



QUALIFICATION FILE

Purchase Executive - Construction

☒ 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: **NSQF Level 3.5**

Submitted By:

The Institution of Civil Engineers Society

Suncity Trade Tower, 309-310, Sector 21, Gurugram, Haryana 122016

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Section 1: Basic Details

1	Qualification Name	Purchase Executive - Construction	
2	Sector/s	Construction/ Real estate and infrastructure Construction	
3	Type of Qualification: ☒ New ☐ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: (change to previous, once approved)	Qualification Name of existing/previous version:
4	OEM Name Qualification Name (Wherever applicable)	NA	
5	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-3.5-CO-04294-2025-V1-ICES & v.1	6. NCrF/NSQF Level: <i>NSQF Level 3.5</i>
7	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/ exits also & provide details in annexure)	Certificate	
8	Brief Description of the Qualification	A Purchase Executive - Construction Material is a key professional in the construction industry responsible for learning and applying procurement practices to ensure that materials are sourced efficiently and cost effectively. Learners in this role gain hands-on experience in vendor management, inventory control, and quality assurance. They develop skills in identifying reliable suppliers, comparing prices, and ensuring the timely delivery of construction materials to meet project timelines. By understanding the complete procurement process, learners	

		contribute to smooth project execution while staying within budget and maintaining quality standards.										
9	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	Entry Qualification & Relevant Experience: <table><tr><td>S. No.</td><td>Academic/Skill Qualification (with Specialization - if applicable)</td><td>Required Experience (with Specialization - if applicable)</td></tr><tr><td>1</td><td>10th grade pass</td><td></td></tr><tr><td>2</td><td>Previous relevant Qualification of NSQF Level 3</td><td>1.5-year relevant experience in relevant in-store keeping/ procurement</td></tr></table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	10th grade pass		2	Previous relevant Qualification of NSQF Level 3	1.5-year relevant experience in relevant in-store keeping/ procurement
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1	10th grade pass											
2	Previous relevant Qualification of NSQF Level 3	1.5-year relevant experience in relevant in-store keeping/ procurement										
10	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	15	Common Cost Norm Category (I/II/III) (wherever applicable): I									
11	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA										
12	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☐ Offline ☐ Online ☒ Blended										

		<table><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><tr><td>Classroom (offline)</td><td></td><td>220</td><td>60</td><td></td><td rowspan="2">450</td></tr><tr><td>Online</td><td>170</td><td></td><td></td><td></td></tr></table> (Refer Blended Learning Annexure for details)	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)		220	60		450	Online	170			
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)														
Classroom (offline)		220	60		450														
Online	170																		
13	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO/2015/ 3323.0600 - Purchasing Agent / Executive																	
14	Progression path after attaining the qualification (Please show Professional and Academic progression)	Purchase Officer (NSQF Level 4)																	
15	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Will be translated in Hindi																	
16	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:																	
17	Is the Job Role Amenable to Persons with Disability	☐ Yes ☒ No If “Yes”, specify applicable type of Disability:																	
18	How Participation of Women will be Encouraged	Women’s participation as Purchase Executives in the construction sector can be encouraged by creating awareness about procurement as a promising career option, showcasing role models, and offering dedicated training programs that build both technical and soft skills such as vendor management, negotiation, and																	

		digital tools. Organizations can support women through equal opportunity hiring, flexible work arrangements, and ensuring a safe, inclusive workplace. Mentorship programs, networking platforms, and recognition of women's contributions further boost confidence and visibility, while scholarships, internships, and clear career growth pathways motivate more women to enter and sustain themselves in this field.	
19	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	☐ Yes ☒ No	
20	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No	
21	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 Maya Thakur Position in the organization: CEO Address :The Institution of Civil Engineers Society Suncity Trade Tower, 309-310, Sector 21, Gurugram, Haryana 122016 Tel number(s):9717900050 E-mail address: ceo@iceskills.in	
22	Final Approval Date by NSQC: 8 th May2025	23. Validity Duration: 3 years	24. Next Review Date: 8 th May2028

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/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.	NOS 1: Carry Out Material Sourcing and Procurement Activities	ICE/CON /N0701	Core	3.5	2	25	35			60	30	50	10	10	100	25
2.	NOS 2: Establish and Maintain Supplier Relationships	ICE/CON /N0901	Core	3.5	3	25	45	20		90	30	50	10	10	100	20
3.	NOS 3: Perform Inventory Control, Receiving and Tracking Operations	ICE/CON /N0902	Core	3.5	3	20	50	20		90	30	50	10	10	100	20
4.	NOS 4: Assist Production and Workflow (Related to Material Availability)	ICE/CON /N0903	Core	3.5	3	20	50	20		90	30	50	10	10	100	20

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/non-core	NCrF/N SQF 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)
5.	NOS 5: Maintain Health and Safety in Procurement Activities	ICE/CON/N0904	Non-Core	3.5	2	20	40			60	30	50	10	10	100	10
6.	Employability skills	DGT/VSQ/N0102	Non-Core	4	2	60				60	50	-			50	5
Duration (in Hours) / Total Marks					15	170	220	60		450	200	250	50	50	550	100

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: 70 % (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)	<i>M.Tech/M.E. in Civil Engineering with 2 Year of experience in the in-store keeping/ procurement , Construction field , supply chain management with 1year training experience</i> OR <i>B. Tech/B.E in Civil Engineering with 3 years of experience in-store keeping/ procurement or Construction field with 1year training experience.</i> OR <i>Diploma in Civil with 4 Years of experience in the in-store keeping/ procurement or Construction field with 1year training experience</i>
2	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	<i>M.Tech/M.E. in Civil Engineering with 3 Year of experience in the in-store keeping/ procurement or Construction field with 2year training experience</i> OR <i>B. Tech in Civil Engineering or Material Science Degree with 4 years of experience in the in-store keeping/ procurement or Construction field with 2year training experience</i> OR <i>Diploma in Civil with 5 Years of experience in the in-store keeping/ procurement or Construction field with 2year training experience</i>
2	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	

Section 4: Assessment Related

1	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<i>M.Sc./M.Tech/M.E. in Civil Engineering with 1 Year of experience in the in-store keeping/ procurement Construction field and Supply chain management with 1year training experience</i> OR <i>B. Tech in Civil Engineering or Material Science Degree with 2 years of experience in the in-store keeping/ procurement or Construction field with 1year training experience</i> OR <i>Diploma in Civil Engineering with 3 Years of experience in the in-store keeping/ procurement or Construction field with 1year training experience</i>
2	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<i>12th pass with 3 years of experience in the in-store keeping/ procurement Construction field and Supply chain management</i>
3	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<i>B. Tech in Civil Engineering or Material Science Degree with 3 years of experience in the in-store keeping/ procurement or Construction field with 1year training experience</i> OR <i>Diploma in Civil Engineering with 4 Years of experience in the in-store keeping/ procurement or Construction field with 1year training experience</i>

4	Assessment Mode (<i>Specify the assessment mode</i>)	Offline
5	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No (<i>details to be provided in Annexure-if it is different for Assessment</i>)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1	Latest Skill Gap Study (not older than 2 years) (Yes/No): No
2	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): yes
3	Government /Industry initiatives/ requirement (Yes/No): NO
4	Number of Industry validation provided: 28
5	Estimated nos. of persons to be trained and employed: 2100

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>)	<i>Annexure 1</i>
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in case of online course</i>)	<i>Annexure 2</i>

3.	Annexure: Detailed Assessment Criteria (<i>Mandatory</i>)	<i>Annexure 6</i>
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	<i>Annexure 7</i>
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is “Blended Learning”</i>)	<i>Annexure 5</i>
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	-
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	<i>Annexure 8</i>
8.	Supporting Document: Model Curriculum (<i>Mandatory - Public view</i>)	<i>Model Curriculum</i>
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	<i>Section-1 (basic details)</i>
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	<i>yes</i>
12.	Any other document you wish to submit:	-

Annexure 1: 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	The Purchase Executive - Construction Material is responsible for:	As can be inferred from the learning outcomes and	3.5

	Understanding of Procurement Processes: Knowledge of end-to-end procurement processes, including sourcing, negotiating, purchasing, and inventory management. Familiarity with various procurement methods and when to apply them (e.g., open tendering, direct procurement, etc.). Supplier Evaluation and Management: Theoretical knowledge of supplier evaluation criteria such as quality, cost, delivery reliability, and capacity. Understanding of the process for developing and maintaining supplier relationships, including supplier audits and performance assessments. Contract Negotiation and Management: Knowledge of contract negotiation techniques and strategies to secure favourable terms for the organization. Understanding of legal and regulatory aspects of contracts and procurement, including compliance with industry standards.	performance criteria of the Qualification listed in the adjacent cell, the Purchase Executive - Construction Material requires well developed skill, with clear choice of procedures in familiar context. Hence NSQF level for this descriptor is 3.5.	
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Quality Assurance and Compliance:

Theoretical knowledge of quality control processes and standards for construction materials.

Understanding of regulatory compliance, health and safety standards, and environmental regulations related to procurement.

Market Analysis and Trends:

Ability to understand and analyse market trends, material prices, and supply chain dynamics.

Knowledge of economic factors affecting the construction industry and procurement strategies.

Financial Acumen:

Basic understanding of budgeting, cost analysis, and financial management related to procurement.

Knowledge of cost optimization strategies and how to achieve cost-effective procurement without compromising quality.

Professional and Technical Skills/ Expertise/ Professional Knowledge	Vendor Management and Communication: Strong communication skills to interact with suppliers and internal stakeholders effectively. Expertise in managing vendor relationships, ensuring supplier compliance with contractual obligations, and handling disputes. Technical Knowledge of Construction Materials: In-depth knowledge of different types of construction materials, their specifications, and uses. Understanding of material quality standards and how to assess the suitability of materials for specific projects. Negotiation Skills: Proficiency in negotiation techniques to secure the best prices, terms, and conditions from suppliers. Ability to prepare for negotiations with data-driven insights and maintain a professional stance during discussions.	As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, which have been taken from the Purchase Executive - Construction Material qualification pack, job role holder must have a knowledge of facts, principles, processes and general concepts, in a field of work or study. Hence NSQF level for this descriptor is 3.5 .	3.5
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Inventory and Warehouse Management:

Skills in inventory management, including understanding of inventory turnover, safety stock levels, and reordering processes.

Expertise in coordinating with warehouse teams to ensure proper storage and handling of materials.

Health and Safety in Procurement:

Practical skills in implementing health and safety protocols during the procurement process.

Knowledge of emergency procedures, safe material handling practices, and ensuring supplier compliance with safety standards.

Risk Management:

Skills in identifying and mitigating risks associated with procurement, such as supply chain disruptions or quality issues.

Expertise in developing contingency plans and risk management strategies.

Digital Literacy and Procurement Tools:

	Proficiency in using procurement software, inventory management systems, and other digital tools. Knowledge of how to leverage technology for efficient procurement processes, data analysis, and supplier management. Analytical and Critical Thinking: Ability to analyse data related to procurement activities, market conditions, and supplier performance. Strong critical thinking skills to make informed decisions and solve problems effectively. Time Management and Prioritization: Skills in managing multiple procurement activities simultaneously, ensuring timely delivery of materials. Ability to prioritize tasks based on project timelines and material requirements.		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	1. Employment Readiness: To be employment-ready as a Purchase Executive in construction material, candidates must demonstrate the following:	As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, which have been	3.5

	Understand the end-to-end procurement process, including identifying needs, evaluating suppliers, negotiating contracts, and managing supplier relationships. Possess a good understanding of various construction materials, their specifications, quality standards, and suitable suppliers. Knowledge of local and national regulations related to construction material procurement, health and safety standards, and environmental considerations. Ability to communicate effectively with suppliers, internal teams, and stakeholders to ensure clarity in requirements, negotiations, and order fulfilment. Ensure accurate order processing, documentation, and quality checks to prevent errors and delays in material procurement. Analyse market trends, supplier performance, and cost data to make	taken from the Purchase Executive - Construction Material qualification pack, job role holder must have a knowledge of facts, principles, processes and general concepts, in a field of work or study Hence NSQF level for this descriptor is 3.5.	
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	informed purchasing decisions and optimize procurement strategies. Proficiency in using procurement software, databases, spreadsheets, and other digital tools to manage orders, track deliveries, and maintain records. 2. Entrepreneurship Skills & Mind-set: A Purchase Executive with an entrepreneurial mindset should exhibit: Ability to anticipate potential issues in the supply chain and take pre-emptive actions to mitigate risks. Innovative Thinking: Continuously look for opportunities to improve procurement processes, reduce costs, and enhance efficiency through innovative solutions. Develop and maintain strong relationships with suppliers and industry contacts to stay informed about market trends, new products, and potential partnerships. Assess risks related to supplier reliability, market fluctuations, and material quality,		
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	and develop strategies to manage these risks effectively. Identify opportunities for cost savings and negotiate favourable terms without compromising on quality or delivery timelines. Align procurement strategies with organizational goals, project timelines, and budget constraints to ensure optimal resource utilization. Understand the financial implications of procurement decisions, including cost-benefit analysis, return on investment, and impact on project budgets. 3. Professional Skills: Key professional skills required for a Purchase Executive include: Strong negotiation skills to secure favourable terms with suppliers, manage contracts, and resolve disputes effectively. Make informed decisions quickly based on analysis, experience, and industry		
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	knowledge to ensure timely procurement of materials. Efficiently manage time to handle multiple tasks, such as supplier evaluations, order processing, and inventory management, without compromising quality. Ability to adapt to changing market conditions, supplier dynamics, and project requirements, ensuring seamless procurement operations. Adhere to ethical standards and organizational policies, maintaining transparency and integrity in all procurement activities. Work effectively with cross-functional teams, including project managers, engineers, and finance, to align procurement activities with project goals and timelines.		
Broad Learning Outcomes/Core Skill	Efficiently manage procurement processes, ensuring the timely availability of high-quality construction materials at optimal costs.	As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, which have been	3.5

	Build and maintain strong relationships with suppliers and stakeholders to support project requirements. Implement effective health, safety, and quality control measures to maintain a safe and compliant procurement environment. Utilize analytical and financial skills to manage budgets and reduce costs. Adapt to changing market conditions and organizational needs with a proactive and solution-oriented approach.	taken from the Purchase Executive - Construction Material qualification pack, job role holder must have a knowledge of facts, principles, processes and general concepts, in a field of work or study. Hence NSQF level for this descriptor is 3.5.	
Responsibility	For the role of Purchase Executive - Construction Material (NSQF Level 4), demonstrating responsibility is crucial to ensuring effective procurement operations and compliance with organizational and safety standards. The key outcomes related to responsibility for this qualification are as follows: Accountability for Procurement Activities Ensuring Compliance with Policies and	As can be inferred from the knowledge and understanding related points mentioned in the adjacent cell, the Purchase Executive - Construction Material must take responsibility for own work and learning and some responsibility for others' works and learning.	3.5

	Procedures Adherence to Health and Safety Standards Quality Control and Assurance Effective Communication and Coordination Demonstrate responsibility in managing the financial aspects of procurement, including negotiating favorable terms, monitoring costs, and ensuring budget adherence. Ethical Decision-Making Continuous Improvement and Professional Development Identifying and managing risks related to procurement	Hence NSQF level for this descriptor is 3.5.	
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Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

SL.NO	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Computer	Desktop or Laptop with minimum i5 processor, 8GB RAM, 256GB SSD	15 (1 per 2 students)

2	Internet access	High-speed broadband (minimum 100 Mbps) with Wi-Fi router	1 setup (for the whole lab)
3	Communication devices (phone, email)	Smartphones or landline with email access	2 (for trainer/facilitator use)
4	Office equipment (calculator, stationery)	Scientific calculators, pens, notebooks, staplers, etc.	30 calculator sets + shared stationery
5	Procurement Software	Licensed procurement tool (e.g., SAP Ariba, Coupa, Zoho Inventory)	1 license per computer (15 licenses)
6	Spreadsheet Software (Excel)	Microsoft Excel (Office 365 or standalone version)	15 licenses
7	Presentation Software (PowerPoint)	Microsoft PowerPoint or equivalent (part of Office suite)	15 licenses
8	Communication Tools: Email, phone, video conferencing software for internal and external communication.	Microsoft Teams / Zoom / Google Meet	1 institutional account + access on 15 devices
9	Market Analysis Tools	Software like SEMrush, Google Trends, Tableau Public, or industry tools	5 licenses (for group project/demo)
10	Inventory Management Software	Software such as Zoho Inventory, NetSuite, or in-house ERP	5 licenses (demo/training version)

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Laptops
2. Whiteboards and markers
3. Projector
4. Screen
5. Chart paper
6. AV equipment
7. Stationery
8. Telephone connection

Annexure 3: 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.	Jitender Associates	Jitender Muningum	Proprietor	Plot No A175 , Phase-II, Near Jalakanya Hotel Last Bus Stop Road, Kukatpally, Hyderabad	9849297759	jitendermuningum@gmail.com	

2.	Delhi Global Institute of Technology	Ms Shelly Rajput	Manager	VPO-Barhana, Distt Jhajjar	9873000679	info@delhiglobal.ac.in	
3.	Energy Care Efficiency	Dr. Vishal Gupta	AGM - HR	335, Lane No.11, Chaman Vihar, Niranjanpur	9997889515	vishalrahi@gmail.com	
4.	Manav Rachna International Institute of Research & Study	Dr. Gurjeet Kaur	Chairman	Faridabad	8527695490	dean.dsw@mriu.edu.in	
5.	The Northcap University	Dr Lokesh Choudhary	Dean - Student Welfare	HUDA Sector 23A, Gurugram	131 2365811	lokeshchoudhary@ncuindia.edu	
6.	Prince Institute of Innovative Technology (PIIT)	Sh Hem Singh	Assistant Professor	Plot No.9, Knowledge Park-111, Greater Noida, Gautam Budh Nagar	6868251818	bharatprincepsingh@gmail.com	
7	L & Q Surveys Pvt Ltd	Dr S N Bansal	Asst Professor	307, 3rd Floor,F-14, F Block, Middle	9811039706	lqsur@yahoo.com	

				Circle, Connaught Plce			
8	Surya Roshni Limited	Mr C S Sharma	Chief Executive Officer	Bahadurgarh	8930472424	bgh@surya.in	
9	Rustomjee Prestige Vocational Education & Training Centre LLP	Mr Vinod S	General Manager	Prestige Terminus-2, Old Airport Exit Road, HAL, Bengaluru	7353300042	info@rpvetc.co.in	
10	National Institute of Technology Delhi	Dr. Ajay Kumar	Associate Professor	Zone P1, National Institute of Technology, Plot No.FA7, GT Karnal Rd, Garthi Khurad, Bakoli		ajay@nitdelhi.ac.in	
11	Brigade Hospitality Services Limited	Mr Nagaraj M	Architect	29th floor, World Trade Center, Brigade Gateway Campus 26/1, Dr Rajkumar Road, Malleswaram	8040438000	info@brigadehospitality.co m	

12	ITS (Institute of Technologic al Studies)	Mr Tapan Bihari Bhanja	Director	Plot No. 1294/7, 1st Floor, Nayapalli, Behind Insian Oil Petrol Pump, CRP Square, Bhubaneswar			
13	Yash Sharma (Architect)	Mr. Yash Sharma	Principal Architect	Gurugram	9634581376	yashsharma770@gmail.com	
14	Prabhodita Services India Pvt Ltd	Mr. Sharath Kalappa	Director	#654, 1st floor, 1st Main Rd, TK Layout 4th Stage, TK Layout, Mysuru, Karnataka	9845472751	sharath.k@prabhodita.co.in	
15	Studieux Atelier	Mr. Animesh Aggarwal	Project Head	8 Sai Lok, Phase 2, GMS Road, Niranjapur, Dehradun, Uttarakhand	8791237171	Studieuxatelier@gmail.com	
16	Global Reach Skill Training India Pvt Ltd	Mr. Yogesh Arunrao Bhusa	Project Head	United Pride Complex, Near MIT College, Beed Bypass Road, Chhatrapati Sambhajinagar	9075020068	grcenterinfo@gmail.com	

17	Park Skill Training India Pvt Ltd	Ms. Shila Dhage	Manager	United Pride Complex, Near MIT College, Beed Bypass Road, Chatrapati Sambhaji Nagar	8275387887	tpiteducation@gmail.com	
18	Trahon Livelihood Mission Pvt Ltd	Mr. Namdev Wankhede	Project Head	United Pride Complex, Near MIT College, Beed Bypass Road, Aurangabad	9049025245	trahoninfo@gmail.com	
19	Pooja Swami Architect	Ms. Pooja Swami	Director	Gurugarm	7820926350	swamipooja07@gmail.com	
20	Anupam Technology	Nileaysh Shriwaas	Engineer	Swastik Chowk, Godhani Road, Yavatmal - 445001, Maharashtra	9822464935	anupamtechnology@gmail.com	
21	Patel Engineering	Ajit Parihar	Manager	Patel Estate Road, Jogeshwari (W), Mumbai - 400108	022-26767506	ajit.parihar@pateleng.com	
22	Shrikant Gajanan Mhatre	Shrikant Gajanan Mhatre	Project Head	"Shiv Niwas", Sagar Society, Private High School Road, Tal. Pen, Dist. Raigad	9423379204	sshri1000@gmail.com	

23	Madhu Vachaspati Institute of Engineering & Technology	Samar Abbas	Director	Rasoolabad Urf Koilaha (Puranufti) G.T. Road	9838077859	samarmvgroup@gmail.com	
24	Baba Saheb Ambedkar Polytechnic	Raj Kumar	Prof.	Distt. Jhajjar, Haryana	7011291459	info@bsapolytechnic.com	
25	IFI Developers Private Limited	Prateek	Engineer	VPO MP Majhra Tehsil Beri Distt. Jhajjar Haryana	7011170622	ifidevelopers1@gmail.com	
26	Baba Saheb Ambedkar Institute of Technology and Management	Anuradha	Engineer	BSAITM Bhawan, Plot No.13, Budhella, Vikaspuri	7703917546	skills@bsates.com	
27	Sri Sai Group of Institutes	Dr. Vipin Gupta	Director	Badhani Pathankot	9988244444	sarjanskilldevelopment@gmail.com	

28	MYC Infra Pvt.Ltd.	Mr.Deepak Yadav	Project Coordinator	50A PKT-B HIG Flats sector 105 Noida Uttar Pradesh 201304	9411997000	erdeepak Yadav25@gmail.com	
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Annexure 4: 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
2025-26	700	300	5	5	-	-
2026-27	700	300	12	12	-	-
2027-28	700	300	25	25	-	-

Data to be provided year-wise for next 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: Hindi and English

Annexure 5: 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	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	LCD, Projector, Laptop, MSOffice Suite, Flipchart, whiteboard, Markers, wi-fi connectivity	50:50
2	☐ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	Employability skills: DGT/VSQ/N0102	50:50
3	☐ Showing Practical Demonstrations to the learners	LCD, Projector, Laptop, MSOffice Suite, various tools and software, computer camera, computer speakers, wi-fi connectivity	50:50
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer systems for all students, printers, wi-fi connectivity	50:50
5	☐ Tutorials/ Assignments/ Drill/ Practice	Learning management system	0:100

6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Online assessment portals, tablet for each student	0:100
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Access to industry partner in relevant field	100:0

Annexure 6: 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
NOS 1: Carry Out Material Sourcing and Procurement Activities (ICE/CON/N0701)	Element 1: Identify Material Requirements	6	10	2	2
	PC1. Understand the type, quantity, and specifications of materials required by studying project drawings and plans.	-	-	-	-
	PC2. Coordinate with site engineers and supervisors to confirm material needs for each construction stage.	-	-	-	-
	PC3. Prioritize materials based on urgency and construction sequence to ensure timely availability.	-	-	-	-
	PC4. Use estimation tools or software to determine accurate quantities and minimize material wastage.	-	-	-	-
	PC5. Prepare and update a detailed material requirement list for procurement planning.	-	-	-	-

	Element 2: Source Materials	6	10	2	2
	PC1. Identify potential suppliers based on material specifications, quality standards, and availability.	-	-	-	-
	PC2. Understand supplier capabilities by reviewing previous work history, certifications, and product samples.	-	-	-	-
	PC3. Collect and compare quotations from multiple vendors to identify the most appropriate option, and complete the registration process on the GeM (Government e-Marketplace) portal.	-	-	-	-
	PC4. Verify supplier compliance with organizational procurement and quality policies.	-	-	-	-
	PC5. Maintain a list of approved and reliable suppliers for future procurement.	-	-	-	-
	Element 3: Initiate Procurement Process	6	10	2	2
	PC1. Raise purchase requests or requisitions based on verified material needs.	-	-	-	-
	PC2. Coordinate with the finance and approval teams to process procurement as per guidelines.	-	-	-	-
	PC3. Ensure the procurement process follows project timelines and budget allocations.	-	-	-	-
	PC4. Explain payment terms, delivery timelines, and warranty conditions before confirming orders.	-	-	-	-
	PC5. Maintain clear records of all procurement transactions	-	-	-	-

	for reference and audits.				
	Element 4: Coordinate Delivery and Logistics	6	10	2	2
	PC1. Confirm material dispatch and delivery schedules with the supplier to match site readiness.	-	-	-	-
	PC2. Ensure that transport and offloading arrangements follow safety and handling norms.	-	-	-	-
	PC3. Track shipments and address delays through effective communication with logistics providers.	-	-	-	-
	PC4. Inform site personnel about expected deliveries to prepare unloading and inspection teams.	-	-	-	-
	PC5. Monitor delivery status and document all incoming materials for inventory updates.	-	-	-	-
	Element 5: Monitor Quality and Cost of Procured Materials	6	10	2	2
	PC1. Inspect materials upon arrival to verify compliance with the purchase order and technical specifications.	-	-	-	-
	PC2. Ensure materials are defect-free and suitable for intended use before accepting them.	-	-	-	-
	PC3. Report non-compliance or damage to supervisors and initiate return or replacement.	-	-	-	-
	PC4. Track procurement costs to ensure alignment with approved budgets.	-	-	-	-
	PC5. Maintain supplier performance records to support future procurement decisions.	-	-	-	-

	NOS Total	30	50	10	10
NOS 2: Establish and Maintain Supplier Relationships (ICE/CON/N0901)	Element 1: Identify Suitable Suppliers	6	10	2	2
	PC1. Understand material and service requirements before shortlisting suitable suppliers.	-	-	-	-
	PC2. Evaluate suppliers based on cost-effectiveness, reliability, and compliance with technical standards.	-	-	-	-
	PC3. Review supplier background, delivery track record, and industry certifications.	-	-	-	-
	PC4. Explain procurement expectations and quality standards during initial discussions.	-	-	-	-
	PC5. Create and maintain a categorized list of approved and potential vendors.	-	-	-	-
	Element 2: Develop Communication Channels	6	10	2	2
	PC1. Establish professional communication protocols for interacting with suppliers.	-	-	-	-
	PC2. Explain project needs, delivery schedules, and expectations clearly to avoid miscommunication.	-	-	-	-
	PC3. Maintain ongoing coordination to ensure suppliers are aligned with project timelines.	-	-	-	-
	PC4. Resolve misunderstandings quickly to maintain smooth supply chain operations.	-	-	-	-
	PC5. Keep records of all formal discussions and agreed-upon terms with suppliers.	-	-	-	-

	Element 3: Negotiate as per material quality	6	10	2	2
	PC1. Understand supplier pricing structures and negotiate for fair and competitive rates.	-	-	-	-
	PC2. Discuss and finalize payment terms, delivery conditions, and after-sales support clearly.	-	-	-	-
	PC3. Ensure that all agreements include detailed clauses on penalties, dispute resolution, and warranties.	-	-	-	-
	PC4. Document any negotiated modifications and share copies with all stakeholders.	-	-	-	-
	PC5. Maintain copies of finalized contracts and keep them updated in the procurement database.	-	-	-	-
	Element 4: Maintain Relationships with Suppliers	6	10	2	2
	PC1. Build trust-based relationships through honest, timely, and transparent interactions.	-	-	-	-
	PC2. Monitor supplier performance regularly and provide constructive feedback.	-	-	-	-
	PC3. Address concerns and conflicts diplomatically to sustain long-term associations.	-	-	-	-
	PC4. Acknowledge good performance and recognize consistent and high-quality suppliers.	-	-	-	-
	PC5. Maintain regular engagement with key suppliers to ensure readiness for future projects.	-	-	-	-
	Element 5: Evaluate Supplier Performance	6	10	2	2

	PC1. Track supplier deliveries and check for consistency in quality and punctuality.	-	-	-	-
	PC2. Use performance metrics to assess supplier reliability and responsiveness.	-	-	-	-
	PC3. Provide feedback to suppliers regarding delays, errors, or service issues.	-	-	-	-
	PC4. Report major issues to the procurement or management team for further action.	-	-	-	-
	PC5. Review supplier performance periodically to update or revise the approved vendor list.	-	-	-	-
	NOS Total	30	50	10	10
NOS 3: Perform Inventory Control, Receiving and Tracking Operations (ICE/CON/N0902)	Element 1: Receive and Inspect Materials	6	10	2	2
	PC1. Understand delivery schedules and prepare for safe and organized material receipt.	-	-	-	-
	PC2. Verify delivered items against purchase orders and specifications.	-	-	-	-
	PC3. Inspect material condition and report any damage or mismatches immediately.	-	-	-	-
	PC4. Ensure proper labelling and tagging of materials before storage.	-	-	-	-
	PC5. Maintain delivery notes and inspection records for each received consignment.	-	-	-	-
	Element 2: Update Inventory Records	6	10	2	2

	PC1. Enter material transactions into digital or manual inventory tracking systems accurately.	-	-	-	-
	PC2. Maintain up-to-date inventory logs for each type of material.	-	-	-	-
	PC3. Update stock levels after every issue or receipt to ensure transparency.	-	-	-	-
	PC4. Understand the impact of incorrect entries on stock planning and procurement.	-	-	-	-
	PC5. Provide reports during audits or reviews to ensure system accuracy.	-	-	-	-
	Element 3: Manage Storage and Stock Levels	6	10	2	2
	PC1. Organize materials by type and usage frequency to enable quick access and safety.	-	-	-	-
	PC2. Follow inventory management practices like FIFO or LIFO depending on material nature.	-	-	-	-
	PC3. Monitor stock levels and raise alerts when materials are below minimum thresholds.	-	-	-	-
	PC4. Ensure storage areas are clean, secure, and compliant with safety norms.	-	-	-	-
	PC5. Prevent material wastage by regularly checking expiry dates or shelf life.	-	-	-	-
	Element 4: Track Material Movement	6	10	2	2
	PC1. Maintain records of material issues, transfers, and	-	-	-	-

	returns with supporting documentation.				
	PC2. Monitor the location and quantity of materials being used across different work areas.	-	-	-	-
	PC3. Use tracking tools or barcode systems for faster traceability.	-	-	-	-
	PC4. Explain reasons for any discrepancies in material movement to concerned personnel.	-	-	-	-
	PC5. Ensure material records are shared regularly with the procurement or planning teams.	-	-	-	-
	Element 5: Conduct Stock Reconciliation	6	10	2	2
	PC1. Perform regular physical stock checks and compare with system data.	-	-	-	-
	PC2. Report any mismatches or losses with appropriate documentation.	-	-	-	-
	PC3. Assist in resolving inventory discrepancies by providing clear explanations.	-	-	-	-
	PC4. Recommend corrective measures such as tagging, segregation, or restricted access.	-	-	-	-
	PC5. Support internal or external inventory audits by sharing accurate and verified records.	-	-	-	-
	NOS Total	30	50	10	10
NOS 4: Assist Production and	Element 1: Understand Material Requirements for Production	6	10	2	2

Workflow (Related to Material Availability) (ICE/CON/N0903)	PC1. Understand material types, grades, and quantities required for each phase of construction from work schedules and drawings.	-	-	-	-
	PC2. Coordinate with site engineers and supervisors to identify activity-specific material needs.	-	-	-	-
	PC3. Forecast material demand in advance based on production timelines and consumption patterns.	-	-	-	-
	PC4. Explain the potential risks of delays in material availability to the production schedule.	-	-	-	-
	PC5. Maintain a checklist of required materials aligned with current and upcoming site tasks.	-	-	-	-
	Element 2: Coordinate with Stores and Procurement Teams	6	10	2	2
	PC1. Communicate daily and weekly material needs to the store and procurement personnel for timely fulfilment.	-	-	-	-
	PC2. Assist in prioritizing the delivery of critical materials to match the work sequence.	-	-	-	-
	PC3. Follow up regularly on pending requests to minimize delays or idle time on site.	-	-	-	-
	PC4. Explain urgent material requirements clearly to ensure they are given appropriate attention.	-	-	-	-
	PC5. Record all material requisitions and responses for accountability and review.	-	-	-	-

	Element 3: Monitor Material Flow at Site	6	10	2	2
	PC1. Track the flow of materials from storage to the work location and ensure proper usage.	-	-	-	-
	PC2. Monitor whether the right materials are issued at the correct time and location.	-	-	-	-
	PC3. Report any hold-ups or misuse of materials to supervisors for immediate resolution.	-	-	-	-
	PC4. Ensure unused or excess materials are returned and properly documented.	-	-	-	-
	PC5. Maintain a log of daily material issues to support site coordination.	-	-	-	-
	Element 4: Support Production Scheduling	6	10	2	2
	PC1. Understand the production or work schedule and match it with expected material deliveries.	-	-	-	-
	PC2. Help reschedule certain activities if materials are delayed or in short supply.	-	-	-	-
	PC3. Share regular updates on material availability with the planning or scheduling team.	-	-	-	-
	PC4. Explain the lead time required for reordering specific items to avoid last-minute disruptions.	-	-	-	-
	PC5. Participate in planning meetings to keep the workflow aligned with material readiness.	-	-	-	-
	Element 5: Communicate Constraints and Provide	6	10	2	2

	Feedback				
	PC1. Identify constraints caused by material shortages or late deliveries and report them early.	-	-	-	-
	PC2. Coordinate with suppliers, stores, and supervisors to find short-term solutions when needed.	-	-	-	-
	PC3. Explain to team members the reasons behind workflow delays due to material issues.	-	-	-	-
	PC4. Document challenges and share them with higher management for strategic improvement.	-	-	-	-
	PC5. Provide feedback on material quality and delivery efficiency to help improve future planning.	-	-	-	-
	NOS Total	30	50	10	10
NOS 5: Maintain Health and Safety in Procurement Activities (ICE/CON/N0904)	Element 1: Understand Health and Safety Regulations in Procurement	6	10	2	2
	PC1. Understand applicable legal, organizational, and environmental health and safety norms for procurement.	-	-	-	-
	PC2. Identify any hazardous materials and ensure they are sourced from authorized vendors with safety certifications.	-	-	-	-
	PC3. Explain to the team the importance of compliance with health and safety in purchasing decisions.	-	-	-	-
	PC4. Ensure that only materials meeting required safety specifications are approved for procurement.	-	-	-	-
	PC5. Stay updated on any changes in safety standards	-	-	-	-

	related to materials and procurement processes.				
	Element 2: Evaluate Safety Practices of Suppliers	6	10	2	2
	PC1. Assess suppliers for adherence to safe production, packaging, and delivery practices.	-	-	-	-
	PC2. Verify supplier safety credentials, such as ISO or safety audit certifications, before finalizing orders.	-	-	-	-
	PC3. Explain safety requirements to suppliers and ensure they are documented in purchase agreements.	-	-	-	-
	PC4. Track supplier performance with regard to health and safety compliance.	-	-	-	-
	PC5. Maintain records of any safety violations or incidents involving suppliers for future reference.	-	-	-	-
	Element 3: Handle and Store Materials Safely	6	10	2	2
	PC1. Ensure that all incoming materials are unloaded using safe practices and proper handling equipment.	-	-	-	-
	PC2. Store materials in designated areas that meet safety and environmental requirements.	-	-	-	-
	PC3. Clearly label hazardous or sensitive materials for proper identification and handling.	-	-	-	-
	PC4. Explain to store personnel the correct handling procedures for various types of materials.	-	-	-	-
	PC5. Monitor storage conditions regularly to avoid fire hazards, spills, or contamination.	-	-	-	-

	Element 4: Use Personal Protective Equipment (PPE)	6	10	2	2
	PC1. Understand the types of PPE required for procurement-related tasks such as receiving, handling, or inspecting materials.	-	-	-	-
	PC2. Ensure that workers involved in loading/unloading and inspection are properly equipped with PPE.	-	-	-	-
	PC3. Explain the function and importance of PPE to ensure consistent usage.	-	-	-	-
	PC4. Regularly check for damaged or expired PPE and arrange for timely replacement.	-	-	-	-
	PC5. Maintain a record of PPE issued to workers involved in procurement and material handling.	-	-	-	-
	Element 5: Report and Respond to Safety Incidents	6	10	2	2
	PC1. Immediately report any unsafe practices or near-miss incidents during procurement or delivery.	-	-	-	-
	PC2. Understand emergency protocols and act swiftly during safety-related incidents.	-	-	-	-
	PC3. Explain the details of any incident accurately to safety officers or supervisors.	-	-	-	-
	PC4. Cooperate fully during investigations and provide relevant procurement data when needed.	-	-	-	-
	PC5. Maintain records of all safety-related incidents and follow up on corrective actions implemented.	-	-	-	-

	NOS Total	30	50	10	10
	E.S	50			
6. DGT/VSQ/N0102: Employability skills	Introduction to Employability skills				
	Constitutional values				
	Becoming a professional in the 21st century				
	Basic English skills				
	Career development and goal setting				
	Communication skills				
	Diversity and inclusion				
	Financial and legal literacy				
	Essential digital skills				
	. Entrepreneurship				
	. Customer service				
	. Getting ready for apprenticeship and job				
	Grand Total	200	250	50	50

Annexure 7: 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 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:

- Check the Assessment location, date and time
- If 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.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

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

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module will be assessed separately.
2. The candidate must score 70% in each module to successfully complete the OJT.
3. 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

4. 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 8: 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
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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