QUALIFICATION FILE

Contract Manager (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: 5.5

NSQC Approved

Submitted By:

Integrated Council for Entrepreneurship and Skilling

Address: 301-303, Suncity Trade Tower, Sector-21, Gurugram, Haryana-122016

Submitting Body Contact Details:

Name: Maya Thakur

Position in the Organization: Chief Executive Officer (CEO)

Address: Same as above

Tel number(s): +91 9717900050

E-mail address: ceo@iceskills.in

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Section 1: Basic Details

1.	**Qualification Name**	Contract Manager (Construction)	
2.	**Sector/s**	Construction	
3.	**Type of Qualification:** ☒ **New** ☐ **Revised** ☐ **Has Electives/Options** ☐ **OEM**	**NQR Code & version of existing/previous qualification:** NA *(change to previous, once approved)*	**Qualification Name of existing/previous version:** NA
4.	**a. OEM Name** **b. Qualification Name** (*Wherever applicable)*	NA	
5.	**National Qualification Register (NQR) Code & Version** (*Will be issued after NSQC approval)*	QG-5.5-CO-046472025-V1-ICES & Version 1.0	6. **NCrF/NSQFLevel:** *5.5*
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 Contract Manager (Construction) is someone who manages the entire contract lifecycle for a company. The contract management services include negotiation, implementation and administration of contracts. With accuracy as the primary benchmark, a contract manager ensures that the contracts are drawn up and executed in compliance with the company's policies and regulations. Besides curating and executing the contracts, the contract manager's role entails managing the enforcement of the contract by ensuring that all parties involved adhere to the terms stipulated in the contract. High accuracy and negotiation skills are indispensable qualities that are vital to the contract manager's job role.	
9.	**Eligibility Criteria for Entry for Student / Trainee / Learner / Employee**	**a. Entry Qualification & Relevant Experience:**	

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1.	Completed 4- year of UG (in Construction Management or Civil Engineering or Law or Business)	4 Years of Relevant Industry Experience
2.	Previous relevant Qualification of NSQF Level 5	1.5 Years of Relevant Industry Experience

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<table>
<tr><td></td><td></td><td colspan="2">b. Age: As Per Government Norms</td></tr>
<tr><td>10.</td><td>Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</td><td>20</td><td>11. Common Cost Norm Category (I/II/III) (wherever applicable): I</td></tr>
<tr><td>12.</td><td>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</td><td colspan="2">Not Applicable</td></tr>
<tr><td>13.</td><td>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</td><td colspan="2">
Minimum Duration:
☐ 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>180</td><td>270</td><td>90</td><td></td><td>540</td></tr>
<tr><td>Online</td><td>60</td><td></td><td></td><td></td><td>60</td></tr>
</table>
Maximum Duration:
☐ 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>180</td><td>270</td><td>90</td><td></td><td>540</td></tr>
<tr><td>Online</td><td>60</td><td></td><td></td><td></td><td>60</td></tr>
</table>
(Refer Blended Learning Annexure for details)
</td></tr>
<tr><td>14.</td><td>Aligned to NCO/ISCO Code/s (if no code is available mention the same)</td><td colspan="2">NCO-2015/2619.9900</td></tr>
<tr><td>15.</td><td>Progression path after attaining the qualification (Please show Professional and Academic progression)</td><td colspan="2">Senior Contract Manager (NSQF Level: 6)</td></tr>
</table>

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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**	**☐ Yes ☒ No URLs of similar Qualifications:**	
18.	**Is the Job Role Amenable to Persons with Disability**	**☐ Yes ☒ No** **If "Yes", specify applicable type of Disability:**	
19.	**How Participation of Women will be Encouraged**	Education and scholarships, inclusive hiring procedures, a welcoming work environment with gender-sensitive training and flexible policies—all play a part in encouraging women to apply for positions as Contract Manager (Construction)s. Public awareness campaigns, collaborations with women's organizations and professional development opportunities can all help to advance diversity and encourage more women to pursue careers in the area.	
20.	**Are Greening/ Environment Sustainability Aspects Covered** *(Specify the NOS/Module which covers it)*	**☒ Yes ☐ No** **(Covered in ICE/CON/N9901)**	
21.	**Is Qualification Suitable to be Offered in Schools/Colleges**	**Schools ☐ Yes ☒ No Colleges ☒ Yes ☐ 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:** Maya Thakur **Email:** ceo@iceskills.in **Contact No.:** +91 9717900050 **Website:** www.iceskills.in	
23.	**Final Approval Date by NSQC:** *07-10-2025*	24. **Validity Duration:** 3 Years	25. **Next Review Date:** *07-10-2028*

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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 to the curriculum document.
Th*.-Theory* ***Pr.****-Practical* ***OJT****-On the Job Training* ***Man.****-Mandatory* ***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.	Plan and Execute Tendering and Pre-Award Contract Activities for Construction Projects	ICE/CON/ N0801, v1.0	Core	5.5	4	30	70	20	-	120	30	60		10	100	20
2.	Draft, Negotiate and Administer Construction Contracts During Project Execution	ICE/CON/ N0802, v1.0	Core	5.5	4	30	70	20	-	120	30	60		10	100	20
3.	Manage Contractual Compliance, Claims and Dispute Resolution in Construction Projects	ICE/CON/ N0803, v1.0	Core	5.5	4	45	55	20	-	120	30	60		10	100	20
4.	Control Project Commercials, Variations and Contractual Cash Flows	ICE/CON/ N0804, v1.0	Core	5.5	4	45	55	20	-	120	30	60		10	100	20
5.	Monitor Contractual Risks, Governance and Ethical Compliance Across Construction Contracts	ICE/CON/ N0805, v1.0	Core	5.5	2	30	20	10	-	60	30	60		10	100	15
6.	Employability Skills (60 Hours)	DGT/VSQ/N 0102, v1.0	Non-Core	4	2	60				60	20	30			50	5
Duration (in Hours) / Total Marks					**20**	**240**	**270**	**90**		**600**	**170**	**330**		**50**	**550**	**100**

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Elective(s):

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer to the curriculum document.
Th.*-Theory* ***Pr.****-Practical* ***OJT****-On the Job Training* ***Man.****-Mandatory* ***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.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Duration (in Hours) / Total Marks					**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**

Optional(s):

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer to the curriculum document.
Th.*-Theory* ***Pr.****-Practical* ***OJT****-On the Job Training* ***Man.****-Mandatory* ***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.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Duration (in Hours) / Total Marks					**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**	**NA**

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Assessment - Minimum Qualifying Percentage

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

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

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

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Section 3: Training Related

<table>
<tr><td rowspan="5">1.</td><td rowspan="5">Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</td><td rowspan="2">Minimum Educational Qualification</td><td rowspan="2">Specialization</td><td colspan="2">Relevant Industry Experience</td><td colspan="2">Preferable Training Experience</td></tr>
<tr><td>Years</td><td>Specialization</td><td>Years</td><td>Specialization</td></tr>
<tr><td>Post Graduation</td><td>Civil Engineering / Construction Management / Law / Business</td><td>2</td><td>Contract Management in Construction Sector</td><td>1</td><td>Contract Management in Construction Sector</td></tr>
<tr><td colspan="6">OR</td></tr>
<tr><td>Graduation</td><td>Civil Engineering / Construction Management / Law / Business</td><td>4</td><td>Contract Management in Construction Sector</td><td>1</td><td>Contract Management in Construction Sector</td></tr>
<tr><td colspan="6">OR</td></tr>
<tr><td>Diploma</td><td>Civil Engineering / Construction Management / Law / Business</td><td>6</td><td>Contract Management in Construction Sector</td><td>1</td><td>Contract Management in Construction Sector</td></tr>
<tr><td rowspan="6">2.</td><td rowspan="6">Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</td><td rowspan="2">Minimum Educational Qualification</td><td rowspan="2">Specialization</td><td colspan="2">Relevant Industry Experience</td><td colspan="2">Preferable Training Experience</td></tr>
<tr><td>Years</td><td>Specialization</td><td>Years</td><td>Specialization</td></tr>
<tr><td>Post Graduation</td><td>Civil Engineering / Construction Management / Law / Business</td><td>5</td><td>Contract Management in Construction Sector</td><td>2</td><td>Contract Management in Construction Sector</td></tr>
<tr><td colspan="6">OR</td></tr>
<tr><td>Graduation</td><td>Civil Engineering / Construction Management / Law / Business</td><td>7</td><td>Contract Management in Construction Sector</td><td>2</td><td>Contract Management in Construction Sector</td></tr>
<tr><td colspan="6">OR</td></tr>
<tr><td>Diploma</td><td>Civil Engineering / Construction Management / Law / Business</td><td>9</td><td>Contract Management in Construction Sector</td><td>2</td><td>Contract Management in Construction Sector</td></tr>
<tr><td>3.</td><td>Tools and Equipment Required for Training</td><td colspan="6">☒ Yes ☐ No (If "Yes", details provided in Annexure)</td></tr>
<tr><td>4.</td><td>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</td><td colspan="6">Not Applicable</td></tr>
</table>

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Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines*	**Minimum Educational Qualification**	**Specialization**	**Relevant Industry Experience**		**Preferable Training/Assessment Experience**	
				Years	**Specialization**	**Years**	**Specialization**
		Post Graduation	Civil Engineering / Construction Management / Law / Business	2	Contract Management in Construction Sector	1	Contract Management in Construction Sector
		OR					
		Graduation	Civil Engineering / Construction Management / Law / Business	4	Contract Management in Construction Sector	1	Contract Management in Construction Sector
		OR					
		Diploma	Civil Engineering / Construction Management / Law / Business	6	Contract Management in Construction Sector	1	Contract Management in Construction Sector
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	**Minimum Educational Qualification**	**Specialization**	**Relevant Technical Experience**			
				Years		**Specialization**	
		Graduation	In any stream	1		in basic computer skills, documentation, coordination etc.	
		OR					
		Diploma	In any stream	2		in basic computer skills, documentation, coordination etc.	
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	**Minimum Educational Qualification**	**Specialization**	**Relevant Industry Experience**		**Preferable Training/Assessment Experience**	
				Years	**Specialization**	**Years**	**Specialization**
		Post Graduation	Civil Engineering / Construction Management / Law / Business	10	Contract Management in Construction Sector	2	Contract Management in Construction Sector
		OR					
		Graduation	Civil Engineering / Construction Management / Law / Business	10	Contract Management in Construction Sector	2	Contract Management in Construction Sector

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4.	**Tools and Equipment Required for Training**	☒ Yes ☐ No (*If "Yes", details provided in Annexure)*
5.	**Assessment Mode** (Specify the assessment mode)	Offline
6.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):**	Yes
2.	**Latest Market Research Reports or any other source (not older than 2years) (Yes/No):**	Yes
3.	**Government /Industry initiatives/ requirement (Yes/No):**	Yes
4.	**Number of Industry validations provided:**	30
5.	**Estimated nos. of people to be trained and employed:**	2,100 & 1,500
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** If "No", why:	In Process

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 *(Mandatory)*	Yes
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	Yes
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	Yes
4.	**Annexure:** Assessment Strategy *(Mandatory)*	Yes
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	No
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	No
7.	**Annexure:** Acronym and Glossary *(Optional)*	Yes
8.	**Supporting Document:** Model Curriculum (Mandatory – Public view)	Yes
9.	**Supporting Document:** Career Progression (Mandatory - Public view)	Yes
10.	**Supporting Document:** Occupational Map (Mandatory)	Yes
11.	**Supporting Document:** Assessment SOP (Mandatory)	Yes
12.	**Any other document you wish to submit:**	No

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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	Advanced knowledge about a multidisciplinary/ interdisciplinary/ cross disciplinary field of technology/ skills/ job role, with specialized in-depth knowledge in one or more related fields. Has awareness and knowledge of the emerging and futuristic developments and issues in the chosen fields of technology/ skills/ job role. Has advanced understanding and Knowledge about the Change management processes and systems. Acquired advanced knowledge and skills on a wide range of sources for identifying problems and issues relating to the chosen fields of learning, and future improvements. Advanced multidisciplinary and specialized knowledge. Proficient in interdisciplinary knowledge including tech with specialized expertise in related fields; knowledgeable in emerging trends, change management, and problem-solving.	The Contract Manager possesses advanced theoretical knowledge in contract law, procurement processes, project lifecycle, financial analysis, and compliance. The role demands a multidisciplinary approach combining legal, commercial, technical, and managerial domains. The manager also stays aware of evolving regulations, risk mitigation strategies, and change management practices, essential in modern contract execution and administration.	5.5
Professional and Technical Skills/ Expertise/ Professional Knowledge	Possesses a range of advanced cognitive, professional and technical skills required for performing and accomplishing complex tasks relating to the chosen fields of technology/ skills/ job role. Wide range of cognitive and practical skills required to create innovative and feasible solutions to complex problems and situations in uncertain environment. Project Management Skills, Understanding and application of techno commercial aspect of technology/associated skills or job role. Skills to adapt to the future of work and to the demands of the fast pace of innovations and technological developments. Social Intelligence. Advanced Technical and Managerial Skills Proficiently skilled in advanced cognitive abilities, project management, techno-commercial aspects, and future adaptability, with social intelligence.	The role demands advanced technical and managerial skills to interpret, draft, negotiate, and monitor contracts for construction or service-based projects. A Contract Manager utilizes project management tools, conducts risk analysis, handles techno-commercial aspects, and operates effectively under uncertain environments. These tasks require strong analytical ability, problem-solving acumen, and adaptability to evolving technologies and client expectations.	5.5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Excellent leadership, Communication, collaboration and organizational skills, Possesses Administrative outlook and leadership traits for managing technical workforce. Effective mentoring, people management, listening, delegation skills, Organization and Time Management,	As a managerial role, the Contract Manager must demonstrate leadership, team coordination, and effective communication. This role requires delegating responsibilities, managing internal and external stakeholders,	5.5

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	Creative thinking and Innovation, Good logical and mathematical analysis/ simulation modelling skills, Complete understanding of social, political, natural and work environment. Organizing, analyzing, interpreting and acting on the information and effectively communicating and presenting/ using its outcome for decision making. A keen sense of observation, enquiry, and capability for asking relevant/ appropriate questions, Managing complex technical or professional activities or projects, requiring effective, envisioning, planning and full personal responsibility for output of own work as well as for the outputs of the group as a member of the group/team, Apply leadership skills to manage people and resources for achieving organizational objectives and outcomes. Emotional Intelligence. Leadership, effective resource management. Dynamic leader with exceptional organizational, communication and mentoring skills, capable of driving innovation for optimal group performance.	ensuring legal compliance, and mentoring junior staff. The manager also interprets data for decision-making and fosters a collaborative, productive work environment with a strategic, goal-oriented approach.	
Broad Learning Outcomes/Core Skill	Applies advance theoretical knowledge and specialized professional and technical skills involving complex variable environment and contexts, Effective understanding, monitoring and supervision of critical parameters and KPIs or others, 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 judgement in a range of situations by critically reviewing and consolidating evidences and risks, Constantly and regularly pursue self-paced and self-directed learning to upgrade knowledge and skills that will help accomplish complex tasks or pursue education and research. Can identifying problems and issues relating to the chosen fields of learning, and ways of future improvements, Exercises judgement based on evaluation of evidence from a range of sources to arrive at a solutions to complex real-life problems in chosen fields of technology/ skills/ job role. Judgement in complex problems. Applies advanced technical skills, monitors critical parameters, evaluates and improves	The Contract Manager applies specialized knowledge to solve real-world contract and project issues, interprets key performance indicators, assesses vendor or subcontractor performance, and introduces improvements in procurement or legal workflows. The role involves critical thinking, evidence-based decision-making, and the ability to judge contractual risks and opportunities across varying contexts and clients.	5.5

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	processes, and solves complex problems with evidence based judgement in complex problems.		
Responsibility	At level 5.5 the candidate is a Manager/ Technical Manager/ product Manager or equivalent. At level 6.0 the candidate is a Senior Manager/ Senior Technical Manager/ Sr. Product Manager or equivalent. Is responsible for managing a bigger independent unit/ business activity/ project, Responsible for managing activities like planning, resourcing, processes, people, within broad parameters and with complete accountability for determining, achieving and evaluating personal and group outcomes. Effective delegation and monitoring, Exercise full management and supervision of unpredictable work; Responsible for the work of others. Change agent, Team Building, the exercise of full personal responsibility and accountability for the initiatives undertaken and the outputs/outcomes of own work as well as of the group as a team member/ leader Vertical/ Business unit management Manager or Senior Manager. Accountable leader effectively manages independent units/projects, delegates, supervises and drives change with full responsibility and team building.	At Level 5.5, the Contract Manager is entrusted with the full accountability for managing contract-related operations across a business unit or project, including planning, negotiation, compliance, and resource allocation. The role also involves leading cross-functional teams, acting as a change agent, and ensuring contract execution aligns with organizational goals. The manager takes personal and group responsibility for outputs and performance, contributing significantly to project success and risk management.	5.5

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Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30 Candidates

S. No.	Tool / Equipment Name	Specification	Units	Quantity for specified Batch size	Remarks
1.	Contract Management Software	Cloud-based or on-premise contract lifecycle management (CLM) tool with AI-powered analytics, compliance tracking, and reporting capabilities.	Nos	10	
2.	Document Management System (DMS)	Software for storing, retrieving, and managing contract-related documents securely.	Nos	10	
3.	E-Procurement Software	Platform for managing procurement processes, supplier evaluation, and e-tendering.	Nos	10	
4.	AI-Powered Risk Assessment Tool	AI-driven tool for contract risk analysis, fraud detection, and predictive insights.	Nos	10	
5.	Legal Database & Compliance Tools	Subscription-based access to legal and regulatory frameworks, contract law databases, and compliance tracking.	Nos	1	
6.	Dispute Resolution & Arbitration Guidelines	Case law references, arbitration frameworks, and mediation tools.	Nos	30	
7.	Project Management Software	Software like MS Project, Primavera, or similar for tracking project timelines and contract execution.	Nos	10	
8.	Business Analytics & Reporting Tool	BI tools (Power BI, Tableau, or similar) for data-driven contract performance monitoring.	Nos	10	
9.	Ethical Decision-Making Frameworks	Compliance guidelines and corporate governance standards for contract managers.	Nos	10	
10.	Communication & Collaboration Tools	Platforms like MS Teams, Zoom, Slack for stakeholder communication and document sharing.	Nos	10	
11.	Financial Analysis Software	Software like SAP, QuickBooks, or Excel-based financial modeling tools for contract cost analysis.	Nos	10	
12.	Sourcing and Supplier Management Tool	Software for evaluating vendor performance, negotiation tracking, and contract renewal alerts.	Nos	10	

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13.	Digital Signature & E-Authentication Tools	E-signature platforms like DocuSign or Adobe Sign for contract execution.	Nos	10	
14.	Compliance & Audit Management System	Tool for monitoring adherence to contract terms, internal audits, and regulatory compliance.	Nos	10	

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Training Kit (Trainer Guide, Presentations)
2. Whiteboard/ Blackboard
3. Marker
4. Projector
5. Working Model

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Annexure: Industry Validations Summary

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

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Sri Sai College of Engineering & Technology	Dr. Vipin Gupta	Director	Badhani Pathankot	9988244444	sarjanskilldevelopment@gmail.com	
2.	Baba Saheb Ambedkar Institute of Technology and Management	Anuradha	Principal	BSAITM Bhawan, Plot No.13, Budhella, Vikaspuri	7703917546	skills@bsates.com	
3.	Baba Saheb Ambedkar Polytechnic	Raj Kumar	Principal	Distt. Jhajjar, Haryana	7011291459	info@bsapolytechnic.com	
4.	Delhi Global Institute of Technology	Ms Shelly Rajput	Principal	VPO-Barhana, Distt Jhajjar	9873000679	info@delhiglobal.ac.in	
5.	IFI Developers Private Limited	Prateek	Associate Manager	VPO MP Majhra Tehsil Beri Distt. Jhajjar Haryana	7011170622	ifidevelopers1@gmail.com	
6.	Madhu Vachaspati Institute of Engineering & Technology	Samar Abbas	Registar	Rasoolabad Urf Koilaha (Puranufti) G.T. Road	9838077859	samarmvgroup@gmail.com	
7.	Energy Care Efficiency	Dr. Vishal Gupta	Director Operation	335, Lane No.11, Chaman Vihar, Niranjanpur	9997889515	vishalrahi@gmail.com	
8.	Shrikant Gajanan Mhatre	Shrikant Gajanan Mhatre	Director	"Shiv Niwas", Sagar Society, Private High School Road,Tal. Pen, Dist. Raigad	9423379204	sshri1000@gmail.com	
9.	Patel Engineering	Ajit Parihar	Dy G M	Patel Estate Road, Jogeshwari (W), Mumbai - 400109	022-26767507	ajit.parihar@pateleng.com	

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10.	The Northcap University	Dr Lokesh Choudhary	Assistant Professor	HUDA Sector 23A, Gurugram	132 2365811	lokeshchoudhary@ncuindia.edu	
11.	Jitender Associates	Jitender Muningum	Proprietor	Plot No A175, Phase-II, Near Jalakanya Hotel Last Bus Stop Road, Kukatpally,Hyderabad	9849297759	jitendermuningum@gmail.com	
12.	L & Q Surveys Pvt Ltd	Dr S N Bansal	Chief Executive Officer	307, 3rd Floor,F-14, F Block, Middle Circle, Connaught Place	9811039706	lqsur@yahoo.com	
13.	Anupam Technology	Nileaysh Shriwaas	Director	Swastik Chowk, Godhani Road, Yavatmal - 445001, Maharashtra	9822464935	anupamtechnology@gmail.com	
14.	Pooja Swami Architect	Ms. Pooja Swami	Architect	Gurugarm	7820926350	swamipooja07@gmail.com	
15.	Global Reach Skill Training India Pvt Ltd	Mr. Yogesh Arunrao Bhusa	Director	United Pride Complex, Near MIT College, Beed Bypass Road, Chhatrapati Sambhajinagar	9075020068	grcenterinfo@gmail.com	
16.	Techno Park Skill Training India Pvt Ltd	Ms. Shila Dhage	Project Head	United Pride Complex, Near MIT College, Beed Bypass Road, Chatrapati Sambhaji Nagar	8275387887	tpiteducation@gmail.com	
17.	Trahon Livelihood Mission Pvt Ltd	Mr. Namdev Wankhede	Project Head	United Pride Complex, Near MIT College, Beed Bypass Road, Aurangabad	9049025245	trahoninfo@gmail.com	
18.	Studieux Atelier	Mr. Animesh Aggarwal	Principal Architect	9 Sai Lok, Phase 2, GMS Road, Niranjanpur, Dehradun, Uttarakhand	8791237171	Studieuxatelier@gmail.com	
19.	Prabhodita Services India Pvt Ltd	Mr. Sharath Kalappa	Managing Director	#654, 1st floor, 1st Main Rd, TK Layout 4th Stage, TK Layout, Mysuru, Karnataka	9845472751	sharath.k@prabhodita.co.in	
20.	Yash Sharma (Architect)	Mr. Yash Sharma	Architect	Gurugram	9634581376	yashsharma770@gmail.com	
21.	Institute of Technological Studies	Tapan Bihari Bhanja	Chairman	Bhubaneswar, Odisha	9933215425	itsbbsr@yahoo.com	

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22.	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	
23.	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	
24.	Manav Rachna International Institute of Research & Study	Dr. Gurjeet Kaur	Dean Student Welfare	Faridabad	8527695490	dean.dsw@mriu.edu.in	
25.	Dynamite Duro India Pvt Ltd	Rahul Dev	Commercial Manager	Dehradun, Uttarakhand		info@dynamitedurо.com	
26.	Indian Coast Guard	PM Jain	Chief Engineer and Dy. Director	Goa			
27.	Aamdhant	Navneet Yadav	CBO	Hyderabad, Telangana	9455035118	support@amdhan.com	
28.	United Human Resource	Bhupinder Kumar	HR Manager	Rewari, Haryana	7056372603	infounitedhuman@gmail.com	
29.	Distil Education Society Pvt Ltd	Seraj Ahmed	Sr. Executive, HR	Dwarka, New Delhi	9350635425	crc@distiledu.com	
30.	GM Construction Group Company	Shailendra Rajput	Project Manager (North)	Khar, Mumbai, Maharashtra	8869862551	contact@gmconstruction.com	

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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
2025-26	700	500	100	70	As per Industry requirement	As per Industry requirement
2026-27	700	500	100	70	As per Industry requirement	As per Industry requirement
2027-28	700	500	100	70	As per Industry requirement	As per Industry requirement

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
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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

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

1. NA

Content availability for previous versions of qualifications:
☒ Participant Handbook ☒ Facilitator Guide ☒ Digital Content ☒ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English and Hindi

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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 NOS	List Recommended Tools – for all selected Components	Offline: Online Ratio
1.	☒ Theory/ Lectures - Imparting theoretical and conceptualknowledge	Laptop/PC	5:2
2.	☒ Imparting Soft Skills, Life Skills and Employability Skills / Mentorship to Learners	Laptop/PC	1:1
3.	☐ Showing Practical Demonstrations to the learners		
4.	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shopfloor training		
5.	☐ Tutorials/ Assignments/ Drill/ Practice		
6.	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7.	☐ On the Job Training (OJT)/ Project Work Internship/ Candidate Training		

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Annexure: Detailed Assessment Criteria

Compulsory NOSs:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Plan and Execute Tendering and Pre-Award Contract Activities for Construction Projects	**Analyze Project Scope and Contract Strategy**	6	12		2
	PC 1 interpret technical drawings, BOQs, specifications and project scope documents				
	PC 2 identify appropriate contract models (EPC, EPCM, Item Rate, Lump Sum, PPP)				
	PC 3 assess risk allocation across employer, contractor and subcontractors				
	PC 4 align contract strategy with project timelines, cash flows and delivery milestones				
	PC 5 recommend optimal contracting approach based on project complexity				
	Plan Procurement and Tendering Strategy	6	12		2
	PC 6 develop tendering strategy aligned with organizational procurement policy				
	PC 7 prepare pre-qualification criteria for vendors and subcontractors				
	PC 8 define technical and commercial evaluation parameters				
	PC 9 coordinate with engineering, finance and legal teams during tender planning				
	PC 10 establish bid timelines and approval workflows				
	Conduct Pre-Bid Risk and Cost Analysis	6	12		2
	PC 11 identify commercial, legal and execution risks at bid stage				
	PC 12 analyze cost estimates, escalation clauses and price adjustment mechanisms				
	PC 13 evaluate statutory compliances impacting contract pricing				
	PC 14 document risk mitigation strategies for management approval				
	PC 15 support go/no-go bid decisions using structured risk analysis				
	Manage Bid Documentation and Clarifications	6	12		2
	PC 16 prepare and issue tender documents in coordination with stakeholders				
	PC 17 respond to bidder queries and issue addenda/clarifications				
	PC 18 ensure uniform dissemination of bid information to all bidders				
	PC 19 maintain confidentiality and integrity of bid process				
	PC 20 ensure compliance with organizational and legal tender norms				
	Evaluate Bids and Support Contract Award	6	12		2
	PC 21 conduct techno-commercial bid evaluations				
	PC 22 validate arithmetic accuracy and commercial assumptions				
	PC 23 prepare comparative statements and evaluation reports				
	PC 24 support negotiations and final recommendation for award				
	PC 25 ensure approvals and documentation prior to issuance of LoA				
	NOS Total	**30**	**60**		**10**

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NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Draft, Negotiate and Administer Construction Contracts During Project Execution	**Draft Construction Contracts**	6	12		2
	PC 1 draft contract conditions aligned with scope and tender terms				
	PC 2 incorporate technical, commercial and legal clauses accurately				
	PC 3 define payment terms, milestones and retention mechanisms				
	PC 4 ensure clarity in scope, exclusions and responsibilities				
	PC 5 align draft contracts with applicable laws and standards				
	Negotiate Contract Terms	6	12		2
	PC 6 prepare negotiation strategy and fallback positions				
	PC 7 conduct commercial and contractual negotiations with vendors				
	PC 8 balance risk allocation while protecting organizational interests				
	PC 9 record agreed deviations and concessions				
	PC 10 finalize negotiated contract drafts for approval				
	Execute and Register Contracts	6	12		2
	PC 11 coordinate signing and stamping of contracts				
	PC 12 ensure statutory registrations and compliance				
	PC 13 manage digital and physical contract repositories				
	PC 14 communicate contract obligations to project teams				
	PC 15 maintain contract execution records				
	Administer Contractual Obligations	6	12		2
	PC 16 monitor compliance with contract terms during execution				
	PC 17 track deliverables, milestones and payment triggers				
	PC 18 manage amendments, variations and change orders				
	PC 19 issue notices as per contractual timelines				
	PC 20 maintain contract correspondence logs				
	Monitor Performance and Compliance	6	12		2
	PC 21 evaluate contractor performance against KPIs				
	PC 22 identify non-compliances and contractual breaches				
	PC 23 recommend corrective actions				
	PC 24 coordinate audits and reviews				
	PC 25 support contract closure procedures				
	NOS Total	**30**	**60**		**10**

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NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Manage Contractual Compliance, Claims and Dispute Resolution in Construction Projects	**Monitor and Ensure Contractual Compliance During Project Execution**	6	12		2
	PC 1 review contract conditions, amendments and correspondence to establish compliance requirements				
	PC 2 monitor contractor and employer obligations against agreed contractual timelines and deliverables				
	PC 3 track compliance with statutory, safety, insurance and regulatory provisions stated in the contract				
	PC 4 identify deviations, breaches, or non-compliance issues at an early stage				
	PC 5 record compliance status and communicate issues to relevant stakeholders for corrective action				
	Identify and Assess Contractual Claims and Entitlements	6	12		2
	PC 6 identify potential claims arising from variations, delays, disruptions, or contractual changes				
	PC 7 interpret contractual clauses related to claims, extensions of time (EOT) and compensation				
	PC 8 assess cause-and-effect relationships between events and contractual impact				
	PC 9 evaluate entitlement validity based on contract provisions and project records				
	PC 10 advise project teams on claim potential, risks and strategic positioning				
	Prepare, Submit and Manage Contractual Claims and Notices	6	12		2
	PC 11 prepare contractual notices within prescribed timelines and format				
	PC 12 compile claim submissions supported by facts, records and contractual references				
	PC 13 coordinate with planning, engineering and finance teams to substantiate claims				
	PC 14 maintain structured claim registers and supporting documentation				
	PC 15 track responses, determinations and outcomes of submitted claims				
	Support Dispute Resolution and Legal Proceedings	6	12		2
	PC 16 assist in dispute avoidance through negotiation and amicable settlement mechanisms				
	PC 17 support mediation, conciliation, adjudication, or arbitration processes				
	PC 18 coordinate with legal counsel and external consultants for dispute preparation				
	PC 19 organize and present contractual records, evidence and claim narrative				
	PC 20 monitor dispute status, costs and outcomes to inform management decisions				
	Implement Dispute Prevention and Contractual Risk Mitigation Measures	6	12		2
	PC 21 analyse dispute trends and root causes from ongoing and completed projects				
	PC 22 recommend corrective actions to minimize future claims and disputes				
	PC 23 improve contract administration practices to reduce ambiguity and risk				
	PC 24 promote timely communication and documentation discipline across project teams				
	PC 25 contribute to lessons-learned repositories and organizational best practices				
	NOS Total	**30**	**60**		**10**

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NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Control Project Commercials, Variations and Contractual Cash Flows	**Establish Project Commercial Control Systems**	6	12		2
	PC 1 review contract documents to identify commercial control requirement				
	PC 2 establish commercial baselines for cost, revenue and cash flow				
	PC 3 define procedures for billing, certification and payment tracking				
	PC 4 set up commercial registers for variations, claims and payments				
	PC 5 coordinate with project, planning and finance teams to align controls				
	Manage Contractual Variations and Change Orders	6	12		2
	PC 6 identify variations arising from scope changes, design revisions, or site condition				
	PC 7 interpret contractual provisions governing variations and pricing				
	PC 8 prepare variation submissions with quantity, rate and cost justification				
	PC 9 negotiate variation valuations with clients, consultants, or contractors				
	PC 10 obtain approvals and incorporate variations into contract value				
	Monitor and Control Project Cash Flow	6	12		2
	PC 11 prepare cash flow forecasts based on project schedules and milestones				
	PC 12 monitor inflows and outflows against contractual payment terms				
	PC 13 identify cash flow risks due to delays, disputes, or non-certification				
	PC 14 coordinate with finance teams to manage working capital requirement				
	PC 15 recommend corrective measures to maintain healthy cash flow				
	Certify Bills, Payments and Commercial Recoveries	6	12		2
	PC 16 verify measurement sheets, running account bills and milestone claims				
	PC 17 ensure billing complies with contractual terms and scope				
	PC 18 track certification timelines and payment receipts				
	PC 19 manage recoveries, deductions and retention money as per contract				
	PC 20 support final account settlement and release of securities				
	Report Commercial Performance and Support Decision-Making	6	12		2
	PC 21 prepare periodic commercial reports on cost, revenue and cash flow status				
	PC 22 analyse variances between planned and actual commercial performance				
	PC 23 highlight commercial risks, opportunities and mitigation actions				
	PC 24 present commercial insights to project and management teams				
	PC 25 maintain accurate commercial records for audits and reviews				
	NOS Total	**30**	**60**		**10**

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NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Monitor Contractual Risks, Governance and Ethical Compliance Across Construction Contracts	**Identify and Assess Contractual Risks Across Project Lifecycle**	**6**	**12**		**2**
	PC 1 review contract documents to identify commercial, legal and operational risks				
	PC 2 analyse risk exposure arising from scope ambiguity, payment terms and liabilities				
	PC 3 assess interface risks between multiple contractors and stakeholders				
	PC 4 prioritise risks based on probability and impact				
	PC 5 maintain and update contractual risk registers				
	Implement Contract Governance Frameworks and Controls	**6**	**12**		**2**
	PC 6 establish governance structures for contract approvals and delegations				
	PC 7 ensure compliance with organizational policies and contract approval matrices				
	PC 8 monitor adherence to contractual procedures and reporting requirement				
	PC 9 implement document control and version management systems				
	PC 10 coordinate internal audits and management reviews				
	Monitor Regulatory, Statutory and Contractual Compliance	**6**	**12**		**2**
	PC 11 track compliance with applicable laws, codes and regulation				
	PC 12 verify adherence to contractual insurance, bonding and statutory requirements				
	PC 13 monitor compliance with labour, safety and environmental obligations				
	PC 14 identify non-compliance issues and initiate corrective action				
	PC 15 report compliance status to management and stakeholders				
	Ensure Ethical Practices and Integrity in Contract Management	**6**	**12**		**2**
	PC 16 promote ethical conduct in procurement and contract administration				
	PC 17 identify and prevent conflicts of interest in contract dealings				
	PC 18 ensure transparency in decision-making and record-keeping				
	PC 19 address unethical practices, fraud or corruption risk				
	PC 20 support implementation of organizational codes of conduct				
	Review, Audit and Improve Contract Governance Practices	**6**	**12**		**2**
	PC 21 conduct periodic reviews of contract governance effectiveness				
	PC 22 analyse audit findings and non-conformance reports				
	PC 23 recommend improvements to governance and risk controls				
	PC 24 capture lessons learned from audits and incidents				
	PC 25 contribute to continuous improvement initiatives				
	NOS Total	**30**	**60**		**10**

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NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes		Theory Marks	Practical Marks	Project Marks	Viva Marks
Employability Skills (60 Hours)	**Introduction to Employability Skills**					
	PC 1	understand the significance of employability skills in meeting the current job market requirement and future of work	1	1		
	PC 2	identify and explore learning and employability relevant portals				
	PC 3	research about the different industries, job market trends, latest skills required and the available opportunities				
	Constitutional values – Citizenship					
	PC 4	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.	1	1		
	PC 5	follow environmentally sustainable practices				
	Becoming a Professional in the 21st Century					
	PC 6	recognize the significance of 21st Century Skills for employment	1	3		
	PC 7	practice the 21st Century Skills such as Self Awareness, behavioral 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				
	PC 8	adopt a continuous learning mindset for personal and professional development				
	Basic English Skills					
	PC 9	use basic English for everyday conversation in different contexts, in person and over the telephone	3	4		
	PC 10	read and understand routine information, notes, instructions, mails, letters etc. written in English				
	PC 11	write short messages, notes, letters, e-mails etc. in English				
	Career Development & Goal Setting					
	PC 12	identify career goals based on the skills, interests, knowledge and personal attributes	1	2		
	PC 13	prepare a career development plan with short- and long-term goals				
	Communication Skills					
	PC 14	follow verbal and non-verbal communication etiquette while communicating in professional and public settings	2	2		
	PC 15	use active listening techniques for effective communication				
	PC 16	communicate in writing using appropriate style and format based on formal or informal requirements				
	PC 17	work collaboratively with others in a team				
	Diversity & Inclusion					
	PC 18	communicate and behave appropriately with all genders and PwD	1	1		
	PC 19	escalate any issues related to sexual harassment at workplace according to POSH Act				

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	Financial and Legal Literacy				
	PC 20 identify and select reliable institutions for various financial products and services such as bank accounts, debit and credit cards, loans, insurance etc.	**2**	**3**		
	PC 21 carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook				
	PC 22 identify common components of salary and compute income, expenses, taxes, investments etc				
	PC 23 identify relevant rights and laws and use legal aid to fight against legal exploitation				
	Essential Digital Skills				
	PC 24 operate digital devices and use their features and applications securely and safely	**3**	**5**		
	PC 25 carry out basic internet operations by connecting to the internet safely and securely, using mobile data or other available networks through Bluetooth, Wi-Fi, etc				
	PC 26 display responsible online behaviour while using various social media platforms				
	PC 27 create a personal email account, send and process received messages as per requirement				
	PC 28 carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications				
	PC 29 utilize virtual collaboration tools to work effectively				
	Entrepreneurship				
	PC 30 identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	**2**	**3**		
	PC 31 develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
	PC 32 identify sources of funding, anticipate and mitigate any financial/ legal hurdles for the potential business opportunity				
	Customer Service				
	PC 33 identify different types of customers and ways to communicate with them	**1**	**2**		
	PC 34 identify and respond to customer requests and needs in a professional manner				
	PC 35 use appropriate tools to collect customer feedback				
	PC 36 follow appropriate hygiene and grooming standards				
	Getting ready for apprenticeship & Jobs				
	PC 37 create a professional Curriculum vitae (Resume)	**2**	**3**		
	PC 38 search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
	PC 39 apply to identified job openings using offline /online methods as per requirement				
	PC 40 answer questions politely, with clarity and confidence, during recruitment and selection				
	PC 41 identify apprenticeship opportunities and register for it as per guidelines and requirements				
	NOS Total	**20**	**30**		

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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.

1. **Assessment System Overview:**

Assessment is done through ICES affiliated Assessment Agencies. Assessors are trained & certified by ICES after Training of Assessor (ToA) program. Assessments are conducted to gauge and assess the trainee's skill and knowledge competency in the specified areas.
The assessment will have both theory, practical and viva components as per ratio specified in each NOS for **Contract Manager (Construction)** job role.

During the practical task, trainees are assessed on their workmanship, quality of finished product and time management. They will be graded for all their assessments based on the approved assessment strategy which is signed off by ICES. The Assessor submits an assessment plan to ICES prior to assessments.
The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS based on theory, practical and viva questions
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- Duration of assessment
- Where the assessment will take place i.e. context of the assessment (workplace/simulation)
- The criteria for decision making i.e. those aspects that will guide judgments
- Where appropriate, any supplementary criteria are used to make a judgment on the level of performance.

ICES will be monitoring thoroughly the complete Assessment process.

2. **Testing Environment:**

- Training partner shares the batch start date and end date, number of trainees and the job role.
- Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue/test center only.
- The knowledge/theory assessments are conducted with proper seating arrangements with enough space between the candidates to prevent mal practicing.
- Question set for Theory and Practical will be distributed to each candidate by the Assessor.
    - Theory testing will include MCQ type questions, pictorial questions etc. which will test the trainee on his theoretical knowledge of the subject.
    - Practical assessments will be conducted in the approved test centers. The training provider will ensure adequate tools and materials are available to conduct the practical test.
    - Viva Testing will be conducted during or post to the practical assessment by the assessor concerned. This Viva Assessment is applicable to understand the outcomes from OJT attended by the concerned candidate.
- One (1) Assessor is eligible to conduct assessments of a batch of maximum 30 candidates.

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- The assessment must comprise of two components, namely:
  - Knowledge assessment (Theory and Viva assessment)
  - Skill assessment (Practical / Hands-on Skill assessment)

3. Mode of assessment

- Demonstration/Practical Performance /Skill Assessment
- Synoptic multiple-choice question test for Theory Assessment
- Viva for Knowledge Assessment (Applicable to note the outcomes from OJT only)

4. Performance/skill assessment:

- The performance/skill assessment will be conducted through demonstration/practical
- For the practical test trainees are assessed through a given task, which they have to complete correctly for them to be marked as passed.
- The assessment is conducted in a simulated working environment. Due to this fact, the assessors must note that the naturally occurring evidence of competence is unavailable or infrequent. Simulation must be undertaken in a Realistic Working Environment which provides an environment that replicates the key characteristics of the workplace in which the skill to be assessed is normally employed.

5. Knowledge Assessment:

- The knowledge assessments are conducted through Theory (written) Test and Viva Test
- Synoptic test is used for this. It is an MCQ (Multiple Choice Question) test which is prepared externally and externally marked, meaning by agency having no link with training partners.
- The Viva test will be conducted by the assessor in the oral mode considering the communication and domain understanding of skills of trainees.
- The assessment strategy, weightage and duration of assessment for **Contract Manager (Construction)** is summarized below

Assessment Type	Formative or Summative	Strategies	Weightage	Duration (hours)
Knowledge	Summative	MCQ	30	1 hour
Knowledge	Summative	Viva	10	1 hour
Skill	Summative	Structured practical Task	60	6 hours

6. Assessment Quality Assurance levels/Framework

- ICES has developed assessment criteria framework for each Qualification pack as per National Occupational Standards. The criteria framework includes weightages/marks for each criterion under knowledge and skill. The criteria ensure quality assurance as they ensure valid, consistent and fair assessments at all locations. Issued to the affiliated Assessment body. The Assessment Body develops questions based on ICES's approved assessment criteria.
- The training partner will intimate the time of arrival of the assessor and time of leaving the venue. Random spot checks/audit may conducted by ICES to monitor assessment.
- Continuous Monitoring through virtual and In-person mode are conducted to ensure the assessment is conducted as per stipulated process
- Process and Technical audit of assessment batches by quality team are conducted to avoid errors in assessment process
- A well -defined comprehensive framework of NON-COMPLIANCE MATRIX is defined and implemented to identify the non-compliance made by assessor and AA and punitive actions are taken correspondingly.

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- The capacity building sessions are conducted regularly for assessors and assessment agencies to update them about best practices in assessment

7. **Types of evidence or evidence-gathering protocol:**
   - Evidence in the form of answer sheets in case of knowledge assessments (Theory only) is collected.
   - For Practical and Viva assessments videos and photographs are prepared as evidence. These are submitted by the assessor to the assessment agency. ICES does random checks of the same with the participant/ trainee's ID and ascertains authenticity and validity of assessments.
   - Post Assessment, the evidence are uploaded by Assessor to assessment agency and further assessment agency to ICES as per stipulated TAT
   - Evidence are broadly photographic and video graphics in nature (Geo-Tagged)
   - Results along with evidence to be submitted to ICES by the concerning Assessment Agency in the prescribed format and on Digital Format and Physical Format (As required)
   - Results to be uploaded on SIDH and other relevant portals for collective data management.
8. **Method of verification or validation:**
   - The process and technical audit of assessment batches are done by Awarding Body
   - Attendance of each candidate is verified and it is ensured that only those candidates are assessed by assessors who are meeting the stipulated minimum percentage of attendance
   - The result of each candidate is verified; it is verified that that result on SIP is matched with respect to summary sheet submitted by AAs
   - Under detailed technical audit for sample batches, the knowledge and skill assessment results for each candidate are checked in technical aspect.
   - All the evidence of batches are preserved on server of Awarding Body digital platform
9. **On the Job:**
   - On job training (OJT), candidates undergo training and leaning at actual workplace for a fixed period of time and a certain weightage of assessment is allocated out of total skill weightage of Qualification Pack for undergoing OJT as stipulated by ICES. This OJT score and assessors' end point score are combined to arrive at final Marking/grading of trainees' skill test. The OJT score is determined by Supervisor / Engineer / other authorized head of departments of relevant industry under which candidates undergo on job training.
   - The Assessment is subject to take place only after submission of OJT data (in case of STT only) approved by concerned industry and training provider.
   - The Hard copy of the OJT report (on trainings, outcomes, exposures learnt and feedback certified by Supervisor / Engineer / other authorized head of departments of relevant industry) will be submitted to the Assessor by the concerned candidate on the Assessment date only, failing which the candidate may not be allowed for attending the Assessment.
   - As OJT is mandatory for this QP, the TP should ensure the correct submission of all relevant reports pertaining to OJT of each trained candidate. The Assessment agency is responsible for collecting all the relevant information and submit the same to ICES in future (if required).

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Annexure: Acronym and Glossary

Acronym

Acronym	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualification Framework
QP	Qualification Pack
TVET	Technical and Vocational Education and Training
MSDE	Ministry of Skill Development and Entrepreneurship
NCVET	National Council for Vocational Education and Training
NSDC	National Skill Development Corporation
ICES	Integrated Council for Entrepreneurship and Skilling (erstwhile Integrated Council for Entrepreneurship and Skilling)
AB	Awarding Body
AA	Assessment Agency
TP	Training Partner
TC	Training Centre
ITI	Industrial Training Institute
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NEP	New Education Policy
Q-File	Qualification File
MC	Model Curriculum
PC	Performance Criteria
KU	Knowledge and Understanding
GS	Generic Skills

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PMKVY	Pradhan Mantri Kaushal Vikas Yojana
DDUGKY	Deen Dayal Upadhyaya Grameen Kaushalya Yojana
STT	Short Term Training
RPL	Recognition of Prior Learning
NAPS	National Apprenticeship Promotion Scheme
NQR	National Qualification Register
OJT	On the Job Training
NSQC	National Skill Qualification Committee
IS	Indian Standard
LoA	Letter of Award
BOQ	Bill of Quantities
EOT	Extension of Time
RA Bill	Running Account Bill
DoA	Delegation of Authority
ADR	Alternate Dispute Resolution
ERP	Enterprise Resource Planning
KPI	Key Performance Indicator
ESG	Environmental, Social and Governance
CAPA	Corrective and Preventive Action
NCR	Non-Conformance Report
GCC	General Conditions of Contract
FIDIC	Fédération Internationale Des Ingénieurs-Conseils
PMC	Project Management Consultant

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Glossary

Term	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.

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Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.

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Annexure: Career Progression



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