

National Skill Gap Study for High Growth
Questionnaire 5: Questionnaire for Manufacturing of Motor Vehicles

National Council of Applied Economic Research
 Parisila Bhawan, 11, Indraprastha Estate,
 New Delhi -110002, India

The Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, is undertaking the ‘National Skill Gap Study for High Growth Sectors’ and NCAER is the implementing agency for the said study. The overall objective of this work is to develop a Labour Market Information System. The specific objective of this questionnaire is to understand the present and future demand for jobs roles/occupations and associated skills. This study is sponsored by the Ministry of Skill Development and Entrepreneurship. Your identity would be held confidential while discussing your suggestions and views on the subject.

Respondent’s Name:
 Respondent’s Company Name and Address:
 Respondent’s Designation:
 Respondent’s Phone:
 Respondent’s Email:

FIRM PROFILE

1. What is the firm’s ownership type? *(Please select one)*

<input type="checkbox"/> Public Sector	<input type="checkbox"/> Public Limited	<input type="checkbox"/> Private Limited
<input type="checkbox"/> Partnership/Individual Ownership	<input type="checkbox"/> Multinational Company	<input type="checkbox"/> Limited Liability Partnership
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Others, please specify: _____	

2. What was the annual turnover range in FY 2023-24? *(Please select one)*

<input type="checkbox"/> ≤ Rs 5 crore (Micro)	<input type="checkbox"/> > Rs 5 crore & ≤ Rs 50 crore (Small)
<input type="checkbox"/> > Rs 50 crore & ≤ Rs 250 crore (Medium)	<input type="checkbox"/> > Rs 250 crore (Large)

3. How many manufacturing plants does the firm have in India? Information on plant locations (States, Districts, Clusters) will help in understanding the spatial spread of the industry.
 Number of plants: _____
 States and Districts: _____
 Are the plants located in an auto cluster? Yes / No: _____; If ‘Yes’, which cluster: _____

4. What was the investment in plant and machinery in FY 2023-24? *(Please select one)*

<input type="checkbox"/> ≤ Rs 1 crore	<input type="checkbox"/> > Rs 1 crore & ≤ Rs 10 crore
<input type="checkbox"/> > Rs 10 crore & ≤ Rs 50 crore	<input type="checkbox"/> > Rs 50 crore
<input type="checkbox"/> No investment	

5. What type of motor vehicles does the firm manufacture? *(multiple selections possible)*

<input type="checkbox"/> Passenger vehicles; what type (SUV/hatchback/etc): _____
<input type="checkbox"/> Commercial vehicles; what type (trucks/buses/etc): _____
<input type="checkbox"/> Trailers / semi-trailers; what type (flatbed/refrigerated/etc): _____
<input type="checkbox"/> Other, please specify: _____; what kind: _____

6. Which technologies do the motor vehicles adhere to? *(multiple selections possible)*

<input type="checkbox"/> Internal combustion engine (ICE: Petrol / Diesel)	<input type="checkbox"/> Electric vehicles (EV)
<input type="checkbox"/> Compressed Natural Gas (CNG)	<input type="checkbox"/> Bio-fuel, please specify: _____
<input type="checkbox"/> Hydrogen fuel	<input type="checkbox"/> All technologies
<input type="checkbox"/> Other, please specify: _____	

7. Which markets do you sell to?
Domestic / Foreign / Both: _____
8. Overall, what is the percentage of female employees in the firm? (*Please select one*)
- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 0% | <input type="checkbox"/> ≤20% | <input type="checkbox"/> >20% & ≤40% |
| <input type="checkbox"/> >40% & ≤60% | <input type="checkbox"/> >60% & ≤80% | <input type="checkbox"/> >80% |

UNDERSTANDING HIRING, SKILLING, GENDER-BASED ROLES, AND SKILL SHORTAGES

9. What are the mediums used for hiring employees? (*multiple selections possible*)
- | | |
|---|--|
| <input type="checkbox"/> Employment agency | <input type="checkbox"/> Online job sites/advertisements; Please specify: _____ |
| <input type="checkbox"/> Own website advertisements | <input type="checkbox"/> Campus recruitment; Please mention institutions: _____ |
| <input type="checkbox"/> Vocational training institutes | <input type="checkbox"/> Sector Skill Council / Sector Skill Council affiliated institutes |
| <input type="checkbox"/> Newspaper advertisements | <input type="checkbox"/> Internships/apprenticeships |
| <input type="checkbox"/> Networks and referrals | <input type="checkbox"/> Others, specify: _____ |
10. Do you provide on-the-job training within the firm, either before or after deployment?
Yes / No: _____
If 'Yes', what is your policy? _____
Should this training rather be provided by India's education and skilling system? ____
11. Does the firm run its own skilling institution, or have any tie-up/informal-association with another institution / Automotive Skill Development Council (ASDC) for skilling purposes?
11.1 Yes / No: _____; Is it owned by the firm? Yes / No: _____
11.2 If 'Yes', please mention which institutions: _____
12. What kind of association(s) does the firm have with the skilling institution(s) identified in Q.11? (*multiple selections possible*)
- | | |
|--|---|
| <input type="checkbox"/> We offer apprenticeships/internships for trainee students | <input type="checkbox"/> We send our staff to take visiting classes or other classes |
| <input type="checkbox"/> We offer inputs to the course curriculum | <input type="checkbox"/> We sponsor lab facilities in TVET or other institutions |
| <input type="checkbox"/> We sponsor fresh skilling programmes to absorb the students later | <input type="checkbox"/> We sponsor re-skilling/upskilling programs for our employees |
| <input type="checkbox"/> No associations | <input type="checkbox"/> Other; please specify: _____ |

We have collated a list of occupations from the National Classification of Occupations (NCOs) and job roles from Automotive Skills Development Council (ASDC), associated with the full automotive value chain (white and blue collar), including manufacturing, and repair and maintenance, in Annexure 7.1.

13. For all types of motor vehicle manufacturing that the firm is involved in (Q.5), do the job roles (Annexure 7.1) cover the relevant activities undertaken by the firm?
Yes / No: _____
What other occupations/job roles should be included? Please specify: _____
14. As regards gender ratio, which job roles:
Employ majority women (>50% of all workers in the job role): _____
Employ some women (20% to 50% of all workers in the job role): _____
Employ no women (0% of all workers in the job role): _____

15. How easy or difficult was it to fill the job roles (including the number of positions) advertised by the firm in the last three years (FY 2021-22 onwards)? (Add rows if necessary. If the firm advertised many job roles, you can specify job roles at two extremes: those which were easiest to fill, and those very difficult/un-filled)

S.No.	Job Roles advertised	Please Specify the Level: Entry level / intermediate or mid-level / senior level / managerial level / director level / executive level	Difficulty of filling jobs (rank) 1. Very easy; 2. Easy; 3. Average; 4. Difficult; 5. Very difficult; 6. Not filled at all
1			
2			
3			
4			
5			

16. In Q.15, for the job roles with rank 3-6 on 'difficulty of filling jobs', can you please detail the skills, knowledge and education sought by the firm – in the form of a detailed job description? (Please refer to Table Q5.1. Request you to provide the details, for each of the relevant job roles, within the format of Table Q5.1).

We are seeking the following information:

Job Role	Stage of Value Chain	Tasks	Educational Qualifications sought by the firm	Knowledge (technical and theoretical knowledge relating to the job role)	Technical Skills (Computer applications and software)	Years of Experience	Skills (refer to Table Q5.2)	Geographical areas/spatial clusters (existing or emerging) where it is most difficult to fill the role (mention States and Districts)

17. Who is presently providing education and skilling for these 'hard to fill' job roles in Q.16, if any? Nobody / formal education system / vocational education system? Please specify: _____
Is the formal/vocational education system run by the government/ private parties /NGOs?
Please specify: _____
Please list the formal and vocational training institutions for these job-roles: _____

18. For the motor vehicle manufacturing the firm is involved in (Q.5 and Q.6), what are the upcoming technological developments?
Please specify: _____

19. Does the firm have its own R&D and design division, or plan to develop one?
Have R&D unit/ Plan to set up R&D unit / no R&D and no plan: _____

20. In view of the developments (Q.18 and Q.19), which job roles will be in-demand in the next three years by the firm? (Please refer to *Table Q5.1* Request you to provide the details, for each of the relevant job roles, within the format of *Table Q5.1*).

We are seeking the following information:

Job Role	Stage of Value Chain	Tasks	Education	Knowledge	Technical Skills	Years of Experience	Skills (refer to Table Q5.2)	Geographical areas/spatial clusters where needs are highest (mention States and Districts)	Difficulty of finding workers 1. Not at all difficult 2. Somewhat difficult 3. Difficult 4. Very Difficult 5. Extremely difficult

GENDER DIVERSITY AND CARRER PATH AT WORKPLACE

21. In the next three years, do you perceive a demand for women in particular job roles, either among the existing job-roles or those which will be in-demand in future?

Yes / No: _____

If 'Yes', please specify which ones: _____

22. Does the firm have hiring policies to encourage female employment, especially in non-traditional job roles?

Yes / No: _____

If 'Yes', please explain the policy in detail: _____

Does the firm provide creche on plant/office premises: Yes / No: _____

23. Has the firm defined sexual harassment policies, prevention systems, procedures and service rules for employees (prevention of Sexual Harassment at Workplace or POSH)?

Yes / No: _____

24. Does the firm offer a career-path to all its employees? (for instance, has anyone at the firm risen from being at a 'technician level position' to a 'managerial level position')?

Yes / No: _____

Does the firm fund the employee's education / upskilling / re-skilling, as may be required for higher level job roles? Yes / No: _____

EMPLOYMENT BACKGROUND

25. How many people are employed at the firm?

S.No.	Particulars	Number of people employed	
		Managerial Staff (No.)	Workers (No.)
	Total Employees (in numbers)		

26. With reference to the total employees identified in Q.25, what is the educational background of the employees (as percentage (%) of total employees)?

Below Class X (%)	Above Class X and Below Class XII (%)	Class XII pass (%)	Vocationally Educated (ITI, PMKVY, RPL etc.) (%)	Bachelor's degree and above (%)

National Skill Gap Study for High Growth
Questionnaire 6: Questionnaire for Manufacturing of Parts and Accessories of Motor Vehicles

National Council of Applied Economic Research
 Parisila Bhawan, 11, Indraprastha Estate,
 New Delhi -110002, India

The Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, is undertaking the ‘National Skill Gap Study for High Growth Sectors’ and NCAER is the implementing agency for the said study. The overall objective of this work is to develop a Labour Market Information System. The specific objective of this questionnaire is to understand the present and future demand for jobs roles/occupations and associated skills. This study is sponsored by the Ministry of Skill Development and Entrepreneurship.

Your identity would be held confidential while discussing your suggestions and views on the subject.

Respondent’s Name:
 Respondent’s Company Name and Address:
 Respondent’s Designation:
 Respondent’s Phone:
 Respondent’s Email:

FIRM PROFILE

1. What is the firm’s ownership type? *(Please select one)*

<input type="checkbox"/> Public Sector	<input type="checkbox"/> Public Limited	<input type="checkbox"/> Private Limited
<input type="checkbox"/> Partnership/Individual Ownership	<input type="checkbox"/> Multinational Company	<input type="checkbox"/> Limited Liability Partnership
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Others, please specify: _____	

2. What was the annual turnover range in FY 2023-24? *(Please select one)*

<input type="checkbox"/> ≤ Rs 5 crore (Micro)	<input type="checkbox"/> > Rs 5 crore & ≤ Rs 50 crore (Small)
<input type="checkbox"/> > Rs 50 crore & ≤ Rs 250 crore (Medium)	<input type="checkbox"/> > Rs 250 crore (Large)

3. How many manufacturing plants does the firm have in India? Information on plant locations (States, Districts, Clusters) will help in understanding the spatial spread of the industry.
 Number of plants: _____
 States and Districts: _____
 Are the plants located in an auto cluster? Yes / No: _____; If ‘Yes’, which cluster: _____

4. What was the investment in plant and machinery in FY 2023-24? *(Please select one)*

<input type="checkbox"/> ≤ Rs 1 crore	<input type="checkbox"/> > Rs 1 crore & ≤ Rs 10 crore
<input type="checkbox"/> > Rs 10 crore & ≤ Rs 50 crore	<input type="checkbox"/> > Rs 50 crore
<input type="checkbox"/> No investment	

5. Which tier(s) of auto component manufacturing is the firm involved in? *(multiple selections possible)*

<input type="checkbox"/> Tier 1 supplier; Components include: _____
<input type="checkbox"/> Tier 2 supplier; Components include: _____
<input type="checkbox"/> Tier 3 supplier; Components include: _____
<input type="checkbox"/> Other, please specify: _____; Components include: _____

6. Which motor vehicle technologies do the component(s) adhere to? *(multiple selections possible)*

<input type="checkbox"/> Internal combustion engine (ICE: Petrol/Diesel)	<input type="checkbox"/> Electric vehicles (EV)
<input type="checkbox"/> Compressed Natural Gas (CNG)	<input type="checkbox"/> Bio-fuel, please specify: _____
<input type="checkbox"/> Hydrogen fuel	<input type="checkbox"/> All technologies
<input type="checkbox"/> Other, please specify: _____	

7. Which markets do you sell to?
Domestic / Foreign / Both: _____
8. Overall, what is the percentage of female employees in the firm? (*Please select one*)
- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 0% | <input type="checkbox"/> ≤20% | <input type="checkbox"/> >20% & ≤40% |
| <input type="checkbox"/> >40% & ≤60% | <input type="checkbox"/> >60% & ≤80% | <input type="checkbox"/> >80% |

UNDERSTANDING HIRING, SKILLING, GENDER-BASED ROLES, AND SKILL SHORTAGES

9. What are the mediums used for hiring employees? (*multiple selections possible*)
- | | |
|---|--|
| <input type="checkbox"/> Employment agency | <input type="checkbox"/> Online job sites/advertisements; Please specify: _____ |
| <input type="checkbox"/> Own website advertisements | <input type="checkbox"/> Campus recruitment; Please mention institutions: _____ |
| <input type="checkbox"/> Vocational training institutes | <input type="checkbox"/> Sector Skill Council / Sector Skill Council affiliated institutes |
| <input type="checkbox"/> Newspaper advertisements | <input type="checkbox"/> Internships/apprenticeships |
| <input type="checkbox"/> Networks and referrals | <input type="checkbox"/> Others, specify: _____ |
10. Do you provide on-the-job training within the firm, either before or after deployment?
Yes / No: _____
If 'Yes', what is your policy? _____
Should this training rather be provided by India's education and skilling system? ____
11. Does the firm run its own skilling institution, or have any tie-up / partnership with another institution / ASDC for skilling purposes?
Yes / No: _____; Is it owned by the firm? Yes / No: _____
If 'Yes', please mention which institutions: _____
12. What kind of association(s) does the firm have with the skilling institution(s) identified in Q.11? (*multiple selections possible*)
- | | |
|--|---|
| <input type="checkbox"/> We offer apprenticeships/internships for trainee students | <input type="checkbox"/> We send our staff to take visiting classes or other classes |
| <input type="checkbox"/> We offer inputs to the course curriculum | <input type="checkbox"/> We sponsor lab facilities in TVET or other institutions |
| <input type="checkbox"/> We sponsor fresh skilling programmes to absorb the students later | <input type="checkbox"/> We sponsor re-skilling/upskilling programs for our employees |
| <input type="checkbox"/> No associations | <input type="checkbox"/> Other; please specify: _____ |
- We have collated a list of occupations from the National Classification of Occupations (NCOs) and job roles from Automotive Skills Development Council (ASDC), associated with the full automotive value chain (white and blue collar), including manufacturing, and repair and maintenance, in Annexure 7.1.
13. For all types of component manufacturing that the firm is involved in (Q.5), do the job roles (Annexure 7.1) cover the relevant activities undertaken by the firm?
Yes / No: _____
What other occupations/job roles should be included? Please specify: _____
14. As regards gender ratio, which job roles:
Employ majority women (>50% of all workers in the job role): _____
Employ some women (20% to 50% of all workers in the job role): _____
Employ no women (0% of all workers in the job role): _____

15. How easy or difficult was it to fill the job roles (including the number of positions) advertised by the firm in the last three years (FY 2021-22 onwards)? (Add rows if necessary. If the firm advertised many job roles, you can specify job roles at two extremes: those which were easiest to fill, and those very difficult / un-filled)

S. No.	Job Roles advertised	Please Specify the Level: Entry level / intermediate or mid-level / senior level / managerial level / director level / executive level	Difficulty of filling jobs (rank) 1. Very easy; 2. Easy; 3. Average; 4. Difficult; 5. Very difficult; 6. Not filled at all
1			
2			
3			
4			
5			

16. In Q.15, for the job roles with rank 3-6 on 'difficulty of filling jobs', can you please detail the skills, knowledge and education sought by the firm – in the form of a detailed job description? (Please refer to Table Q5.1. Request you to provide the details, for each of the relevant job roles, within the format of Table Q5.1).

We are seeking the following information:

Job Role	Stage of Value Chain	Tasks	Educational Qualifications sought by the firm	Knowledge (technical and theoretical knowledge relating to the job role)	Technical Skills (Computer applications and software)	Years of Experience	Skills (refer to Table Q5.2)	Geographical areas/spatial clusters (existing or emerging) where it is most difficult to fill the role (mention States and Districts)

17. Who is presently providing education and skilling for these 'hard to fill' job roles in Q.16, if any? Nobody / formal education system / vocational education system? Please specify: ____
Is the formal/vocational education system run by the government / private parties / NGOs? Please specify: _____
Please list the formal and vocational training institutions for these job-roles: _____
18. For the component manufacturing the firm is involved in (Q.5 and Q.6), what are the upcoming technological developments?
Please specify: _____
19. Does the firm have its own R&D and design division, or plan to develop one?
Have R&D unit / Plan to set up R&D unit / no R&D and no plan: _____

20. In view of the developments (Q.18 and Q.19), which job roles will be in-demand in the next three years by the firm? (Please refer to *Table Q5.1*. Request you to provide the details, for each of the relevant job roles, within the format of *Table Q5.1*).

We are seeking the following information:

Job Role	Stage of Value Chain	Tasks	Education	Knowledge	Technical Skills	Years of Experience	Skills (refer to Table Q5.2)	Geographical areas/spatial clusters where needs are highest (mention States and Districts)	Difficulty of finding workers 1. Not at all difficult 2. Somewhat difficult 3. Difficult 4. Very Difficult 5. Extremely difficult

GENDER DIVERSITY AND CARRER PATH AT WORKPLACE

21. In the next three years, do you perceive a demand for women in particular job roles, either among the existing job-roles or those which will be in-demand in future?

Yes / No: _____

If 'Yes', please specify which ones: _____

22. Does the firm have hiring policies to encourage female employment, especially in non-traditional job roles?

Yes / No: _____

If 'Yes', please explain the policy in detail: _____

Does the firm provide creche on plant/office premises: Yes / No: _____

23. Has the firm defined sexual harassment policies, prevention systems, procedures and service rules for employees (Prevention of Sexual Harassment at Workplace or POSH)?

Yes / No: _____

24. Do the firm offer a career-path to all its employees? (for instance, has anyone at the firm risen from being at a 'technician level position' to a 'managerial level position')?

Yes / No: _____

Does the firm fund the employee's education / upskilling / re-skilling, as may be required for higher level job roles? Yes / No: _____

EMPLOYMENT BACKGROUND

25. How many people are employed at the firm?

S.No.	Particulars	Number of people employed	
		Managerial Staff (No.)	Workers (No.)
	Total Employees (in numbers)		

26. With reference to the total employees identified in Q.25, what is the educational background of the employees (as percentage (%) of total employees)?

Below Class X (%)	Above Class X and Below Class XII (%)	Class XII pass (%)	Vocationally Educated (ITI, PMKVY, RPL etc.) (%)	Bachelor's degree and above (%)

.....

National Skill Gap Study for High Growth
Questionnaire 7: Questionnaire for Maintenance and Repair of Motor Vehicles

National Council of Applied Economic Research
Parisila Bhawan, 11, Indraprastha Estate,
New Delhi -110002, India

The Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, is undertaking the 'National Skill Gap Study for High Growth Sectors' and NCAER is the implementing agency for the said study. The overall objective of this work is to develop a Labour Market Information System. The specific objective of this questionnaire is to understand the present and future demand for jobs roles/occupations and associated skills. This study is sponsored by the Ministry of Skill Development and Entrepreneurship.

Your identity would be held confidential while discussing your suggestions and views on the subject.

Respondent's Name:

Respondent's Firm Name and Address:

Respondent's Designation:

Respondent's Phone:

Respondent's Email:

FIRM PROFILE

1. What is the firm's ownership type? *(Please select one)*

- | | | |
|---|--|--|
| <input type="checkbox"/> Public Sector | <input type="checkbox"/> Public Limited | <input type="checkbox"/> Private Limited |
| <input type="checkbox"/> Partnership/Individual Ownership | <input type="checkbox"/> Multinational Company | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Others, please specify: _____ | |

2. What was the annual turnover range in FY 2023-24? *(Please select one)*

- | | |
|--|---|
| <input type="checkbox"/> ≤ Rs 5 crore (Micro) | <input type="checkbox"/> > Rs 5 crore & ≤ Rs 50 crore (Small) |
| <input type="checkbox"/> > Rs 50 crore & ≤ Rs 250 crore (Medium) | <input type="checkbox"/> > Rs 250 crore (Large) |

3. How many workshops/branches does the firm have in India? Information on locations (States, Districts, Clusters) will help in understanding the spatial spread of the industry.

Number of workshops: _____

States and Districts: _____

Are the workshops in an auto cluster? Yes / No: ____; If 'Yes', which cluster: _____

4. What was the investment in plant and machinery in FY 2023-24? *(Please select one)*

- | | |
|--|---|
| <input type="checkbox"/> ≤ Rs 1 crore | <input type="checkbox"/> > Rs 1 crore & ≤ Rs 10 crore |
| <input type="checkbox"/> > Rs 10 crore & ≤ Rs 50 crore | <input type="checkbox"/> > Rs 50 crore |
| <input type="checkbox"/> No investment | |

5. What type of motor vehicles does the workshop repair / maintain? *(multiple selections possible)*

- | |
|---|
| <input type="checkbox"/> Passenger vehicles; specific brand & product (SUV/hatchback/etc)? _____ |
| <input type="checkbox"/> Commercial vehicles; specific brand & product (truck/bus)? _____ |
| <input type="checkbox"/> Trailers / semi-trailers; specific brand & product (flatbed/refrigerated/etc)? _____ |
| <input type="checkbox"/> Other, please specify: _____; specific brand & product? _____ |

6. Which technologies do the motor vehicles, which you service, adhere to? (*multiple selections possible*)
- Internal combustion engine (ICE: Petrol / Diesel) Electric vehicles (EV)
- Compressed Natural Gas (CNG) Bio-fuel, please specify: _____
- Hydrogen fuel All technologies
- Other, please specify: _____
7. Do you specialize in servicing particular components of motors vehicles?
Yes / No: _____; If 'Yes', which ones: _____
8. Overall, what is the percentage of female employees in the firm? (*Please select one*)
- 0% ≤20% >20% & ≤40%
- >40% & ≤60% >60% & ≤80% >80%

UNDERSTANDING HIRING, SKILLING, GENDER-BASED ROLES, AND SKILL SHORTAGES

9. What are the mediums used for hiring employees? (*multiple selections possible*)
- Employment agency Online job sites/advertisements; Please specify: _____
- Own website advertisements Campus recruitment; Please mention institutions: _____
- Vocational training institutes Sector Skill Council / Sector Skill Council affiliated institutes
- Newspaper advertisements Internships/apprenticeships
- Networks and referrals Others, specify: _____
10. Do you provide on-the-job training within the firm, either before or after deployment?
Yes / No: _____
If 'Yes', what is your policy?
Should this training rather be provided by India's education and skilling system? ____
11. Does the firm run its own skilling institution, or have any tie-up / partnership with another institution / ASDC for skilling purposes?
Yes / No: _____ Is it owned by the firm? Yes / No: _____
If 'Yes', please mention which institutions: _____
12. What kind of association(s) does the firm have with the skilling institution(s) identified in Q.11? (*multiple selections possible*)
- We offer apprenticeships/internships for trainee students We send our staff to take visiting classes or other classes
- We offer inputs to the course curriculum We sponsor lab facilities in TVET or other institutions
- We sponsor fresh skilling programmes to absorb the students later We sponsor re-skilling/upskilling programs for our employees
- No associations Other; please specify: _____

We have collated a list of occupations from the National Classification of Occupations (NCOs) and job roles from Automotive Skills Development Council (ASDC), associated with the full automotive value chain (white and blue collar), including manufacturing, and repair and maintenance, in Annexure 7.1.

13. For all types of motor vehicle servicing that the firm is involved in (Q.5), do the job roles (Annexure 7.1) cover the relevant activities undertaken by the firm?
Yes / No: _____
What other occupations/job roles should be included? Please specify: _____
14. As regards gender ratio, which job roles:
Employ majority women (>50% of all workers in the job role): _____
Employ some women (20% to 50% of all workers in the job role): _____
Employ no women (0% of all workers in the job role): _____

15. How easy or difficult was it to fill the job roles (including the number of positions) advertised by the firm in the last three years (FY 2021-22 onwards)? (Add rows if necessary. If the firm advertised many job roles, you can specify job roles at two extremes: those which were easiest to fill, and those very difficult / un-filled)

S.No.	Job Roles advertised	Please Specify the Level: Entry level / intermediate or mid-level / senior level / managerial level/ director level / executive level	Difficulty of filling jobs (rank) 1. Very easy; 2. Easy; 3. Average; 4. Difficult; 5. Very difficult; 6. Not filled at all
1			
2			
3			
4			
5			

16. In Q.15, for the job roles with rank 3-6 on 'difficulty of filling jobs', can you please detail the skills, knowledge and education sought by the firm – in the form of a detailed job description? (Please refer to Table Q5.1. Request you to provide the details, for each of the relevant job roles, within the format of Table Q5.1). We are seeking the following information:

Job Role	Stage of Value Chain	Tasks	Educational Qualifications sought by the firm	Knowledge (technical and theoretical knowledge relating to the job role)	Technical Skills (Computer applications and software)	Years of Experience	Skills (Refer to Table Q5.2)	Geographical areas/spatial clusters (existing or emerging) where it is most difficult to fill the role (mention States and Districts)

17. Who is presently providing education and skilling for these 'hard to fill' job roles in Q.16, if any? Nobody / formal education system / vocational education system? Please specify: _____
Is the formal/vocational education system run by the government / private parties / NGOs? Please specify: _____
Please list the formal and vocational training institutions for these job-roles: _____

18. For the motor vehicle servicing the firm is involved in (Q.5, Q.6, Q.7), what are the upcoming technological developments?
Please specify: _____

19. Is the firm an authorized service partner/franchisee for a motor vehicle company, or plan to become one?
Already an authorized partner/Plan to become an authorized partner/ not an authorized partner and no plan: _____

20. In view of the developments (Q.18 and Q.19), which job roles will be in-demand in the next three years by the firm? (Please refer to Table Q5.1. Request you to provide the details, for each of the relevant job roles, within the format of Table Q5.1).
We are seeking the following information:

Job Role	Stage of Value Chain	Tasks	Education	Knowledge	Technical Skills	Years of Experience	Skills (refer to Table Q5.2)	Geographical areas/spatial clusters where needs are highest (mention States and Districts)	Difficulty of finding workers 1. Not at all difficult 2. Somewhat difficult 3. Difficult 4. Very Difficult 5. Extremely difficult

GENDER DIVERSITY AND CARRER PATH AT WORKPLACE

21. In the next three years, do you perceive a demand for women in particular job roles, either among the existing job-roles or those which will be in-demand in future?
 Yes / No: _____
 If 'Yes', please specify which ones: _____
22. Does the firm have hiring policies to encourage female employment, especially in non-traditional job roles?
 Yes / No: _____
 If 'Yes', please explain the policy in detail: _____
 Does the firm provide creche on plant/office premises: Yes / No: _____
23. Has the firm defined sexual harassment policies, prevention systems, procedures and service rules for employees (prevention of Sexual Harassment at Workplace or POSH)?
 Yes / No: _____
24. Does the firm offer a career-path to all its employees? (for instance, has anyone at the firm risen from being at a 'technician level position' to a 'managerial level position')?
 Yes / No: _____
 Does the firm fund the employee's education / upskilling / re-skilling, as may be required for higher level job roles? Yes / No: _____

EMPLOYMENT BACKGROUND

25. How many people are employed at the firm?

S.No.	Particulars	Number of people employed	
		Managerial Staff (No.)	Workers (No.)
Total Employees (in numbers)			

26. With reference to the total employees identified in Q.25, what is the educational background of the employees (as percentage (%) of total employees)?

Below Class X (%)	Above Class X and Below Class XII (%)	Class XII pass (%)	Vocationally Educated (ITI, PMKVY, RPL etc.) (%)	Bachelor's degree and above (%)

**Table Q5.1: Details of Identified Job Roles
in Q.16 and Q.20 of the Questionnaires**

(Request you to provide the details, for each of the relevant job roles, in the format as given below)

S. No.: _____

Job Role: _____

Table 1: Job Descriptors

Descriptors	Firm's Answer
Alternative job titles in the industry	
Stage of the automobile value chain: 1. Design and R&D 2. Manufacturing 3. Sales 4. After sales service: Repair and Maintenance 5. Support services (Procurement, Finance, HR, etc; please specify)	
Is this job role: 1. 'Difficult to fill' at present (Q.16), or 2. Will be in-demand in next 3 years by the firm (Q.20)	
How many do you need to hire at the 'present moment'/now, or you will need to hire 3 years from now?	
Tasks to be performed in the job role (please include specific systems / components / technologies / personnel required to be dealt or interacted with, if any)	
Education: School (up to what level?) / ITI/ Short-term vocational training programme/ Bachelors/ Masters)	
Knowledge	General? What knowledge?
	Specialised (Sector, Occupational, and Trade)
Technical Skills: Software languages required, or maybe required in the near future	
Years of Experience, if any	
Skills required and level of competence (refer to framework of skills in Table Q5.2 below)	
Difficulty of finding workers in the job role, with the above requirements and the skills as detailed below: 1. Not at all difficult 2. Somewhat difficult 3. Difficult 4. Very Difficult 5. Extremely difficult	
Geographical areas/spatial clusters (existing or emerging) where it is most difficult to fill the role** (mention States and Districts)	
Salary Offered	

** Please explain the reasons behind skill shortage in the specified states and districts: Are there *demand side factors* (such as low salary, demanding work conditions, absence of platforms to advertise jobs, non-acceptability of workers from conventional labour markets, competition from other sectors to hire the same candidate, etc.) and/or *supply side factors* (such as course not offered by Indian institutions, specialised skilled people not available, absence of and/or proximity to training centres, poor quality of skilling and training programs, lack of programs for re-skilling/upskilling workers from traditional sectors, high salary expectations, non-aspirational job role, availability of other work avenues, etc.)?

Table Q5.2: List of Skills

<i>Please think whether the person in the above job profile would need the following skills to do their job. (Please choose the relevant skills and indicate the level of competence required for those skills)</i>		
Skills Required	If required, what is the degree of competence needed in the employee? 1. Beginner 2. Intermediate 3. Competent 4. Advanced 5. Very Advanced	Comments
<i>Reading Literacy:</i> Would they need to read and understand written sentences and paragraphs in work related documents?		
<i>Writing:</i> Would they need to communicate effectively in writing as per their audience for their job?		
<i>Speaking:</i> Do they need to talk to others to convey information effectively?		
<i>Communication:</i> Would they need to provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person?		
<i>Language Skills 1:</i> Is knowledge of the structure and content of the language including the meaning and spelling of words, rules of composition, and grammar required for the job?		
<i>Language Skills 2:</i> Any specific language requirement for the job? If Yes, which one?		
<i>Numeracy/Mathematics:</i> Would they need to work with numbers for their job?		
<i>ICT Literacy to Skills:</i> Would they need to use mobile phones/tabs/computers etc. to do their job? For example, Arts & Graphics, Desktop Publishing, Presentation, Spreadsheet, Word Processing, Programming, Client Server/Networking/Hardware, Operating Systems, Database/Statistics, Engineering Software and Web Page Design etc.		
<i>Self-learning to Active (Independent) Learning:</i> Would they need to understand new information for both current and future problem-solving and decision-making at their job? Are they expected to do on their own for the job or self-learn, if the material is provided to them?		
<i>Active Listening:</i> Do they need to listen for their job, like taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times?		
<i>Science:</i> Do they need to use scientific rules and methods to solve problems at work?		
<i>Problem Solving:</i> Do they need to identify problems and review related information to develop and evaluate options and implement solutions?		
<i>Learning Strategies:</i> Do they need to select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things?		
<i>Critical Thinking:</i> Would the worker need to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems?		
<i>Creativity:</i> Do the workers need to develop, design, or create new applications, ideas, relationships, systems, or products, including artistic contributions?		

<i>Please think whether the person in the above job profile would need the following skills to do their job. (Please choose the relevant skills and indicate the level of competence required for those skills)</i>		
Skills Required	If required, what is the degree of competence needed in the employee? 1. Beginner 2. Intermediate 3. Competent 4. Advanced 5. Very Advanced	Comments
<i>Independent research:</i> Would the worker need to conduct literature review, undertake data collection, cleaning etc., develop research plan?		
<i>Judgement and Decision-making:</i> Would the worker need to consider the relative costs and benefits of potential actions to choose the most appropriate one?		
<i>Systems Analysis:</i> Would the worker need to determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes?		
<i>Systems Evaluation:</i> Would workers need to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system?		
<i>Financial Resources:</i> Would the worker need to determine how money will be spent to get the work done, and accounting for these expenditures?		
<i>Material Resources:</i> Would the worker need to obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work?		
<i>Personnel Resources:</i> Would the worker need to motivate, develop, and direct people as they work, identifying the best people for the job?		
<i>Time Management:</i> Managing one's own time and the time of others		
<i>Seek and Value Diversity:</i> Do workers need to work with people (as colleagues/clients etc.) from other cultures/States/socio-economic backgrounds etc? Is it important for their job performance? Is it likely to be important for their job performance?		
<i>Gender Diversity:</i> Do workers need to work with female colleagues/clients etc.? Is it important for their job performance? Is it likely to be important for their job performance?		
<i>Conscientiousness (including attitude towards work):</i> Will the worker need to be organised, responsible, and hardworking or have any one of the following traits- Competence (efficient), organised, dutiful (not careless), ambitious, self-discipline (not lazy), and not impulsive?		
<i>Openness to Experiences:</i> Will the worker need to be open to new aesthetic, cultural, or intellectual experiences or have any one of the following traits- Imaginative, artistic, excitable, wide interests, curious and unconventional?		
<i>Extraversion:</i> Will the worker need to show the following traits- warmth (friendly), sociable, self-confident, energetic, excitement seeking (adventurous), and enthusiastic?		
<i>Agreeableness:</i> Will the worker need to work in a team in a cooperative, unselfish manner?		

Please think whether the person in the above job profile would need the following skills to do their job. (Please choose the relevant skills and indicate the level of competence required for those skills)

Skills Required	If required, what is the degree of competence needed in the employee? 1. Beginner 2. Intermediate 3. Competent 4. Advanced 5. Very Advanced	Comments
<i>Neuroticism/Emotional stability:</i> Will the worker need to show emotional stability i.e. predictability and consistency in emotional reactions, with absence of rapid mood changes?		
<i>Does the worker need social skills at work?</i>		
<i>Instructing:</i> Does the worker need to teach others how to do something?		
<i>Negotiation:</i> Does the worker need to bring others together and try to reconcile differences?		
<i>Persuasion:</i> Do workers need to persuade others to change their minds or behaviour?		
<i>Occupation-specific skills</i>		
<i>Physical skills,</i> including job-specific complex psychomotor skills		
<i>Global Competence:</i> Globally competent workers		
<i>Any other?</i> Please specify:		