



Wholesale Sales Executive - Gemstone Processing

QP Code: G&J/Q7101

Version: 2.0

NSQF Level: 4

GJSCI || Gem Jewellery Skill Council of India, 4th Floor, Business Facilitation Centre, SEEPZ SEZ, Andheri (E)

Mumbai 400096 || email:standards.qa@gjsci.org

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G&J/Q7101: Wholesale Sales Executive - Gemstone Processing

Brief Job Description

The individual at work generates business for wholesale stocks of gemstones through several modes such as shows, distribution network, broker network, and auction websites. The Wholesale Sales Executive is responsible for generating local and overseas business for wholesale of gemstones.

Personal Attributes

The job requires the individual to have: attention to details, ability to develop interpersonal relations, sharp memory and willingness to travel

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [G&J/N7101: Sell polished gemstones of the company](#)
2. [G&J/N9901: Coordinate with others](#)
3. [G&J/N9902: Maintain health and safety at workplace](#)
4. [G&J/N7102: Prepare documentation for exports of gemstone consignments](#)

Qualification Pack (QP) Parameters

Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Wholesaling
Country	India
NSQF Level	4
Credits	NA
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 5223.0103)
Minimum Educational Qualification & Experience	10th Class with 3 Years of experience
Minimum Level of Education for Training in School	

Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	2.0

G&J/N7101: Sell polished gemstones of the company

Description

This OS unit is about generating business for wholesale stocks of gemstones

Elements and Performance Criteria

Using different medium for making sale

To be competent, the user/individual on the job must be able to:

- PC1.** use different medium for making sale including domestic and international shows; through agents; overseas office; internet or web-based; e-auctions;
- PC2.** stock the stones that are most in demand
- PC3.** achieve orders received against target for the period
- PC4.** manage chains of distributors as per company's policy and target
- PC5.** successfully organize shows in domestic and local market
- PC6.** take care of logistics and security of gemstones on display for no loss
- PC7.** take care of documents to the satisfaction of customs department
- PC8.** create user-friendly website for ease of obtaining information on the product and secure transaction
- PC9.** participate in web-based or e-auctions

Negotiating price

To be competent, the user/individual on the job must be able to:

- PC10.** conduct research on market demand and supply
- PC11.** assess changing market trends
- PC12.** meet target margin and volume set for the gemstones
- PC13.** generate long term contracts

Maintaining quality of transaction

To be competent, the user/individual on the job must be able to:

- PC14.** check commercial terms agreed to
- PC15.** check packaging for durability and attractiveness
- PC16.** check packet details against order
- PC17.** arrange for required insurance
- PC18.** adhere to international norms for exports packaging and dispatch
- PC19.** record transaction details
- PC20.** confirm to agreed terms of dispatch or international trade standards, as applicable, with zero error
- PC21.** generate repeat business from happy customers because of quality of service
- PC22.** successfully conduct third-party or buyer representatives inspections
- PC23.** complete transactions in time by executing the shipment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on: sales targets, growth strategy, pricing and integrity; incentives; delivery standards; safety practices and hazards; security and performance measurement
- KU2.** nondisclosure of confidential information provided by the company either orally or in writing marked as confidential
- KU3.** liability arising out of loss, theft, or inadvertent disclosure of confidential information
- KU4.** work flow involved in company's gemstone processing activities
- KU5.** importance of the individual's role in the workflow
- KU6.** reporting structure
- KU7.** basic knowledge of gemstones and 4cs as well as newly popular gemstones
- KU8.** gemstone costing, pricing and wholesale margins
- KU9.** concepts such as lost-sales, relationship building, closing sale, forward cover
- KU10.** technical aspects of exports sales such as role of Indian missions; foreign market identification; products for exports; quoting price as ex-factory or fob or cif; trade show schedules and costing; temporary importation bonds (tib) and ATA carnet
- KU11.** knowledge of foreign currencies and conversion
- KU12.** business ethics and vendor code of conduct
- KU13.** market scenario in terms of demand and supply
- KU14.** changing market trends, e.g., more demand for semi-precious
- KU15.** documentation for exports and insurance
- KU16.** use of barcoding system
- KU17.** use of computer systems

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** prepare costing reports of the products
- GS2.** compile and refine lists of prospective buyers as well as shows, etc.
- GS3.** read customer information from the database
- GS4.** read and understand text manuals related to jewellery specification
- GS5.** listen carefully and interpret customer requirement
- GS6.** effectively communicate to initiate and conclude sale
- GS7.** create effective marketing networks
- GS8.** gather information from different stakeholders
- GS9.** communicate over e-mail, telephone and other means
- GS10.** correspond with seniors and make presentations
- GS11.** negotiate with the customer and ensure profit on each transaction
- GS12.** organize and store documentation detailing correspondence and conversations with clients, and any agreements that may have been reached
- GS13.** put the customer at ease and suggest solutions
- GS14.** develop a rapport with the customer

- GS15.** satisfy the customer on their purchase decision
- GS16.** identify issues that may arise during sales process and find solutions to address them
- GS17.** suggest product solution to the customer
- GS18.** interpret the market survey to judge the market demand supply scenario.
- GS19.** assess changing market trends and expected impact on sales
- GS20.** asses the costs, benefits and long term prospects of establishing a professional relationship with a potential client.
- GS21.** analyze data and activities
- GS22.** scrutinize the negotiation process and determine new ways to close deals
- GS23.** provide opinions on work in a detailed and constructive way

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Using different medium for making sale</i>	11	22	-	-
PC1. use different medium for making sale including domestic and international shows; through agents; overseas office; internet or web-based; e-auctions;	2	1	-	-
PC2. stock the stones that are most in demand	1	4	-	-
PC3. achieve orders received against target for the period	1	2	-	-
PC4. manage chains of distributors as per companys policy and target	2	2	-	-
PC5. successfully organize shows in domestic and local market	1	3	-	-
PC6. take care of logistics and security of gemstones on display for no loss	1	2	-	-
PC7. take care of documents to the satisfaction of customs department	2	1	-	-
PC8. create user-friendly website for ease of obtaining information on the product and secure transaction	-	4	-	-
PC9. participate in web-based or e-auctions	1	3	-	-
<i>Negotiating price</i>	-	12	-	-
PC10. conduct research on market demand and supply	-	3	-	-
PC11. assess changing market trends	-	3	-	-
PC12. meet target margin and volume set for the gemstones	-	3	-	-
PC13. generate long term contracts	-	3	-	-
<i>Maintaining quality of transaction</i>	5	30	-	-
PC14. check commercial terms agreed to	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. check packaging for durability and attractiveness	-	3	-	-
PC16. check packet details against order	1	2	-	-
PC17. arrange for required insurance	-	4	-	-
PC18. adhere to international norms for exports packaging and dispatch	-	4	-	-
PC19. record transaction details	-	2	-	-
PC20. confirm to agreed terms of dispatch or international trade standards, as applicable, with zero error	1	1	-	-
PC21. generate repeat business from happy customers because of quality of service	-	4	-	-
PC22. successfully conduct third-party or buyer representatives inspections	1	4	-	-
PC23. complete transactions in time by executing the shipment	-	3	-	-
NOS Total	16	64	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N7101
NOS Name	Sell polished gemstones of the company
Sector	Gem & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Sales
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	17/01/2022

G&J/N9901: Coordinate with others

Description

This OS unit is about communicating with colleagues, seniors and outside parties in order to achieve the deliverables as per schedule

Elements and Performance Criteria

Interacting with supervisor

To be competent, the user/individual on the job must be able to:

- PC1.** coordinate for receiving work instructions and raw materials from reporting supervisor
- PC2.** communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required
- PC3.** communicate to reporting supervisor about operation details and hazards
- PC4.** interact with supervisor regarding compliance of company policy and rules

Interacting with colleagues within and outside the department

To be competent, the user/individual on the job must be able to:

- PC5.** coordinate with colleagues to share work, as per the workload in order to achieve team goals
- PC6.** communicate and discuss work flow related difficulties in order to find solutions with mutual agreement
- PC7.** coordinate and receive feedback from quality control department
- PC8.** resolve conflicts by communicating with colleagues and other departments
- PC9.** communicate and discuss work coordinate with colleagues regarding multitasking in other departments with requirements

Interacting with outside parties

To be competent, the user/individual on the job must be able to:

- PC10.** adhere to nondisclosure policy of the company in all outside coordination

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: preferred language of communication, reporting and escalation policy, quality delivery standards and personnel management
- KU2.** companys policies on non-disclosure of confidential information provided by the company either orally or in writing marked as confidential
- KU3.** liability arising out of loss, theft or inadvertent disclosure of confidential information
- KU4.** reporting structure
- KU5.** various categories of people that one is required to communicate and coordinate within the organization
- KU6.** importance of effective communication in the workplace like expressing and addressing grievances appropriately and effectively
- KU7.** importance of teamwork in organization and individual success
- KU8.** various components of effective communication

- KU9.** barriers to effective communication
- KU10.** common reasons for interpersonal conflict
- KU11.** what constitutes disciplined behavior for a working professional

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write instructions, remarks, job sheets, basic information, technical details etc. in preferred local language of communication and english
- GS2.** read preferred language of communication as prescribed by the company
- GS3.** read job sheets and interpret technical details mentioned in the job sheet
- GS4.** discuss task lists, schedules, and work-loads with co-workers
- GS5.** be a good listener
- GS6.** be effective in communicating the issues faced, to the supervisor
- GS7.** avoid using jargon, slang or acronyms when communicating
- GS8.** how to spot and communicate potential areas of disruptions in the work process and report the same
- GS9.** how to report supervisor or deal with a colleague individually, depending on the type of concern
- GS10.** how to plan work for maximum productivity
- GS11.** how to plan and organize the schedule for maintenance of tools and machines
- GS12.** how to convey accurate information to relevant internal as well as external customers
- GS13.** how to handle critical situations caused due to communication issues at workplace and solve problems without blaming others
- GS14.** how to analyse the work processes by interacting with others and adopting best practices
- GS15.** how to use prior experience to observe and reflect for development of ideas
- GS16.** how to think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS17.** how to deal with clients lacking the technical background to solve the problem on their own
- GS18.** how to spot process disruptions, delays and report and communicate with solutions
- GS19.** how to identify immediate or temporary solutions to resolve delays
- GS20.** how to apply, analyze and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interacting with supervisor</i>	-	6	-	-
PC1. coordinate for receiving work instructions and raw materials from reporting supervisor	-	1	-	-
PC2. communicate to the reporting supervisor about process flow improvements, product defects received from previous process, repairs and maintenance of tools and machinery as required	-	1	-	-
PC3. communicate to reporting supervisor about operation details and hazards	-	1	-	-
PC4. interact with supervisor regarding compliance of company policy and rules	-	3	-	-
<i>Interacting with colleagues within and outside the department</i>	2	10	-	-
PC5. coordinate with colleagues to share work, as per the workload in order to achieve team goals	-	3	-	-
PC6. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement	-	2	-	-
PC7. coordinate and receive feedback from quality control department	1	1	-	-
PC8. resolve conflicts by communicating with colleagues and other departments	-	2	-	-
PC9. communicate and discuss work coordinate with colleagues regarding multitasking in other departments with requirements	1	2	-	-
<i>Interacting with outside parties</i>	1	1	-	-
PC10. adhere to nondisclosure policy of the company in all outside coordination	1	1	-	-
NOS Total	3	17	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9901
NOS Name	Coordinate with others
Sector	Gem & Jewellery
Sub-Sector	Jewellery Retail, Cast and diamonds-set jewellery
Occupation	Appraising and Valuation
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQ Clearance Date	24/02/2022

G&J/N9902: Maintain health and safety at workplace

Description

This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining health and safety at workplace.

Elements and Performance Criteria

Health and safety in work area

To be competent, the user/individual on the job must be able to:

- PC1.** identify and use appropriate protective clothing/equipment for specific tasks and work
- PC2.** identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace
- PC3.** carry out safe working practices while dealing with hazards to ensure safety of self and others
- PC4.** identify and avoid doing any tasks or activities in a wrong posture
- PC5.** practice appropriate working postures to minimise occupational health related issues

Fire safety

To be competent, the user/individual on the job must be able to:

- PC6.** use the appropriate fire extinguishers on different types of fire
- PC7.** demonstrate rescue techniques applied during fire hazard
- PC8.** demonstrate good housekeeping in order to prevent fire hazards
- PC9.** demonstrate the correct use of any fire extinguisher

Emergencies, rescue and first aid procedures

To be competent, the user/individual on the job must be able to:

- PC10.** administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.
- PC11.** respond promptly and appropriately to an accident or medical emergency
- PC12.** participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: safety and hazards and personnel management
- KU2.** names and location of documents that refer to health and safety in work place
- KU3.** reporting structure
- KU4.** meaning of hazards and risks
- KU5.** health and safety hazards commonly present in the work place and related precautions
- KU6.** various dangers associated with use of electrical equipment
- KU7.** preventative and remedial actions to be taken in case of exposure to toxic material
- KU8.** methods of accident prevention

- KU9.** how different chemicals react and the related hazards
- KU10.** how to use machines and tools without causing any accident
- KU11.** importance of using protective clothing/ equipment while working
- KU12.** precautionary activities to prevent the fire accident
- KU13.** various causes of fire
- KU14.** techniques of using different fire extinguishers
- KU15.** different materials used for extinguishing fire
- KU16.** rescue techniques applied during a fire hazard
- KU17.** various types of safety signs and their meaning
- KU18.** appropriate basic first aid treatment relevant to different condition e.g. bleeding, minor burns, eye injuries etc.,
- KU19.** casualty lifting in case of an accident caused to a person

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and comprehend basic content to read labels, charts, signages
- GS2.** read and comprehend basic english to read manuals of operations
- GS3.** communicate effectively the risk of not following safety measures
- GS4.** respond to emergencies/accidents, by taking an appropriate and timely decision
- GS5.** organize work schedule, work area, tools, equipment and material to minimize health and safety risk
- GS6.** ensure appropriate action in case of any emergencies, accidents or fire at the work location
- GS7.** analyze untoward incidents from the past and implement correct use of machines, tools or hazardous chemicals
- GS8.** critically analyze the processes carried out by self and colleagues in the department to spot potential hazards and safety issues

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and safety in work area</i>	1	7	-	-
PC1. identify and use appropriate protective clothing/equipment for specific tasks and work	-	2	-	-
PC2. identify hazardous job activities in his/her job and communicate the possible causes of risks or accidents in the workplace	-	1	-	-
PC3. carry out safe working practices while dealing with hazards to ensure safety of self and others	-	1	-	-
PC4. identify and avoid doing any tasks or activities in a wrong posture	-	2	-	-
PC5. practice appropriate working postures to minimise occupational health related issues	1	1	-	-
<i>Fire safety</i>	-	6	-	-
PC6. use the appropriate fire extinguishers on different types of fire	-	1	-	-
PC7. demonstrate rescue techniques applied during fire hazard	-	2	-	-
PC8. demonstrate good housekeeping in order to prevent fire hazards	-	1	-	-
PC9. demonstrate the correct use of any fire extinguisher	-	2	-	-
<i>Emergencies, rescue and first aid procedures</i>	2	4	-	-
PC10. administer appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	-	1	-	-
PC11. respond promptly and appropriately to an accident or medical emergency	1	2	-	-
PC12. participate in emergency procedures such as raising alarm, safe evacuation, correct means of escape, correct assembly point etc.,	1	1	-	-
NOS Total	3	17	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N9902
NOS Name	Maintain health and safety at workplace
Sector	Gem & Jewellery
Sub-Sector	Jewellery Retail, Cast and diamonds-set jewellery
Occupation	Appraising and Valuation
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQ Clearance Date	24/02/2022

G&J/N7102: Prepare documentation for exports of gemstone consignments

Description

This OS unit is about preparing and maintaining documents required by Government authorities such as Customs Department for smooth transactions during international: sale or sample display at shows and exhibitions

Elements and Performance Criteria

Preparing documents for sale or sample

To be competent, the user/individual on the job must be able to:

- PC1.** prepare purchase orders, destination purchase orders
- PC2.** prepare bond obligations
- PC3.** apply for duty free imports
- PC4.** prepare bill of entry and white bill of entry
- PC5.** do the labelling and marking on export cartons
- PC6.** prepare shipment on consignment basis

Preparing documents for exports or imports

To be competent, the user/individual on the job must be able to:

- PC7.** prepare pre-shipment export documents
- PC8.** prepare principal export documents such as commercial invoice, packing list, certificate of origin, shipping advice, e.g., airway bill of lading
- PC9.** prepare insurance policy and bill of exchange
- PC10.** prepare proforma invoice
- PC11.** send intimation for inspection, shipping instructions
- PC12.** obtain mates receipt, letter to bank for collection
- PC13.** obtain and prepare application for certificate of origin (gsp)
- PC14.** ensure that documents are correctly filled
- PC15.** ensure that documents are dispatched along with shipping consignment or as required
- PC16.** achieve smooth delivery of consignment to destination of export or show

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: import, exports, sample display for shows, sales and marketing plan, rough procuring, pricing, integrity, and personnel management
- KU2.** nondisclosure of confidential information provided by the company either orally or in writing marked as confidential
- KU3.** liability arising out of loss, theft or inadvertent disclosure of confidential information
- KU4.** work flow involved in companys gemstone processing and wholesale activities
- KU5.** importance of the individuals role in the workflow

- KU6.** reporting structure
- KU7.** basic knowledge of gemstones
- KU8.** rough pricing and margin calculations
- KU9.** technical aspects of exports sales such as role of indian missions; foreign markets; foreign trade agreements; indias foreign policy and any incentives; products meant for exports; quoting price as ex-factory or fob or cif; trade show schedules and costing; temporary importation bonds (tib) and ata carnet
- KU10.** knowledge of export related documents such as: proforma invoice purchase order commercial invoice packing list shipping bill bill of lading master airway bill export certificate certificate of origin bill of exchange bank realization certificate documents against acceptance
- KU11.** scope for error in documentation and changes in rules and tariffs on exports and imports of gemstones
- KU12.** business ethics and vendor code of conduct
- KU13.** documents required to fulfill import, export and insurance obligations
- KU14.** government departments involved in import, export clearance and foreign trade policy making
- KU15.** international labeling standards and use of barcoding system
- KU16.** use of computer systems

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** frame a well written communication with attention to detail
- GS2.** communicate with others in writing
- GS3.** fill forms and write memos as required
- GS4.** prepare shipment on consignment basis
- GS5.** read and correctly interpret government regulations and rules
- GS6.** read instructions, guidelines, procedures and rules
- GS7.** read and understand buyer specifications
- GS8.** ask for clarification and advice from managers
- GS9.** communicate with consignee or government department or c&f agents
- GS10.** communicate effectively with colleagues
- GS11.** handle the customs clearance
- GS12.** organize the documents for shipment
- GS13.** refer anomalies to the manager
- GS14.** improve work processes for greater productivity and error free shipments
- GS15.** analyze needs, requirements and dependencies in order to meet your work requirements
- GS16.** spot process disruptions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing documents for sale or sample</i>	15	15	-	-
PC1. prepare purchase orders, destination purchase orders	3	2	-	-
PC2. prepare bond obligations	2	3	-	-
PC3. apply for duty free imports	3	2	-	-
PC4. prepare bill of entry and white bill of entry	3	2	-	-
PC5. do the labelling and marking on export cartons	2	3	-	-
PC6. prepare shipment on consignment basis	2	3	-	-
<i>Preparing documents for exports or imports</i>	3	47	-	-
PC7. prepare pre-shipment export documents	-	5	-	-
PC8. prepare principal export documents such as commercial invoice, packing list, certificate of origin, shipping advice, e.g., airway bill of bill of lading	1	4	-	-
PC9. prepare insurance policy and bill of exchange	-	5	-	-
PC10. prepare proforma invoice	-	5	-	-
PC11. send intimation for inspection, shipping instructions	-	5	-	-
PC12. obtain mates receipt, letter to bank for collection	-	5	-	-
PC13. obtain and prepare application for certificate of origin (gsp)	1	4	-	-
PC14. ensure that documents are correctly filled	-	5	-	-
PC15. ensure that documents are dispatched along with shipping consignment or as required	1	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC16. achieve smooth delivery of consignment to destination of export or show	-	5	-	-
NOS Total	18	62	-	-

National Occupational Standards (NOS) Parameters

NOS Code	G&J/N7102
NOS Name	Prepare documentation for exports of gemstone consignments
Sector	Gems & Jewellery
Sub-Sector	Gemstone Processing
Occupation	Wholesaling
NSQF Level	5
Credits	TBD
Version	2.0
Next Review Date	17/01/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
G&J/N7101.Sell polished gemstones of the company	16	64	-	-	80	40
G&J/N9901.Coordinate with others	3	17	-	-	20	10
G&J/N9902.Maintain health and safety at workplace	3	17	-	-	20	10
G&J/N7102.Prepare documentation for exports of gemstone consignments	18	62	-	-	80	40
Total	40	160	-	-	200	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

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.

<p>Organisational Context</p>	<p>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.</p>
<p>Technical Knowledge</p>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<p>Core Skills/ Generic Skills (GS)</p>	<p>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.</p>
<p>Electives</p>	<p>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.</p>
<p>Options</p>	<p>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.</p>