports and Warehousing Pvt Ltd.	G. Gopinath	General Manager	#53, SIPCOT INDUSTRIAL COMPLEX, PHASE 1, HOSUR - 635126			

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
2024-25	150		45		10	
2025-26	400		120		40	
2026-27	500		150		50	

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 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 type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

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
Strategize Green Hydrogen Procurement	PC 1. Comprehend the company priorities to have a clear idea of the objectives of the business.	2	3	-	0.5
	PC 2. Establish short-term and long-term procurement goals, considering Life Cycle Assessment (LCA) and Total Cost of Ownership (TCO) principles.	2	3	-	0.5
	PC 3. Generate objectives for the procurement strategy in alignment with organisational goals.	2	3	-	0.5
	PC 4. Develop key Performance Indicators (KPIs) to measure the effectiveness of the procurement strategy, focusing on metrics such as carbon intensity, renewable energy percentage, and supply chain emissions.	2	3	-	0.5
	PC 5. Develop a timeline and action plan for executing the procurement strategy.	2	3	-	0.5
	PC 6. Conduct a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) of the green hydrogen market focusing and market adoption rates Electrolyser Technology Readiness Levels (TRL).	2	3	-	0.5
	PC 7. Gather data on supplier capabilities, production capacities, and market prices using Market Intelligence Platforms and Hydrogen Trading Hubs.	2	3	-	0.5
	PC 8. Align procurement goals with the company's overall strategic objectives and sustainability commitments.	2	3	-	0.5
	PC 9. Create detailed procurement budgets of the organisation incorporating Cost-Benefit Analysis (CBA) and Total Cost of Ownership (TCO) considerations.	2	8	-	0.5
	PC 10. Monitor spending and ensure procurement activities stay within budget.	2	3	-	1.5
	PC 11. Identify cost-saving opportunities in procurement through Value Engineering and Lean Procurement techniques.	2	3	-	1
	PC 12. Implement cost control measures avoiding bulk purchasing and long-term contracts.	2	3	-	0.5

	PC 13. Analyse financial data to inform procurement strategies and decisions.	2	3	-	0.5
	PC 14. Use financial metrics and tools to evaluate the cost-effectiveness of procurement activities, including Return on Investment (ROI) and Net Present Value (NPV) calculations of green hydrogen products.	1	3	-	0.5
	PC 15. Work with the production, logistics, and finance teams to coordinate procurement activities and integrate them smoothly with Supply Chain Management (SCM) and Enterprise Resource Planning (ERP) systems.	1	5	-	0.5
	PC 16. Use Collaborative Planning, Forecasting, and Replenishment (CPFR) practices to ensure clear communication and coordination, avoiding delays and disruptions.	1	5	-	0.5
	PC 17. Implement a solid record-keeping system to maintain accurate and current procurement records using digital documentation and blockchain for traceability.	1	3	-	0.5
	Total Marks	30	60	-	10
	PC 1. Research and understand current and projected clean electricity market prices.	1	2	-	0.5
	PC 2. Formulate a clear negotiation strategy outlining desired outcomes regarding pricing, contract terms, and sustainability commitments.	1	2	-	0.5
Short-list suppliers and negotiate contracts	PC 3. Communicate the anticipated volume and profile of clean electricity required for green hydrogen production throughout the contract term.	1	2	-	0.5
	PC 4. Negotiate a contract term that aligns with the green hydrogen production project timeline and provides enough stability for a clean electricity supply.	1	2	-	0.5
	PC 5. Devise concise Service Level Agreements (SLAs) that outline guaranteed uptime, power quality standards, and response times for any potential disruptions.	1	2	-	0.5
	PC 6. Discuss the possibility of including clauses that encourage the supplier to invest in further renewable energy development or sustainable practices in their electricity generation processes.	1	2	-	0.5
	PC 7. Carefully review the finalised contract to ensure all agreed-upon terms are accurately reflected.	1	2	-	0.5
	PC 8. Analyse the clean electricity demand for green hydrogen production and assess the existing grid infrastructure's capacity to handle the additional load.	1	2	-	0.5

	PC 9. Identify the closest grid interconnection point and evaluate the feasibility of connecting the green hydrogen production facility.	1	2	-	0.5
	PC 10. Work with the grid operator to finalise a formal grid interconnection agreement.	1	2	-	0.5
	PC 11. Negotiate fair and transparent fees for grid interconnection, considering factors like distance to the grid point, required infrastructure upgrades, and long-term benefits for the grid.	1	2	-	-
	PC 12. Collect and analyse procurement data using software like SAP Ariba, Coupa, Jaggaer, Oracle Procurement Cloud, etc., to identify trends and opportunities for improvement.	1	2	-	0.5
	PC 13. Develop criteria for supplier selection, including sustainability and ethical considerations with a focus on Renewable Energy Source (RES) integration and Green Hydrogen Guarantees of Origin (GoO).	1	2	-	0.5
	PC 14. Conduct thorough evaluations of potential suppliers, including site visits and audits, ensuring compliance with ISO 14001 and ISO 45001 standards.	1	2	-	-
	PC 15. Assess the financial stability and reputation of potential suppliers.	1	2	-	-
	PC 16. Verify supplier credentials, certifications, and compliance with regulatory standards.	1	2	-	-
	PC 17. Confirm that the suppliers meet environmental and social responsibility criteria.	1	2	-	-
	PC 18. Ensure suppliers adhere to fair labour practices and human rights standards.	1	2	-	0.5
	PC 19. Prepare negotiation strategies to achieve the best terms and conditions, considering contract clauses for Renewable Power Purchase Agreements (PPA) and Green Hydrogen Offtake Agreements.	1	2	-	0.5
	PC 20. Ensure contracts include clear terms on quality, delivery schedules, and penalties for non-compliance.	1	2	-	-
	PC 21. Determine critical performance metrics such as responsiveness, delivery, quality, cost reduction, etc. and clearly outline processes to track performance.	1	2	-	-
	PC 22. Ensure that supplier performance metrics are SMART (specific, measurable, achievable, realistic, time-based) and based on business needs.	1	2	-	0.5

	PC 23. Implement performance monitoring systems to track supplier performance against agreed metrics.	1	2	-	0.5
	PC 24. Collaborate with internal sales and customer service teams to gather detailed green hydrogen order requirements, including desired volume, delivery schedule, and any specific quality certifications needed.	1	2	-	0.5
	PC 25. Analyse demand forecasts and green hydrogen production capacity to assess the feasibility of fulfilling the requested order quantities within the desired timeframe.	1	2	-	-
	PC 26. Negotiate realistic delivery schedules with the customer, considering feasibility assessments, potential lead times, and any identified risks	1	2	-	0.5
	PC 27. Collaborate with logistics teams to understand available transportation options and associated costs based on the negotiated delivery schedule (e.g., expedited vs. standard shipping).	1	2	-	-
	PC 28. Negotiate contract terms with suppliers that ensure flexibility in order fulfilment, including options for adjusting order quantities within a pre-defined window or utilising alternative transportation routes if necessary.	1	3	-	0.5
	PC 29. Document all agreed-upon terms for order fulfilment, including quantities, delivery schedule, pricing, and any specific quality requirements in a formal contract with the chosen supplier and customer.	2	3	-	0.5
	Total Marks	30	60	-	10
Manage Contracts and Stakeholders relationship	PC 1. Review and finalise contracts, ensuring all terms and conditions are clearly defined.	1	2	-	0.5
	PC 2. Maintain a centralised database of all contracts and agreements.	1	2	-	0.5
	PC 3. Regularly monitor suppliers' compliance with contracts using compliance tracking and automated reminder systems, supported by blockchain for transparency and traceability.	1	2	-	0.5
	PC 4. Act as the main point of contact for handling objections, ensuring timely and effective issue resolution using conflict resolution frameworks and alternative dispute resolution techniques.	1	2	-	0.5
	PC 5. Establish a process for managing and resolving supplier disputes.	1	2	-	0.5

	PC 6. Develop relationship management strategies to engage and retain key suppliers.	1	2	-	0.5
	PC 7. Regular meetings and performance reviews with suppliers, using SRM tools to track and analyse performance data against agreed SLAs and KPIs.	1	2	-	0.5
	PC 8. Work with suppliers to innovate and improve continuously through joint ventures, MoUs, and technology-sharing agreements.	1	2	-	0.5
	PC 9. Develop improvement plans with suppliers to address performance gaps.	1	2	-	0.5
	PC 10. Conduct a supplier performance analysis on the pre-determined metrics to assess suppliers.	1	2	-	0.5
	PC 11. Review performance analysis quarterly or on an annual basis as per the company's policy and standards.	1	2	-	-
	PC 12. Communicate performance expectations and current progress to suppliers and ensure that suppliers are undertaking corrective actions to improve performance.	1	2	-	-
	PC 13. Analyse the net costs of changing vendors, such as logistical issues, contract negotiations, price changes, lead times, and the effect on customers.	1	2	-	-
	PC 14. Work with suppliers to improve their ESG practices.	1	2	-	-
	PC 15. Check the contracts and clauses for any penalties in the contract which need to be paid if the contract is broken and ensure there is enough stock in hand if the changeover isn't smooth.	1	2	-	0.5
	PC 16. Communicate with a nonperforming supplier and ensure incompetency is corrected within the stipulated timeline.	1	2	-	-
	PC 17. Confirm with senior management on supplier change if service level agreements are not being met and there are no improvements despite several warnings.	1	2	-	0.5
	PC 18. Discuss with suppliers the reasons for contract cancellations and take the appropriate steps as per company standards and regulations.	1	2	-	-
	PC 19. Ensure transparency and clarity in all communications.	1	2	-	0.5
	PC 20. Communicate information on the supplier's performance to other stakeholders and departments, such as the product manager, quality assurance department, etc., who are impacted by the performance of the supplier.	1	2	-	0.5

	PC 21. Map out all relevant stakeholders, including internal teams, suppliers, regulatory bodies, and community organisations.	1	2	-	-
	PC 22. Create strategies to engage each stakeholder group by addressing their specific needs and expectations, while also aligning with the organisation's CSR policies.	1	2	-	-
	PC 23. Establish channels for stakeholders to provide feedback and raise concerns.	1	2	-	-
	PC 24. Create a process to resolve stakeholder issues promptly and effectively using Root Cause Analysis (RCA) and Corrective and Preventive Actions (CAPA).	1	2	-	-
	PC 25. Organise regular meetings and forums for stakeholder collaboration.	1	2	-	0.5
	PC 26. Make a list of suppliers with whom further collaboration, such as involvement in product development, higher level of integration, better financing terms, etc., would be a possibility.	1	2	-	0.5
	PC 27. Assess the supplier's potential collaboration opportunity based on supplier readiness and business priority.	1	2	-	0.5
	PC 28. Analyse the potential supplier's capabilities and strategic alignment based on the requirements of business.	1	2	-	0.5
	PC 29. Support senior management in negotiating mutually beneficial collaborative agreements with selected suppliers and stakeholders.	1	2	-	0.5
	PC 30. Review and approve the service level agreement document to ensure adherence to all agreed-upon terms and conditions.	1	2	-	0.5
	Total Marks	30	60	-	10
Manage Risk and ESG Compliance	PC1. Monitor process compliance with relevant state, country, and international laws periodically, such as the Tamil Nadu Transparency in Tenders Act, 1998, and Karnataka Transparency in Public Procurement Act, 1999.	1	2	-	0.5
	PC2. Monitor process compliance with organisational policies and procedures.	1	2	-	0.5
	PC3. Review areas where compliance was not met and analyse the underlying reasons.	1	2	-	0.5
	PC4. Implement corrective and preventive actions to achieve compliance.	1	2	-	-
	PC5. Establish criteria for choosing suppliers that consider environmental and social responsibilities, using standards like the Global Reporting Initiative (GRI) and the Sustainability Accounting Standards Board (SASB).	1	2	-	-

	PC6. Ensure ESG criteria align with organisational sustainability goals.	1	2	-	-
	PC7. Monitor supplier compliance with ESG criteria using Environmental Management Systems (EMS) such as ISO 14001 and Social Accountability standards like SA8000.	1	2	-	0.5
	PC8. Collaborate with suppliers to enhance their ESG practices and compliance through CSR and sustainability training.	1	2	-	0.5
	PC9. Help suppliers meet ESG standards through technical support and capacity-building programs.	1	2	-	0.5
	PC10. Assess suppliers' adherence to ESG criteria using tools such as Life Cycle Assessment (LCA) and Environmental Impact Assessments (EIA).	1	2	-	0.5
	PC11. Conduct risk assessments to identify potential risks in procurement activities.	1	2	-	0.5
	PC12. Analyse the risk factors most relevant to the business/company.	1	2	-	0.5
	PC13. Assess potential risks such as supply shortages, price volatility, and regulatory changes.	1	2	-	0.5
	PC14. Classify the various risks associated with suppliers, such as financial risks, legal risks, risks in terms of image, etc.	1	2	-	0.5
	PC15. Identify the suppliers who pose the most significant risk to the organisation.	1	2	-	-
	PC16. Correlate the different data types to be collected for supplier risk assessment, such as supplier financial score, business continuity plans, Q S audits, lead time analysis, etc.	1	2	-	-
	PC17. Develop suitable financial and non-financial risk assessment metrics such as order lead time, variance against budget, customer query time, delivery performance, pricing against market, etc., based on company objectives, culture, technology, and critical parameters.	1	2	-	-
	PC18. Conduct a focused review of suppliers against the pre-determined risk assessment metrics.	1	2	-	-
	PC19. Analyse the result of risk assessment and segment each supplier into risk categories such as high risk, medium risk and low risk.	1	2	-	-
	PC20. Identify the attributes that are driving the risk rating and deploy strategies to mitigate risk in each category.	1	2	-	0.5

	PC21. Deploy contingency plans and increase focus on high-risk suppliers.	1	2	-	0.5
	PC22. Apply increased frequency and scrutiny of monitoring risk indicator trends such as frequent price hikes, lending institutions have significantly reduced supplier's line of credit, etc., for medium risk suppliers.	1	2	-	0.5
	PC23. Implement increased dialogue with supplier management for medium-risk suppliers.	1	2	-	0.5
	PC24. Execute firm enforcement of terms and document variances at each level of suppliers.	1	2	-	0.5
	PC25. Evaluate the impact and likelihood of identified risks.	1	2	-	0.5
	PC26. Create risk mitigation plans to address identified risks.	1	2	-	0.5
	PC27. Implement measures to minimise the impact of risks on procurement activities.	1	2	-	0.5
	PC28. Regularly update risk management plans to match ISO 31000 guidelines as conditions change.	0.5	1	-	0.5
	PC29. Ensure all GH2 procurement follows risk management guidelines to promote a culture that is aware of risks within the organization.	0.5	1	-	-
	PC30. Identify areas for improvement in procurement activities.	0.5	1	-	-
	PC31. Keep abreast of the latest trends, technologies, and best practices in green hydrogen procurement.	0.5	1	-	-
	PC32. Incorporate industry innovations into procurement strategies.	0.5	1	-	-
	PC33. Develop metrics to evaluate the effectiveness of innovation and improvement initiatives.	0.5	1	-	-
	Total Marks	30	60	-	10
Review Contract and Close Deals	PC 1. Examine all contract clauses related to price, delivery terms, payment schedules, and quality guarantees.	3	5	-	1
	PC 2. Ensure alignment with company green hydrogen procurement policies and sustainability goals.	3	5	-	1
	PC 3. Confirm that the contract terms are favourable and meet the strategic objectives of the company.	3	5	-	1
	PC 4. Collaborate with the legal team to review the final contract.	3	5	-	1
	PC 5. Secure necessary approvals from senior management or other relevant stakeholders.	3	5	-	1

	PC 6. Ensure that all internal processes for contract approval are followed.	3	5	-	1
	PC 7. Negotiate any final adjustments to terms, pricing, or delivery schedules.	3	5	-	1
	PC 8. Ensure that any changes are documented and agreed upon by both parties.	3	5	-	1
	PC 9. Present the final contract and key terms to decision-makers for sign-off.	3	5	-	0.5
	PC 10. Coordinate with the supplier to begin the fulfilment of contract terms.	1	5	-	0.5
	PC 11. Track delivery schedules and flag potential delays for proactive resolution.	1	5	-	0.5
	PC 12. Evaluate supplier performance and build strong relationships for future procurements.	1	5	-	0.5
	Total Marks	30	60	-	10
	PC1. Review and approve purchasing requests by the production/product development department and finalise the time frames	2	4	-	0.6
	PC2. Approve the quantum of purchase for different categories of items to be purchased based on priority and lead time	2	4	-	0.6
	PC3. Support the executive in selecting the right supplier as per product specifications, quality, cost, and timeline requirements	2	4	-	0.6

Administer Routine Procurement Activities

PC4. Approve mode and cost of transport in case of emergency material requirement plan	2	4	-	0.6
PC5. Clarify queries on purchase orders/indents	2	4	-	0.6
PC6. Review and approve purchase orders/indents and invoices	2	4	-	0.6
PC7. Approve the material return process to resolve material shortages, quality issues and other discrepancies	2	4	-	0.6
PC8. Prepare an overall report relating to the purchasing function for senior management.	2	4	-	0.6
PC9. Support in the design of purchasing policies, standards, and procedures to ensure smooth and transparent process flow	2	4	-	0.6
PC10. Plan, organise, manage and evaluate purchasing activities of the organisation	2	4	-	0.6

	PC11. Facilitate resolution with quality, engineering, production, and other teams, departments, and external parties in case of any escalation or deviation.	2	4	-	0.6
	PC12. Monitor and guide subordinates to ensure smooth operations.	2	4	-	0.6
	PC13. Provide required support in terms of resources and process clarifications	2	4	-	0.6
	PC14. Ensure that ERP and IT tools are utilised according to Standard Operating Procedures (SOP)	2	4	-	0.6
	PC15. Establish and evaluate key performance indicators to assess and enhance the efficiency of the purchasing function.	1	2	-	0.6
	PC16. Facilitate training for subordinates on process improvements and develop their capabilities	1	2	-	1
	Total Marks	30	60	-	10
Follow Safety and Security Guidelines for Green Hydrogen	PC1. Stay informed about the latest hydrogen production, storage, and distribution regulations.	2	4	-	-
	PC2. Keep away any ignition sources from hydrogen storage areas and maintain a strict no-smoking policy within this zone.	2	4	-	-
	PC3. Follow signage and warnings for usage of hazardous areas and equipment.	2	5	-	1
	PC4. Always wear appropriate cryogenic protective clothing, gloves and equipment when handling liquid hydrogen.	2	5	-	1
	PC5. Report any non-compliance issues promptly to relevant personnel.	2	5	-	-
	PC6. adhere to safety protocols when using materials, tools, and equipment for handling GH2.	2	4	-	1
	PC7. Follow established safety procedures for working with hydrogen, including permit systems, lockout/tagout procedures, and access controls.	2	4	-	1
	PC8. Activate alarms and evacuate personnel according to emergency plans, ensuring everyone's safety.	3	4	-	1
	PC9. Provide clear and concise information about the incident to the emergency responders and rescue personnel.	3	4	-	1
	PC10. Participate in regular emergency response drills and training, demonstrating competence and composure in simulated scenarios.	2	5	-	1
	PC11. use appropriate fire extinguishers compatible with hydrogen and fire hoses to isolate the fire at the source.	2	5	-	1

	PC12. Respond promptly and effectively to emergencies and potential hydrogen leaks, including evacuation procedures, communication with emergency services, and implementation of emergency response plans.	2	4	-	1
	PC13. Follow first aid instructions according to the type of injury/ incident.	2	3	-	1
	PC14. Move yourself or the injured person away from the source of the cryogenic liquid or gas to stop further exposure.	2	4	-	-
	Total Marks	30	60	-	10
Employability Skills (60 Hours)	<i>Introduction to Employability Skills</i>	1	1	-	-
	PC1. Identify employability skills required for jobs in various industries.	-	-	-	-
	PC2. Identify and explore learning and employability portals.	-	-	-	-
	<i>Constitutional values – Citizenship</i>	1	1	-	-
	PC3. Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. Follow environmentally sustainable practices.	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
	PC5. Recognize the significance of 21st Century Skills for employment.	-	-	-	-
	PC6. Practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life.	-	-	-	-
	<i>Basic English Skills</i>	2	3-	-	-
	PC7. Use basic English for everyday conversation in different contexts, in person and over the telephone.	-	-	-	-
	PC8. Read and understand routine information, notes, instructions, mails, letters etc. written in English.	-	-	-	-
	PC9. Write short messages, notes, letters, e-mails etc. in English.	-	-	-	-
	<i>Career Development & Goal Setting</i>	1	2	-	-
	PC10. Understand the difference between job and career.	-	-	-	-
	PC11. Prepare a career development plan with short- and long-term goals, based on aptitude.	-	-	-	-

	<i>Communication Skills</i>	2	2	-	-
	PC12. Follow verbal and non-verbal communication etiquette and active listening techniques in various settings.	-	-	-	-
	PC13. Work collaboratively with others in a team.	-	-	-	-
	<i>Diversity & Inclusion</i>	1	2	-	-
	PC14. Communicate and behave appropriately with all genders and PwD.	-	-	-	-
	PC15. Escalate any issues related to sexual harassment at workplace according to POSH Act.	-	-	-	-
	<i>Financial and Legal Literacy</i>	2	3	-	-
	PC16. Select financial institutions, products and services as per requirement.	-	-	-	-
	PC17. Carry out offline and online financial transactions, safely and securely.	-	-	-	-
	PC18. Identify common components of salary and compute income, expenses, taxes, investments etc.	-	-	-	-
	PC19. Identify relevant rights and laws and use legal aids to fight against legal exploitation.	-	-	-	-
	<i>Essential Digital Skills</i>	3	4	-	-
	PC20. Operate digital devices and carry out basic internet operations securely and safely.	-	-	-	-
	PC21. Use e-mail and social media platforms and virtual collaboration tools to work effectively.	-	-	-	-
	PC22. Use basic features of word processor, spreadsheets, and presentations.	-	-	-	-
	<i>Entrepreneurship</i>	2	3	-	-
	PC23. Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research.	-	-	-	-
	PC24. Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion.	-	-	-	-
	PC25. Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity.	-	-	-	-
	<i>Customer Service</i>	1	2	-	-
	PC26. Identify different types of customers.	-	-	-	-

	PC27. Identify and respond to customer requests and needs in a professional manner.	-	-	-	-
	PC28. Follow appropriate hygiene and grooming standards.	-	-	-	-
	<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
	PC29. Create a professional Curriculum vitae (Resume).	-	-	-	-
	PC30. Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively.	-	-	-	-
	PC31. Apply to identified job openings using offline /online methods as per requirement.	-	-	-	-
	PC32. Answer questions politely, with clarity and confidence, during recruitment and selection.	-	-	-	-
	PC33. Identify apprenticeship opportunities and register for it as per guidelines and requirements.	-	-	-	-
	Total Marks	20	30	-	-
	Grand Total	230	450	-	70

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:

- SSC will receive batches through SIP or email to schedule assessment.
- Batches will be assigned to the NCVET affiliated assessment agencies for conducting the assessment.
- Assessment agencies send the assessment confirmation and procedure to TP/TC looping SSC.
- Assessment agency deploys the ToA certified Assessor for executing the assessment.
- SSC will monitor the assessment process & records.

2. Testing Environment:

- Check the Assessment location, date and time is same as SIP data.
- Specified equipment's must be available to facilitate assessment.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME of LSC.
- Questions are mapped to the specified assessment criteria.
- Assessor must be ToA certified.
- Mock test/Self assessment will be conducted during training through LSC software.

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
- 21 points check list must be adhered to by both AA and assessor.

5. Method of verification or validation:

- LSC will validate the evidence and results through LSC portal.
- Validation will be candidate wise scrutiny.

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored by AA for certain years.
- Soft copies of evidence will be stored in LSC portal.

On the Job(OJT assessment applicable):

1. The candidate must score 60% to successfully complete the OJT.
2. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
3. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment.

Annexure: Acronym and Glossary

Acronym

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

Glossary

Term	Description
National Occupational Standards (NOS)	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.
Qualification	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
Qualification File	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.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf