QUALIFICATION FILE

Technician: Distribution Transformer Operation and Maintenance

☒ 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: 4

Submitted By:

Power Sector Skill Council (PSSC)

B-17, 3rd Floor, Qutab Institutional Area Road, New Delhi- 110016

Table of Contents

Section 1: Basic Details

1.	**Qualification Name**	**Technician: Distribution Transformer Operation and Maintenance**	
2.	**Sector/s**	**Power**	
3.	**Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options** **☐ OEM**	**NQR Code & version of existing/previous qualification:** *(change to previous, once approved)* **QG-04-PW-04250-2025-V2-PSSC**	**Qualification Name of existing/previous version:** Technician: Distribution Transformer Operation and Maintenance
4.	**a. OEM Name** **b. Qualification Name** (*Wherever applicable*)		
5.	**National Qualification Register (NQR) Code & Version** (*Will be issued after NSQC approval)*	QG-04-PW-04250-2025-V2-PSSC	**6. NCrF/NSQF Level: 4**
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**	The incumbent in the job is responsible for checking, testing, operation, repair, overhaul and maintenance of distribution transformer (DT) of rating 11/0.433 kV.	
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	**a. Entry Qualification & Relevant Experience:** 12th grade pass (Science) Or 10th grade pass plus 2-years NTC/NAC in relevant trade Or 10th Grade Pass plus 2nd year of 3 years Diploma in Electrical/ Electronics/ Instrumentation Engineering Or Previous relevant Qualification of NSQF Level 3 with 3 years relevant experience Or Previous relevant Qualification of NSQF Level 3.5 with 1.5 years relevant experience	
10.	**Credits Assigned to this Qualification, Subject to Assessment** *(as per National Credit Framework (NCrF))*	16	**11. Common Cost Norm Category (I/II/III)** *(wherever applicable)*: **I**
12.	**Any Licensing requirements for Undertaking Training on This Qualification** *(wherever applicable)*	NA	

<table>
<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">☒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>120:00</td><td>270:00</td><td>90:00</td><td></td><td>480:00</td></tr>
<tr><td>Online</td><td></td><td></td><td></td><td></td><td></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-2015/3113.0200</td></tr>
<tr><td>15.</td><td>Progression path after attaining the qualification (Please show Professional and Academic progression)</td><td colspan="2">Junior Engineer (JE) - NSQF Level 5</td></tr>
<tr><td>16.</td><td>Other Indian languages in which the Qualification & Model Curriculum are being submitted</td><td colspan="2">NA</td></tr>
<tr><td>17.</td><td>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</td><td colspan="2">☐ Yes ☒ No URLs of similar Qualifications:</td></tr>
<tr><td>18.</td><td>Is the Job Role Amenable to Persons with Disability</td><td colspan="2">☐ Yes ☒ No
If “Yes,” specify applicable type of Disability:</td></tr>
<tr><td>19.</td><td>How Participation of Women will be Encouraged</td><td colspan="2">Women candidates can be encouraged to join this job role/Qualification by giving them job opportunities & making them industry ready in Power Sector</td></tr>
<tr><td>20.</td><td>Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)</td><td colspan="2">☐ Yes ☒ No</td></tr>
<tr><td>21.</td><td>Is Qualification Suitable to be Offered in Schools/Colleges</td><td colspan="2">Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No</td></tr>
<tr><td>22.</td><td>Name and Contact Details of Submitting / Awarding Body SPOC
(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</td><td colspan="2">Name: Dr. V K Singh
Email: ceo@psscindia.org Contact No.: 91-11-40793153, 40793152
Website: www.psscindia.org</td></tr>
<tr><td>23.</td><td>Final Approval Date by NSQC: 8.05.2025</td><td>24. Validity Duration: 3 Years</td><td>25. Next Review Date: 7.05.2028</td></tr>
</table>

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.	Testing and inspection of various faults in distribution transformer	PSS/N2406 Version - 1.0	Core	4	5.5	50	115			165	22	78			100	35
2.	Operation and Maintenance of Distribution Transformer	PSS/N2417 Version - 1.0	Core	4	4	30	90			120	46	104			150	35
3.	Apply basic health and safety practices for power related work	PSS/N1338 Version - 1.0	Non-core	2	1.5	18	27			45	39	61			100	10
4.	Work effectively with others	PSS/N1336 Version - 3.0	Non-core	2	1	10	20			30	34	56			90	10
5.	Employability Skills (30 hours)	DGT/VSQ/N0101	Non-core	2	1	12	18			30	20	30			50	10
6.	OJT				3			90		90						
Duration (in Hours) / Total Marks					**16**	**120**	**270**	**90**		**480**	**161**	**329**			**490**	**100**

Elective NOS/s:

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

Optional NOS/s:

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

Assessment - Minimum Qualifying Percentage

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

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

Minimum Pass Percentage – NOS/Module-wise: 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

<table>
<tr><td>1.</td><td>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</td><td>BE/ BTech in Electrical Engineering of 1 year experience As Engineer in State power utility or with turnkey contractors
Or
Diploma in Electrical Engineering of 3 years' experience As Junior Engineer in State power utility or with turnkey contractors</td></tr>
<tr><td>2.</td><td>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</td><td>
<table>
<tr><th colspan="4">Master Trainers (Power Distribution) -Score Matrix</th></tr>
<tr><th>S.No.</th><th>Parameter</th><th>Category</th><th>Score</th></tr>
<tr><td rowspan="2">1</td><td rowspan="2">Qualification</td><td>B.E/ Btech (Electrical)</td><td>50</td></tr>
<tr><td>Diploma (Electrical)</td><td>45</td></tr>
<tr><td rowspan="3">2</td><td rowspan="3">Experience (in Years)</td><td>>20</td><td>45</td></tr>
<tr><td>15 to 20</td><td>40</td></tr>
<tr><td>10 to 15</td><td>35</td></tr>
<tr><td rowspan="3">3</td><td rowspan="3">Training Experience (in Years)</td><td>> 5</td><td>3</td></tr>
<tr><td>2 to 5</td><td>2</td></tr>
<tr><td><2</td><td>1</td></tr>
<tr><td>4</td><td>Familiarity with Skilling Eco System</td><td>Yes</td><td>1</td></tr>
<tr><td>5</td><td>TOT Platform Skills Qualified by MEPSC</td><td>Yes</td><td>1</td></tr>
</table>
</td></tr>
<tr><td>3.</td><td>Tools and Equipment Required for Training</td><td>☒Yes ☐No (If "Yes", details to be provided in Annexure)</td></tr>
<tr><td>4.</td><td>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</td><td></td></tr>
</table>

Section 4: Assessment Related

<table>
<tr><td>1.</td><td>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</td><td>BE/ BTech in Electrical Engineering of 1 year experience As Engineer in State power utility or with turnkey contractors
Or
Diploma in Electrical Engineering of 3 years' experience As Junior Engineer in State power utility or with turnkey contractors</td></tr>
<tr><td>2.</td><td>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</td><td>BE/ BTech in Electrical Engineering of 1 year experience As Engineer in State power utility or with turnkey contractors
Or
Diploma in Electrical Engineering of 3 years' experience As Junior Engineer in State power utility or with turnkey contractors</td></tr>
<tr><td>3.</td><td>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</td><td>
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<tr><th colspan="4">Master Trainers (Power Distribution) -Score Matrix</th></tr>
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<tr><td>4</td><td>Familiarity with Skilling Eco System</td><td>Yes</td><td>1</td></tr>
<tr><td>5</td><td>TOT Platform Skills Qualified by MEPSC</td><td>Yes</td><td>1</td></tr>
</table>
</td></tr>
<tr><td>4.</td><td>Assessment Mode (Specify the assessment mode)</td><td>Blended (only theory)</td></tr>
<tr><td>5.</td><td>Tools and Equipment Required for Assessment</td><td>☒ Same as for training ☐ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)</td></tr>
</table>

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):** N/A
2.	**Latest Market Research Reports or any other source (not older than 2years) (Yes/No):** N/A
3.	**Government /Industry initiatives/ requirement (Yes/No):** Yes
4.	**Number of Industry validation provided:** 30
5.	**Estimated nos. of persons to be trained and employed:** 600
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** N/A If "No", why:

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

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	This is a skilled work of transformer repair. The individual at work inspects the defect/condition of distribution transformer and takes up for its repair to make it functional in the work shop so that a healthy transformer be delivered at site. The job requires the individual to have physical strength, need to be mentally strong, have technical skills, are able to read, write and communicate, ability to stand for long working hours and demonstrate patience	The job involves working in familiar, predictable, routine, situation of clear choice such as preparing and maintaining work area and process equipment's. Hence, it qualifies as a Level 4 role. Since it does not involve several choices to be made even in a familiar context, the role does not qualify for Level 5. This role requires the job holder to work in a familiar, predictable, routine of clear choice and the activities that h/she is expected to perform are not limited in range. Attend repairs and defaults, ensure that s/he carries out defect detection and perform repair part as per process. Hence it cannot be placed at level 3.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	• principles of electricity • rules and procedures of safety • 5S to keep record, accessories, gadgets, equipment's, PPE's, tools & tackles systematic to maintain good house keeping • power system: substation, distribution, metering etc. • transformer, its component, accessories and their functioning. Difference between Dry type and Oil immersed transformer and their usage at site. • various material / parts / accessories required for maintenance like insulating oil, type of core, winding material, bushings, cable and conductor, cabling box, cooling radiators, conservators, oil gauges, valves, explosion vents or pressure release devices, sealing gaskets, temperature indicators, poles, Insulators, and fuses etc.	The job holder is expected to have factual knowledge of field of knowledge or study. Mentioned areas are related to factual knowledge of field of knowledge, the role qualifies for Level 4. The job holder is expected to know more than basic facts and principles, such as he/she is expected to be familiar with various sizes and capacities of faulty distribution transformer. He/she is expected to check the working and performance of all machineries and tools. Since this role requires factual knowledge of repair, overhaul and delivery of tested distribution transformer etc., it cannot be pegged at level 3.	4

	• use of tools and kits required for testing, repair and maintenance: OLTC Continuity & Resistance Measurement Test, Dissolve Gas Analyzer kit, temperature monitor device, Partial Discharge Test Set, Flash Point Test Set of Oil, discharge rod, chain pulley, tripod, crane, hoist, force pulley with sling, tommy bar, crimping machine, drilling machine, meggar, tong tester, • procedure and technical requirements for testing, repair and maintenance of the distribution transformer • reasons of major faults occurred in transformer and their cause. • transformer winding, placing various types of insulations, fitting of core joints and complete assembly • testing of the performance and condition of distribution transformer • safety at work at all times, complying with health, safety and other relevant regulations and guidelines • importance of reporting problem to junior engineer (Supervisor) • reporting of any hazards identified and any actions taken • identification of any potential hazards and take appropriate action to minimize the risk • testing and inspection within agreed time scales using approved testing equipment, materials, components, methods and procedures		
Employment Readiness & Entrepreneurship **Skills & Mind-set/Professional Skill**	• make work related Judgments appropriately • identifying complex problems and review related information to develop and evaluate • follow organization rule-based decision-making process • take decision with systematic course of actions and/or response • planning and organization of tasks to meet deadlines • build customer relationships and use customer centric approach.	The job holder is expected to carry out routine and repetitive activities in a narrow range of application, using appropriate rule and tool. All activities are mostly repetitive and have a narrow range of application, hence qualifying the role for a Level 4. As this job requires a lot of experience and observation skills ,For Example, the job holder is expected for analysing critical points while testing and checking of various	4

	• identify problems and review related information to develop and evaluate options and implement solutions • prioritize and plan for solving problem • take help from the junior engineer to solve the problems • monitor problem solving to take corrective action with individuals and organizations • analyse problems and changes in conditions, operations, and the environment to solve problems • analyze the problem seen in the equipment • collect the information and technical data and define process for doing testing and maintenance • critically evaluate operation parameters in relation to distribution transformer features intended • develop holistic and comprehensive profile of distribution transformer repair based on segregated discrete process stages	sizes and capacities of faulty distribution transformer in day to day tasks through experience and observation , planning and organizing the work and jobs , planning to utilise time and equipment's effectively, and identify control measures to solve the issue etc. and identify problems and reviewing related information to develop and evaluate options and implement solutions Therefore, it cannot be pegged at level 3.	
Broad Learning Outcomes/Core Skill	• Adopt guidelines and procedures and safety regulations laid down in the organization for safety • use personal protective equipment (PPE) for proper safety • ensure work area is clean and safe from hazards • use safety tags or other warning boards before commencing live testing works • apply knowledge of loading, unloading and transportation of transformer • carry out vertical lifting through hoist, chain pulley block and crain. Safe placing at test table for opening and repair • keep record card which contains the basic information like serial number, diagram & rating plate mounted on the tank location • keep running defect/repair record card which shows diagnostic record for avoiding future problems	The job holder is expected to communicate with clarity, have basic arithmetic skills and a basic understanding of political and natural environment. For instance, s/he should be able to note the information communicated, note the readings of faulty transformer, such as document and maintain records, write information documents to internal departments/ internal teams, read and interpret the process flow chart for transformer, effectively communicate with team members and cross department teams on the issues faced during process and knowledge of loading and unloading of transformer. Hence, this role qualifies for Level 4. As this job requires having direct communication with the supervisor for the discussion about the tasks and schedules,	4

	• prepare check list of inspection of distribution transformer • check general appearance and leakage of oil • identify the nature of fault and damage of part/ component • disconnect the winding connections from terminal bushing and earth connection between core and tank before lifting • inspect physical and mechanical condition visually for rust on body and on radiators • verify correct connection of HT/LT side • inspect bolt/lugs and solder of electrical connections • inspect all required grounding and shorting connections, perform insulation-resistance test • check the oil level in oil cap under silica gel breather • check Bushing collar, gaskets and gas kits joints for any leakage of oil • check breathing holes in silica gel breather • inspect color of silica gel in breather • check condition of OLTC • check leakage from gasket, gasket joint and flanges • inspect porcelain insulator bushing for any damage, flash and hair crack • Identify nature of fault: primary Winding burnt (one phase, two phase or complete), braze /solder of LT winding joints melted, over heat, open circuit in internal wiring etc. • detect/ trouble shooting of excess humming noise due to loose fitting of silicon mixed steel alloys laminated core joints(vibration)	For Example, the job holder is expected to discuss task lists, schedules and activities with the supervisor , read and interpret the process required for repair of transformer, effectively communicate with team members , communicate clearly with the supervisor and cross department teams on the issues faced during the repair process , question the supervisor in order to understand the nature of the problem and to clarify queries and ensure safety chart, First Aid box, switchgear handles, Fire extinguishers, PPE's and discharge rod are placed at proper location	

	• demonstrate repair and maintenance compliance stated in the standard procedure manual in the organization and the general requirements of standards and 5S • refer maintenance manual and circuit diagram • ensure all required tools and kits are in good condition • check that all testing kits are calibrated • record all the abnormalities and defects during repair • prepare work area as per standard repair procedure • Ensure that adequate spare parts should be kept on hand to replace the faulty parts. Get issued required faulty parts from store • take oil samples from tank bottom, tank top and radiator for checking of Break-Down Voltage (BDV) test • remove core and windings from the tank for visual inspection • ensure core and winding in proper cover, dry and safe place after removal from tank • check status of core, primary winding, secondary winding, primary terminal connections, secondary terminal connections, insulation (fish paper, empire tape/cloth, wooden spacers, tags etc.) • identify nature of fault and carry out repair and replacement • place complete core and winding block for heat treatment in vacuum chamber • maintain voltage within prescribed limits by the use of an Off-Circuit Tap Selector (OCTS)		

	• test for variation appearing in the primary side supply voltage and the secondary side supply voltage • check insulation resistance by Megger • check all loose bolts / screws / clamps, tighten the core joints, solder HT and LT terminal connections • check and ensure that no sludge has been deposited on winding to block the oil ducts and opening passage • check indoor and outdoor bushings for oil leakage and cracks or any other defects, replace the defective bushing • check cooling radiators for any oil leakages along all the welded joints, gasket joints and plugs. Rectify the same from the radiators • check and ensure clasping of the conservator • check and clean all the oil gauges and replace the defective oil gauges • check the dehydrating breather and replace if saturated and color has changed • check that no foreign items have been left in the tank • repair minor oil leakage and sweating. Top-up oil as per instruction stated in the manual. • check pressure release device and explosion vent • check sealing gaskets for cracks, tight nut and bolts and replace damage gaskets • check oil level in conservator tank gauge and thermometer • check OLTC switch for arcing welding and wearing and replace repair defective parts		

	• check and clean the radiator with compressed air or water • check arcing horns for dent, welds or any defect and replace the same if found defective • check for any rust and damage of paint for external tank • check oil temperature indicator (OTI) and winding temperature indicator (WTI) • check air-release plugs of main tank, radiator, conservator, bushings, etc. are free of air pocket / bubbles • energize distribution transformer at NO-LOAD only and checked for any abnormalities for the next 4 to 8 hours • take advice from the manufacturer or suppliers if any major abnormalities or defects found during repair and maintenance • ensure complete transformer with its components are fitted and packed in its original shape • confirm all the test before delivery like Physical: leakage, low oil, silica in breather, HV & LV bushing. Electrical: IR value (HT to E, LT to E, HT to LT, oil BDV) • ensure vent pipe is sealed with aluminum foil (diaphragm), temperature gauge is fitted and all HV terminals are fitted with horn and double screws and washers • check list before delivery: oil level, No leakage of oil, tap position, silica gel in breather, radiator valve, thermometer packet, earth connection • ensure that the inspected and tested component meets the specified operating conditions before issue of OK certificate		

	• anticipate problems well in advance in order to rectify timely		
Responsibility	• Responsibility for own work and learning	The job holder is responsible for only own work and learning. S/he is a skilled worker who carries out activities like inspection of transformer at workshop, Job holders also refer to the process chart Hence, this role qualifies for Level 4. It does not comprise of any supervisory activities. Since, the job holder is expected to be responsible for own working and learning and is not under any supervision and adhere to procedures or system in place for health and safety, personal protective equipment (PPE) and other relevant safety regulations for electrical and related operations, Therefore, this role cannot be pegged at level 3.	4

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Tagging	As per requirement	3
2	Rubber Mat	As per requirement	1
3	Clip On Meter or Clamp on Tester	As per requirement	4
4	Hi-Pot Set	As per requirement	1
5	Files	As per requirement	3
6	Neon (Power) Tester	As per requirement	1
7	Bench Vise & Line Vise	As per requirement	3
8	Pipe Wrench	As per requirement	5
9	Mask	As per requirement	1
10	Crimping Tool	As per requirement	5
11	Blow Lamp	As per requirement	5
12	Portable Electric Drill Machine	As per requirement	3
13	Spanner Set	As per requirement	5

14	Small Capacity Transformer (5Kva Or More)	As per requirement	1
15	Center Punch	As per requirement	5
16	Emery Paper	As per requirement	1
17	Transformer Core- Sample	As per requirement	1
18	Chisel	As per requirement	5
19	Full Body Harness or Safety Belt	As per requirement	1
20	Aluminium Foil (For Explosion Vent Diaphragm)	As per requirement	1
21	Adjustable Wrench	As per requirement	5
22	M Seal	As per requirement	1
23	Measuring Tape	As per requirement	3
24	Wood Saw	As per requirement	3
25	Poker	As per requirement	5
26	Hack Saw	As per requirement	3
27	Transformer Windings With Lamination Sample	As per requirement	1
28	Rubber Gloves	As per requirement	2
29	Combination Pliers	As per requirement	5
30	Safety Sign Board	As per requirement	1
31	Transformer Oil Testing Kit	As per requirement	1
32	Megger (Analogue)	As per requirement	2
33	Cable Socket Punching Tool	As per requirement	3
34	Hammer	As per requirement	5
35	Discharge Rod	As per requirement	1
36	Nose Pliers	As per requirement	5
37	Screw Driver	As per requirement	15
38	Phase Tester	As per requirement	5
39	Digital Multimeter	As per requirement	2
40	Danger Sign Board	As per requirement	1
41	Silica Gel	As per requirement	1
42	Earth Tester	As per requirement	2
43	Safety Boot	As per requirement	2
44	Safety Helmet	As per requirement	2
45	Earth Megger	As per requirement	1
46	Welding Set	As per requirement	1
47	Soldering Iron	As per requirement	5

48	Ladder	As per requirement	1
49	25 Kva Transformer Dismantled Condition-Sample	As per requirement	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

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

Annexure: Industry Validations Summary

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

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*
1	NACOF	Shri Suraj Rawat	State Manager (Delhi)	Flat No. 101, 1st floor, Devika Tower - 6, Nehru Place, New Delhi 110019	9540015452	operations@nacof-india.com	
2	Distil Ventures India Limited	Shri Sushant Kumar	Managar - HR	A1, 2nd floor, FIEE Complex, Okhla Industrial area, Phase II, South East Delhi, New Delhi 110020	9205666352	sushant@distilgroup.com	
3	Bryn Construction Co.	Shri Yogendra Gupta	Propreitor	186-B, Hari Nagar Ashram New Delhi 110014	9811098990		

4	Sanjay Power Projects Pvt. Ltd.	Shri Sanjay Sharma	Director	Gali No. 8, Rajgarh Colony, Delhi 110031	9818391832		
5	Raj Traders	Ms. Anuradha Gupta	Propreitor	186-B, Hari Nagar Ashram New Delhi 110014	9818982324		
6	TDS Management Consultant Pvt. Ltd.	Shri Rahul Banerjee	Group President		9958455223	rahul.banerjee@tdsgroup.in	
7	BSES Yamuna Power Ltd.	Shri Sunil Kumar Gupta	Vice President	Shakti Kiran Building Karkardooma, Delhi 110092			
8	Pee Kay Electric Works	Shri Pramod Kumar Gupta	Propreitor	E-4, West Jyoti Nagar, Delhi 110094			
9	Hi-Tech Engineers	Shri Kushagra Gupta	Propreitor	E-4, Rishi Kardam Marg, West Jyoti Nagar, Delhi 110094			
10	Yogi Enterprise	Shri Santosh Kanvar		Nokha Sujan Pur Road, Nokha Bikaner, Rajasthan - 334803	9024023433	santoshkanvaryogi@gmail.com	
11	AWI Construction	Shri Bhupender Singh	Engineer		7974248323	awiconstruction2017@gmail.com	
12	Jagdamba 01 Construction Company	Shri Kuldeep Singh Sekhawat		01 Richpal Singh Village, Binjast	9783033323	jagdamba01constructioncompany@gmail.com	
13	Hira Lal Shah	Shri Hera Lal Shah	Manager	Navtolia, Gopalpur,	7779889850	mkmitileshkumar1999@gmail.com	

				Mheshpur, Distt. Khadiya, Khagaria			
14	Ashok Enterprises	Shri Shankar Ram	Manager	Balasor, Nagaur, Rajasthan 341001	9950283427	shankergour084@gmail.com	
15	Yogi Contruction	Shri Bahadur Singh		Durgaliya, Nokha, Bikaner, Rajasthan - 334803	8696808034	bahadursinghyogi@gmail.com	
16	Gyansri Enterprises	Shri Santosh Kumar Barnwal		Baghmara, Dhanbad, Jharkhand - 828306	9608897099	skumarbarnwal86@gmail.com	
17	Surya Con Engineer	Shri Vijay		Vishwash Nagar	9999990529		
18	Paras Electromech	Shri Anil Jain	Propreitor	UG-5, parmish Bino Center Karkardooma Community Center, Delhi 110092			
19	Cheena & Company	Shri Chena Ram	Partner		9312798243		
20	Paras Enterprises	Shri Vijay Singh	Propreitor	216 Behari Colony, Shd, Delhi	9650328287		
21	Gypeam Structure India Pvt Ltd	Shri N L Gay	Director		9810032703		
22	Gungun Enterprises	Shri Mukesh Kumar	Owner	PO: Hardoi, Distt. Hardoi, UP	8107992157	gungunenterprises@gmail.com	
23	New Ape Techno Pvt Ltd	Shri Anwar Alam	Manager	Delhi 110092	9891921804		

24	Shiv Shanker Engineers	Shri Dhirendra Yadav	Engineer	Jharodakalan, Delhi	7398009310	shivshankerengineer@gmail.com	
25	S S & Company	Shri Dashrath Singh	Supervisor	WZ-1254 A , Nangla Rai, JKP	7080927350	shyamsinghhridaypur@gmai.com	
26	Ram Enterprises	Shri Ram Saran	Propreitor	VPO Ward No. 09, Near Shiv Mandir, Shop No, Bhamatsar, Nokha	8955779655		
27	DKVS Pvt Ltd	Shri Dangur Kaushik	Engineer		8200646171	Kidangur1236@gmail.com	
28	Maa Annapoorna Construction	Shri Prem Prakash Singh	Partner		700466266		
29	Raheeq Infra Tech Pvt Ltd	Shri Ahmad Baba		Hotel Grand Star, Opposite Civil Secretrate Srinagar, Jammu & Kashmir	700672271		
30	YEO Social Ventures Pvt Ltd	Shri Zaroot Tabasum	Director	Govt. Housing Colony, Chnapora, Srinagar 190015	8491017999		

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
2025-2026	100	70-75%	5	3	N/A	N/A
2026-2027	200	70-75%	10	3	N/A	N/A
2027-2028	300	70-75%	15	3	N/A	N/A

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
1	2022-2025	300	285	285	N/A	30	28	28	N/A	N/A	N/A	N/A	N/A

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

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

1.
2.

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: English Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:
https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☒Theory/ Lectures - Imparting theoretical and conceptual knowledge	Laptop, Computer, LCD, Projector, Board	
2	☒Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	Laptop, Computer, LCD, Projector, Board	
3	☒Showing Practical Demonstrations to the learners	Laptop, Computer, LCD, Projector, Board	
4	☒Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Laptop, Computer, LCD, Projector, Board	
5	☒Tutorials/ Assignments/ Drill/ Practice	Laptop, Computer, LCD, Projector, Board	
6	☒Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Laptop, Computer, LCD, Projector, Board	
7	☒On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Laptop, Computer, LCD, Projector, Board	

Annexure: Detailed Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PSS/N2406: Testing and inspection of various faults in Distribution transformer	*Identifying faults and their root cause in distribution transformer (DT)*	**22**	**78**	-	-
	PC1. prepare check list of parameters for consideration during testing and inspection of faulty distribution transformer	3	5	-	-
	PC2. identify faults by visually inspect the general appearance, leakage of oil and physical condition such as rust on body and radiators of DT	2	7	-	-
	PC3. verify connections of HT/LT side and inspect bolt/lugs and solder of electrical connections	3	8	-	-

	PC4.	carry out insulation-resistance test to identify grounding and shorting faults in the connections	2	7	-	-
	PC5.	check silica gel breather for the oil level in oil cap, breathing holes in silica gel breather and color of silica gel	2	11	-	-
	PC6.	check condition of OLTC, leakage of oil in bushing collar, porcelain insulator bushing, gasket, gasket joints and flanges for any damage, flash and hair crack	3	13	-	-
	PC7.	identify faults arising due to primary winding burnt (one phase, two phase or complete), braze /solder of LT winding joints melted, over heat, open circuit in internal wiring etc.	3	13	-	-
	PC8.	inspect excess humming noise in DT and identify loose fitting of silicon mixed steel alloys laminated core joints	2	8	-	-
	PC9.	maintain records of DT basic information like serial number, diagram, rating plate etc. and defects/repair showing diagnostic records for assessing the DT performance history	2	6	-	-
	Total Marks		**22**	**78**	**-**	**-**
PSS/N2417: Operation & Maintenance of Distribution Transformer	*Repairing of defective distribution transformer*		**19**	**63**	**-**	**-**
	PC1.	check that all required tools and kits are calibrated and in good condition	1	2	-	-
	PC2.	prepare work area for the standard repairing procedure	1	2	-	-
	PC3.	identify and collect adequate spare parts for replacing the faulty parts	1	1	-	-
	PC4.	take oil samples from tank bottom, tank top and radiator for conducting Break-Down Voltage (BDV) test	1	2	-	-
	PC5.	remove core and windings from the tank for visual inspection and ensure that they are properly covered, dry and placed safely after removal from tank	1	2	-	-
	PC6.	inspect core, primary winding, secondary winding, primary terminal connections, secondary terminal connections, insulation (fish paper, empire tape/cloth, wooden spacers, tags etc.) for any defect and carry out repair and replacement as required	1	3	-	-
	PC7.	maintain voltage within prescribed limits by the use of an Off-Circuit Tap Selector (OCTS)	1	2	-	-
	PC8.	carry out testing for variation appearing in the primary side supply voltage and the secondary side supply voltage	1	3	-	-
	PC9.	check insulation resistance by using a Megger	1	1	-	-
	PC10.	check all loose bolts / screws / clamps, core joints, solder HT and LT terminal connections, windings for no sludge on winding to block the oil ducts and opening passage, cooling radiators, indoor and outdoor bushings for oil leakage and cracks, clasping of the conservator and any foreign items left in the tank.	1	7	-	-
	PC11.	check all the oil gauges, dehydrating breather for saturation and color change, pressure release device and explosion vent, sealing gaskets for cracks, oil level in conservator tank gauge and thermometer, OLTC switch for arcing welding and wearing, radiator, arcing horns for dent or any	2	8	-	-

	defect, any rust and damage of paint on external tank, oil temperature indicator (OTI) and winding temperature indicator (WTI) for any defect and repair and replace the same if found defective				
	PC12. repair oil leakage and sweating in the DT and top-up oil by following instructions stated in the manual	1	7	-	-
	PC13. clean the oil gauges and radiator by compressed air or water	1	7	-	-
	PC14. check air-release plugs of main tank, radiator, conservator, bushings, etc. are free of air pocket / bubbles	2	7	-	-
	PC15. energize DT at NO-LOAD only and check it for any abnormalities for the next 4 to 8 hours	2	7	-	-
	PC16. take advice from the manufacturer or suppliers if any major abnormalities or defects found during repair and maintenance	1	2	-	-
	Testing and checking of over hauled Distribution transformer before delivery	**7**	**11**	-	-
	PC17. assemble and fit all the components of DT and packed it in its original shape	2	4	-	-
	PC18. check the transformer for any leakage, low oil, silica in breather, HV & LV bushing, electrical values such as IR value (HT to E, LT to E, HT to LT, oil BDV), vent pipe is sealed with aluminum foil (diaphragm), temperature gauge is fitted and all HV terminals are fitted with horn and double screws and washers before delivery	3	5	-	-
	PC19. ensure that the inspected and tested component meets the specified operating conditions before issue of OK certificate	2	2	-	-
	Transformer Protection and safety	**8**	**9**		
	PC20. Identify main components of a distribution transformer setup, including bushings, LT/HT terminals, breather, protection fuses, and lightning arresters.	2	3		
	PC21. Explain how over current, earth fault, and surge protection work for transformers.	3	3		
	PC22. Detect transformer-related faults (e.g., oil leakage, bushing crack, terminal heating, fuse blown) and take initial action.	3	3		
	Routine Transformer Maintenance	**5**	**11**		
	PC23. Check and maintain oil level, silica gel condition, and physical structure of transformer body.	1	3		
	PC24. Perform visual inspection of earthing, fencing, and lightning arresters to ensure safety.	1	3		
	PC25. Use hand tools and basic testing instruments (multimeter, clamp meter, megger) to assess transformer condition.	1	3		

	PC26. Follow personal safety protocols and use PPE (gloves, insulating shoes, helmet, etc.) while working.	2	2		
	Emergency Handling, Digital and Cyber security	**7**	**10**		
	PC27. Support safe isolation during fault or maintenance using LOTO and switching procedures.	2	2		
	PC28. Participate in fault restoration and transformer failure response (e.g., fire, explosion, tripping).	1	3		
	PC29. Report any unusual behavior or fault symptoms to supervisor/control room with accurate description.	2	2		
	PC30 Be aware of cyber security hygiene when using mobile apps, testing tablets, or SCADA-connected DTs.	2	3		
	Total Marks	**46**	**104**	**-**	**-**
PSS/N1338: Apply basic health and safety practices for power related work	*Follow workplace health and safety practices*	**25**	**36**	**-**	**-**
	PC1. Use protective clothing/equipment for specific tasks and work conditions (Protective clothing: leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuff less (without folds) trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, knee pads, particle masks, glasses/goggles/visors) (Equipment: hand and face shields, machine guards, residual current devices, shields, dust sheets, respirator)	3	5	-	-
	PC2. Identify job-site hazards and possible causes of risks/accident at the workplace (Hazards: electrical hazards, sharp edged and heavy tools; heated metals; oxyfuel and gas cylinders; welding radiation; hazardous surfaces; hazardous substances; physical hazards. Possible causes of risk and accident: physical actions; not following instructions; inattention; sickness and incapacity; health; not taking safety precautions)	3	2	-	-
	PC3. Use standard safe working practices when working at heights, confined areas, trenches and with electrical equipment	3	5	-	-
	PC4. Follow warning signs and symbols while working with electrical systems (Warning signs: Danger plate, high voltage area, out of service, etc.)	2	2	-	-
	PC5. Ensure positive isolation of electrical equipment and system as per the given standards	2	4	-	-
	PC6. Identify any abnormalities in electrical equipment or system viz temperature, pressure, flow of current etc.	2	4	-	-
	PC7. Use various methods of accident prevention in the work environment. Methods of accident prevention: use of equipment and working practices; safety notices, advice; instruction from colleagues and supervisors	2	-	-	-
	PC8. Use proper scaffolds, elevated platforms and ladders for working at height	2	3	-	-

	PC9. Inspect various tools and plants (T & P) routinely for any signs of oil, water leakages	2	3	-	-
	PC10. Store flammable materials and machine lubricating oil safely and correctly	2	2	-	-
	PC11. Check that the emission and pollution control devices are working properly in line with environmental policy standards	1	3	-	-
	PC12. Inform the relevant authorities about any abnormal situation/behavior of any equipment/system without delay	1	3	-	-
	Follow fire safety practices	**6**	**12**	-	-
	PC13. Use various appropriate fire extinguishers for different types of fires correctly (Types of fires: Class A, B, C, D and E)	3	5	-	-
	PC14. Use appropriate rescue techniques during fire hazard	2	5	-	-
	PC15. Use good housekeeping practices at all times to avoid accidental fire	1	2	-	-
	Follow emergencies, rescue and first-aid procedures	**8**	**13**	-	-
	PC16. Administer appropriate first aid to the victims for the relevant injuries (Injuries: Bleeding, burns, choking, electric shock, poisoning etc.)	3	6	-	-
	PC17. Act promptly and appropriately to an accident situation and administer basic first aid including CPR to the victims of cardiac arrest due to electric shock or medical emergency in real	2	5	-	-
	PC18. Write an incident report and send the same to the authorized person	3	2	-	-
	Total Marks	**39**	**61**	-	-
PSS/N1336: Work effectively with others	*Work effectively with others*	**18**	**32**	-	-
	PC1. Accept information and instructions from the supervisor and fellow workers and seek clarificationwhen required	2	4	-	-
	PC2. Pass the information to the persons to allthose concerns within agreed timeframe in a manner they can understand and confirm its receipt	1	4	-	-
	PC3. Help & assist fellow workers in performing their tasks in a positive manner so as to maximizeefficiency	2	4	-	-
	PC4. Use appropriate tone, pitch and languagewhile communicating to convey politeness, assertiveness, care and professionalism	4	6	-	-
	PC5. Listen attentively and respond appropriatelywhile interacting with others at work	3	6	-	-
	PC6. Act responsibly and demonstrate disciplined behaviour at the workplace. Disciplined behaviour:Punctuality; completing tasks within agreed timescales, ensuring quality standards, not gossiping and wasting time, honesty, etc.	3	5	-	-
	PC7. Escalate grievances and problems to the appropriate authority as per the organizationalprocedure to resolve them and avoid conflict	3	3	-	-
	Respect diversity	**16**	**24**	-	-
	PC8. Respect gender diversity in the workplace	4	6	-	-
	PC9. Use respectful verbal, non-verbal and writtencommunication that is gender, disability and culturally inclusive	4	6	-	-

	PC10. Communicate with everyone without any personal bias based on gender, disability, caste,religion, colour, sexual orientation and culture	4	6	-	-
	PC11. Recognize indicators of harassment and discrimination based on gender, disability, caste,religion, colour, sexual orientation and culture atworkplace and follow organizational policy for reporting the same	4	6	-	-
	Total Marks	**34**	**56**	-	-
DGT/VSQ/N0101 - Employability Skills (30 hours)	*Introduction to Employability Skills*	**1**	**1**	-	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	**1**	**1**	-	-
	PC2. identify constitutional values, civic rights,duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	**1**	**3**	-	-
	PC3. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and culturalawareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	**2**	**3**	-	-
	PC4. speak with others using some basicEnglish phrases or sentences	-	-	-	-
	Communication Skills	**1**	**1**	-	-
	PC5. follow good manners while communicatingwith others	-	-	-	-
	PC6. work with others in a team	-	-	-	-
	Diversity & Inclusion	**1**	**1**	-	-
	PC7. communicate and behave appropriatelywith all genders and PwD	-	-	-	-
	PC8. report any issues related to sexualharassment	-	-	-	-
	Financial and Legal Literacy	**3**	**4**	-	-
	PC9. use various financial products and servicessafely and securely	-	-	-	-
	PC10. calculate income, expenses, savings etc.	-	-	-	-
	PC11. approach the concerned authorities forany exploitation as per legal rights and laws	-	-	-	-
	Essential Digital Skills	**4**	**6**	-	-
	PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC13. use internet and social media platformssecurely and safely	-	-	-	-
	Entrepreneurship	**3**	**5**	-	-
	PC14. identify and assess opportunities forpotential business	-	-	-	-
	PC15. identify sources for arranging money andassociated financial and legal challenges	-	-	-	-
	Customer Service	**2**	**2**	-	-
	PC16. identify different types of customers	-	-	-	-
	PC17. identify customer needs and addressthem appropriately	-	-	-	-
	PC18. follow appropriate hygiene and groomingstandards	-	-	-	-

	Getting ready for apprenticeship & Jobs	1	3	-	-
	PC19. create a basic biodata	-	-	-	-
	PC20. search for suitable jobs and apply	-	-	-	-
	PC21. identify and register apprenticeshipopportunities as per requirement	-	-	-	-
	Total Marks	**20**	**30**	**-**	**-**
Grand Total		**161**	**329**	**-**	**-**

Annexure: Assessment Strategy

The emphasis is on 'learning-by-doing' and practical demonstration of skills and knowledge based on the performance criteria. The assessment papers are developed by Subject Matter Experts (SME) available with the Assessment Agency as per the performance and assessment criteria mentioned in the Qualification Pack. The assessments papers are also checked for the various outcome-based parameters such as quality, time taken, precision, tools & equipment requirement etc. The assessment sets are then reviewed by PSSC official for consistency. The assessments are designed so as to assess maximum parts during the practical hands-on work. The technical limitations at the training centres are taken care in theory and viva. Criteria such as use of lift to pick heavy objects or selection of fire extinguisher during a fire are also assessed under theory/viva.

The assessment agencies are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments. The assessment agencies are instructed to ideally have assessor with minimum 5 years industry experience as an ITI graduate / minimum 3 years' industry experience as diploma engineer and minimum 1 years' industry experience as graduate engineer.

The assessors selected by Assessment Agencies are scrutinized and made to undergo training and introduction to PSSC Assessment Framework, competency-based assessments, assessors guide etc.

The assessors are provided with assessor's guide developed by the Subject Matter Expert of the assessment agency as per the assessment framework. The assessment guides are developed to ensure the maximum possible consistency in the assessment by different assessors and elaborate on the following

1. Qualification Pack Structure
2. Guidance for the assessor to conduct theory, practical and viva assessments (exposed in Training of Assessors TOA)
3. Guidance for trainees to be given by assessor before the start of the assessments.
4. Guidance on assessments process, practical brief with steps of operations practical observation checklist and mark sheet
5. Viva guidance for uniformity and consistency across the batch.
6. Guidance on assessment evidence collection

The assessment results are backed by evidences collected by assessors.

1. The assessor needs to collect a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the In charge /Head of the Training Centre.
2. The assessor needs to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same needs to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate and cross verify trainee's credentials in the enrolment form.
3. The assessor needs to take a photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.
4. The assessor needs to carry a camera to click photograph of the trainees working on the job and giving theory exam as evidence.
5. The assessor also needs to carry a photo ID card.
6. The assessor also needs to take the photographs as evidence from appropriate angels/sides of the final work piece/job submitted by the trainee. This evidence is signed by the trainee at the time of submission of the job piece.
7. The assessor needs to measure the dimensions and finish of the submitted job piece as per the tolerance or standards mentioned in the assessment guide.
8. The assessor will also check internal record of assignments, performance records and feedback provided to candidates.

On the Job:

1. Each module (which covers the job profile of Assamese Trible Jewellery Maker will be assessed separately.
2. The candidate must score 50% 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
    - Answer Sheets of Question Banks
    - Assessing the Log Book entries of Trainees at Employer location
    - Employer Performance Feedback.
4. Assessment of each Module will ensure that the candidate is able to:
    - Prepare tools and consumables
    - Perform work as per requirements
    - Illustrate how to effectively work in a team to achieve quality and productivity within timelines
    - Comply with the guidelines for maintaining health and safety at workplace

Annexure: Acronym and Glossary

Acronym

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

Glossary

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