



Bale Press Operator

QP Code: TSC/Q0904

Version: 2.0

NSQF Level: 4

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TSC/Q0904: Bale Press Operator

Brief Job Description

The Bale press operator is responsible for carrying out pressing of cotton into bales after ginning process under supervision, maintaining the bale pressing machines by following health, safety and security protocols in the ginning sector.

Personal Attributes

A Bale press operator should have physicals skills like dexterity, coordination, motor skills, strength, stamina and handle heavy equipment. A Bale press operator should also have sensory skills like hearing ability and vision (normal distance vision, colour vision, night vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N0906: Undertake pressing of ginned cotton](#)
2. [TSC/N9015: Follow machine, safety, and organizational guidelines in textile sector](#)
3. [TSC/N9016: Follow teamwork, adaptability, and communication guidelines in textile sector](#)

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Spinning – Textiles
Occupation	Ginning
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8159.03
Minimum Educational Qualification & Experience	Basic Literacy and Numeracy with 0-6 Months of experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA

Minimum Job Entry Age	18 Years
Last Reviewed On	19/05/2021
Next Review Date	19/05/2026
Deactivation Date	19/05/2026
NSQC Approval Date	
Version	2.0

TSC/N0906: Undertake pressing of ginned cotton

Description

The unit deals with necessary skills and abilities, knowledge and attributes and also performance criteria required to perform pressing of ginned cotton under supervision.

Scope

The scope covers the following :

- Preparation of ginned cotton for pressing operations
- Carry out pressing and packaging of bales

Elements and Performance Criteria

Preparation of ginned cotton for pressing operations

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

- PC1.** check if the machines and materials used are free from faults prior to production work as per the SOP
- PC2.** maintain prescribed moisture level such as temperature, humidity, etc. throughout the ginning process
- PC3.** set up the lint processing arrangements of the machine according to manufacturers instructions and production requirements
- PC4.** set the machine controls as per requirements of the materials
- PC5.** follow instructions received from in-charge about the tasks to be performed as per the SOP
- PC6.** use prescribed tools and equipment for machine set up
- PC7.** start and stop machinery in accordance with safety measures
- PC8.** report faults in the materials or machines used to the assigned in-charge

Carry out pressing and packaging of bales

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

- PC9.** operate allotted bale pressing machine in accordance with SOP
- PC10.** troubleshoot bale pressing machines within limits of responsibility
- PC11.** clean bale pressing machine parts and components as per the limits of responsibility
- PC12.** operate pneumatic conveyor system to transport lint from gin house to pressing machine
- PC13.** set the bale pressing machine pressure as per bale size requirement
- PC14.** release the pressure of bale press machine pistons as per the instructions
- PC15.** put metal or synthetic green tapes on the bales as per the SOP
- PC16.** join loose end of each synthetic tape with prescribed tools
- PC17.** pack the bale with prescribed cotton cloth as per the packing instruction
- PC18.** stick labels on the bales mentioning the batch number, bale number, manufacture date, weight, etc.
- PC19.** transfer packed bales to bales storage area with fork lift as per the SOP

- PC20.** cover the pressed cotton bale with given tarpaulin sheet to protect it from dust, heat, water, etc.
- PC21.** monitor the passage of feed material into allotted the bale pressing machine
- PC22.** set up bale tie feed systems in accordance with the manufacturing procedures
- PC23.** report abnormalities and deviations to the supervisor as per the SOP
- PC24.** complete forms, records, and reports as per the SOP

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** ginning mill organizations policies and procedures
- KU2.** responsibilities under health, safety and environmental legislation
- KU3.** guidelines for storage and disposal of waste materials
- KU4.** potential hazards associated with the bale pressing machines and the safety precautions
- KU5.** protocol to obtain more information on work related tasks
- KU6.** details about the job roles and responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets and review mechanism with the supervisor
- KU9.** method of obtaining or giving feedback related to performance
- KU10.** working principle of different bale pressing machines such as fully automatic revolving double box-pit less, fully automatic (pit type) pressing, semi-automatic cotton pressing, manual cotton baling press etc.
- KU11.** different parts and functions of the bale pressing machine
- KU12.** common faults and troubleshooting of bale pressing machine
- KU13.** different cotton bale sizes, weight and dimensions
- KU14.** requirement of various tying tools such as metal, synthetic tapes, etc.
- KU15.** standard piston pressing pressure for various size of cotton bales
- KU16.** specification of cotton storage and baling materials
- KU17.** transfer and storage methods of the pressed bales as per the SOP
- KU18.** requirements of labelling information on the pressed cotton bales such as batch number, weight, lot, etc.
- KU19.** various tools and its functions used in the ginning mills
- KU20.** functions and requirement of the conveyor systems used in the ginning mills
- KU21.** moisture range required for pressing of ginned cotton
- KU22.** basic electrical connections of the bale press machine
- KU23.** impacts of non-compliance of the process standards
- KU24.** importance of following health, hygiene, safety and quality standards in the workplace

Generic Skills (GS)

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

- GS1.** write clear and short sentences in the report such production, maintenance, etc.
- GS2.** communicate with colleagues and superiors as per standard protocol
- GS3.** comprehend written bale pressing specification, work method, safety and routine maintenance instructions, etc.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparation of ginned cotton for pressing operations</i>	63	108	-	40
PC1. check if the machines and materials used are free from faults prior to production work as per the SOP	-	-	-	-
PC2. maintain prescribed moisture level such as temperature, humidity, etc. throughout the ginning process	-	-	-	-
PC3. set up the lint processing arrangements of the machine according to manufacturers instructions and production requirements	-	-	-	-
PC4. set the machine controls as per requirements of the materials	-	-	-	-
PC5. follow instructions received from in-charge about the tasks to be performed as per the SOP	-	-	-	-
PC6. use prescribed tools and equipment for machine set up	-	-	-	-
PC7. start and stop machinery in accordance with safety measures	-	-	-	-
PC8. report faults in the materials or machines used to the assigned in-charge	-	-	-	-
<i>Carry out pressing and packaging of bales</i>	135	222	-	92
PC9. operate allotted bale pressing machine in accordance with SOP	-	-	-	-
PC10. troubleshoot bale pressing machines within limits of responsibility	-	-	-	-
PC11. clean bale pressing machine parts and components as per the limits of responsibility	-	-	-	-
PC12. operate pneumatic conveyor system to transport lint from gin house to pressing machine	-	-	-	-
PC13. set the bale pressing machine pressure as per bale size requirement	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. release the pressure of bale press machine pistons as per the instructions	-	-	-	-
PC15. put metal or synthetic green tapes on the bales as per the SOP	-	-	-	-
PC16. join loose end of each synthetic tape with prescribed tools	-	-	-	-
PC17. pack the bale with prescribed cotton cloth as per the packing instruction	-	-	-	-
PC18. stick labels on the bales mentioning the batch number, bale number, manufacture date, weight, etc.	-	-	-	-
PC19. transfer packed bales to bales storage area with fork lift as per the SOP	-	-	-	-
PC20. cover the pressed cotton bale with given tarpaulin sheet to protect it from dust, heat, water, etc.	-	-	-	-
PC21. monitor the passage of feed material into allotted the bale pressing machine	-	-	-	-
PC22. set up bale tie feed systems in accordance with the manufacturing procedures	-	-	-	-
PC23. report abnormalities and deviations to the supervisor as per the SOP	-	-	-	-
PC24. complete forms, records, and reports as per the SOP	-	-	-	-
NOS Total	198	330	-	132

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0906
NOS Name	Undertake pressing of ginned cotton
Sector	Textile
Sub-Sector	Spinning - Textiles
Occupation	Ginning
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	NA
NSQ Clearance Date	

TSC/N9015: Follow machine, safety, and organizational guidelines in textile sector

Description

This unit provides performance criteria, knowledge and skills required to follow machine, safety and organizational guidelines in textile sector.

Scope

The scope covers the following :

- Maintaining the work area, tools and machines
- Greening and energy conservation in textile sector
- Health, safety and response to emergencies at textile sector
- Organizational standards and policies

Elements and Performance Criteria

Maintaining the work area, tools and machines

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

- PC1.** handle materials, machinery, equipment and tools as per standard procedure
- PC2.** use appropriate material handling equipment and tools as per standard procedure
- PC3.** keep the equipment, machine and work area clean using appropriate cleaning tools as per standard procedure
- PC4.** undertake minor routine maintenance of equipment and tools as per standard maintenance procedure
- PC5.** maintain record for defective and unsafe equipment and tools
- PC6.** verify that machine guards are in place as per standard specifications
- PC7.** follow specified ergonomics for the assigned job role in textile sector
- PC8.** collect and store worn-out spare parts at specified location
- PC9.** report the condition of worn out parts as per standard procedure

Greening and energy conservation in textile sector

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

- PC10.** segregate wastes such as recyclable, non-recyclable, hazardous as per standard protocol
- PC11.** optimize usage of material and resources including water, electricity in various tasks
- PC12.** switch off the machines and lights when not in use

Health, safety and response to emergencies at textile sector

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

- PC13.** use Personal Protective Equipment (PPEs) like body protector, ear plugs, nose mask, head cap, etc. as per guidelines
- PC14.** identify abnormal sounds emanating from faulty or worn out machine parts and take appropriate action
- PC15.** avoid dependency on any type of intoxicants
- PC16.** maintain social distance as per the instruction at workplace

- PC17.** report hazardous material to superiors at workplace
- PC18.** use the various appropriate fire extinguishers on different types of fires correctly
- PC19.** follow the specified steps in case of electricity failure
- PC20.** lift heavy objects using correct lifting procedures
- PC21.** recall emergency exits, safe spots, etc. of workplace
- PC22.** practice mock drills and evacuation procedures organized by industry
- PC23.** assist others to reach to safe spots in emergency situations
- PC24.** provide basic first aid for injury to peers and report to superiors
- PC25.** interpret different signs, alarms and take action appropriately
- PC26.** follow the guidelines while working in hazards atmosphere
- PC27.** assist in designing the safety plans with peers and superiors
- PC28.** follow the approved safety plans at workplace

Organizational standards and policies

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

- PC29.** perform assigned duties as per organization's protocol within scheduled time period
- PC30.** follow organization policies, quality standards, rules and regulations for working in textile sector
- PC31.** motivate colleagues to follow operational guidelines of organization
- PC32.** wear specified uniform and follow etiquette as per standard guidelines for the textile sector
- PC33.** maintain hygienic working atmosphere as per protocol of the textile sector
- PC34.** submit lost and found articles as per standard protocol

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational standard procedures, quality standards, rules, codes, policies and safety standards in the textile sector
- KU2.** different type of tools and equipment used in textile sub- sector and their specifications and operating procedures
- KU3.** safe handling procedure of tools and equipment
- KU4.** the importance of displays and written instructions for the allocated machines
- KU5.** dos and donts specific to the assigned work responsibilities
- KU6.** protocol for minimizing the wastage of material, effort and time
- KU7.** organization's formats and procedures for reporting production, defects, faults, material/tool requisition and quality parameters and task completed for assigned job
- KU8.** schedule for cleaning and waste collection for the assigned job role
- KU9.** importance and standard procedure for disposal of soft, hard, non-hazardous and hazardous wastes and materials
- KU10.** available types of material handling equipment and handling methods used in the textile sector
- KU11.** hazards of unsafe workplace conditions and procedures in the textile industry and methods to avoid hazards

- KU12.** various types of fire extinguishers
- KU13.** importance of stable mental condition in case of emergency
- KU14.** correct work posture and importance of ergonomics for the assigned job role
- KU15.** organizational quality systems like quality circle, 5S, ISO, SA, etc. followed in the textile sector
- KU16.** importance of following work wear standards, behavioral protocols and etiquette in the textile sector
- KU17.** importance of energy conservation through proper maintenance schedule in the textile sector
- KU18.** procedures and formats for reporting lost and found material
- KU19.** different types of alarms and their significance

Generic Skills (GS)

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

- GS1.** read and comprehend policies in notice boards displayed in the workplace
- GS2.** minimize the resource consumption for the assigned task
- GS3.** solve basic arithmetic calculations related to assigned job role
- GS4.** recognize and differentiate colors of materials used in textile sector
- GS5.** lift specified materials for the allotted task using prescribed ergonomic position
- GS6.** exhibit motor skill required for the allotted task

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining the work area, tools and machines</i>	10	10	-	6
PC1. handle materials, machinery, equipment and tools as per standard procedure	-	-	-	-
PC2. use appropriate material handling equipment and tools as per standard procedure	-	-	-	-
PC3. keep the equipment, machine and work area clean using appropriate cleaning tools as per standard procedure	-	-	-	-
PC4. undertake minor routine maintenance of equipment and tools as per standard maintenance procedure	-	-	-	-
PC5. maintain record for defective and unsafe equipment and tools	-	-	-	-
PC6. verify that machine guards are in place as per standard specifications	-	-	-	-
PC7. follow specified ergonomics for the assigned job role in textile sector	-	-	-	-
PC8. collect and store worn-out spare parts at specified location	-	-	-	-
PC9. report the condition of worn out parts as per standard procedure	-	-	-	-
<i>Greening and energy conservation in textile sector</i>	7	10	-	6
PC10. segregate wastes such as recyclable, non-recyclable, hazardous as per standard protocol	-	-	-	-
PC11. optimize usage of material and resources including water, electricity in various tasks	-	-	-	-
PC12. switch off the machines and lights when not in use	-	-	-	-
<i>Health, safety and response to emergencies at textile sector</i>	32	40	-	28

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. use Personal Protective Equipment (PPEs) like body protector, ear plugs, nose mask, head cap, etc. as per guidelines	-	-	-	-
PC14. identify abnormal sounds emanating from faulty or worn out machine parts and take appropriate action	-	-	-	-
PC15. avoid dependency on any type of intoxicants	-	-	-	-
PC16. maintain social distance as per the instruction at workplace	-	-	-	-
PC17. report hazardous material to superiors at workplace	-	-	-	-
PC18. use the various appropriate fire extinguishers on different types of fires correctly	-	-	-	-
PC19. follow the specified steps in case of electricity failure	-	-	-	-
PC20. lift heavy objects using correct lifting procedures	-	-	-	-
PC21. recall emergency exits, safe spots, etc. of workplace	-	-	-	-
PC22. practice mock drills and evacuation procedures organized by industry	-	-	-	-
PC23. assist others to reach to safe spots in emergency situations	-	-	-	-
PC24. provide basic first aid for injury to peers and report to superiors	-	-	-	-
PC25. interpret different signs, alarms and take action appropriately	-	-	-	-
PC26. follow the guidelines while working in hazards atmosphere	-	-	-	-
PC27. assist in designing the safety plans with peers and superiors	-	-	-	-
PC28. follow the approved safety plans at workplace	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Organizational standards and policies</i>	16	20	-	10
PC29. perform assigned duties as per organization's protocol within scheduled time period	-	-	-	-
PC30. follow organization policies, quality standards, rules and regulations for working in textile sector	-	-	-	-
PC31. motivate colleagues to follow operational guidelines of organization	-	-	-	-
PC32. wear specified uniform and follow etiquette as per standard guidelines for the textile sector	-	-	-	-
PC33. maintain hygienic working atmosphere as per protocol of the textile sector	-	-	-	-
PC34. submit lost and found articles as per standard protocol	-	-	-	-
NOS Total	65	80	-	50

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9015
NOS Name	Follow machine, safety, and organizational guidelines in textile sector
Sector	Textile
Sub-Sector	Generic - Textiles Handloom
Occupation	Generic - Textiles & Handloom
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	NA
NSQC Clearance Date	

TSC/N9016: Follow teamwork, adaptability, and communication guidelines in textile sector

Description

This unit provides performance criteria, knowledge and skills required to follow team work, communication and adaptability in textile sector

Scope

The scope covers the following :

- Teamwork and communication
- Adaptability

Elements and Performance Criteria

Teamwork, trust and communication

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

- PC1.** contribute to create a positive work environment in the team
- PC2.** carry out tasks as per instructions received from superiors
- PC3.** contribute to team work as per allocated responsibility to complete the task by using appropriate tools and methods
- PC4.** build trust with team mates and superiors
- PC5.** implement the ideas after superior's approval at work place
- PC6.** communicate clearly with the team members as per standard protocol
- PC7.** use suggested hand signs, vocal sound signals to convey the information in the production area
- PC8.** listen effectively to the ideas and concerns of the peers
- PC9.** use correct and respectful terms while communicating as per industry policy
- PC10.** express views proactively and effectively
- PC11.** make efforts to resolve difference of opinion with superiors and team members
- PC12.** report to superior for problems identified in assigned duty
- PC13.** report the daily performance to superior in prescribed manner and formats

Adaptability

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

- PC14.** adapt to flexible work environment for the assigned task
- PC15.** adapt to work with various members of different ethnicity, gender and PwD without biases
- PC16.** consider opinions of colleagues, fitters, superiors for the assigned task
- PC17.** plan the work-routine within the limits of the responsibility
- PC18.** adopt new ideas after due approval from superior for improving the productivity

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of teamwork and discipline
- KU2.** limits and responsibilities for the assigned duties in the textile sector
- KU3.** possible conflicts in the assigned job role and methods to resolve the same
- KU4.** importance of teamwork, group discussions and healthy work environment
- KU5.** importance of reporting as per the standard protocol
- KU6.** hierarchy of communication and communication etiquettes in the textile sector
- KU7.** protocol for communication with different ethnicity, gender and PwD
- KU8.** report and grievance submission formats
- KU9.** importance of hand, vocal sound signals in the textile sector

Generic Skills (GS)

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

- GS1.** read and comprehend written instructions
- GS2.** listen effectivity for the instructions
- GS3.** coordinate with team mates for the allotted tasks
- GS4.** use and comprehend prescribed voice and hand signals in the textile production area
- GS5.** fill forms and prepare reports such as production report, material requisition forms, leave application, etc. as per standard formats

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Teamwork, trust and communication</i>	10	15	-	5
PC1. contribute to create a positive work environment in the team	-	-	-	-
PC2. carry out tasks as per instructions received from superiors	-	-	-	-
PC3. contribute to team work as per allocated responsibility to complete the task by using appropriate tools and methods	-	-	-	-
PC4. build trust with team mates and superiors	-	-	-	-
PC5. implement the ideas after superior's approval at work place	-	-	-	-
PC6. communicate clearly with the team members as per standard protocol	-	-	-	-
PC7. use suggested hand signs, vocal sound signals to convey the information in the production area	-	-	-	-
PC8. listen effectively to the ideas and concerns of the peers	-	-	-	-
PC9. use correct and respectful terms while communicating as per industry policy	-	-	-	-
PC10. express views proactively and effectively	-	-	-	-
PC11. make efforts to resolve difference of opinion with superiors and team members	-	-	-	-
PC12. report to superior for problems identified in assigned duty	-	-	-	-
PC13. report the daily performance to superior in prescribed manner and formats	-	-	-	-
<i>Adaptability</i>	5	5	-	5
PC14. adapt to flexible work environment for the assigned task	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. adapt to work with various members of different ethnicity, gender and PwD without biases	-	-	-	-
PC16. consider opinions of colleagues, fitters, superiors for the assigned task	-	-	-	-
PC17. plan the work-routine within the limits of the responsibility	-	-	-	-
PC18. adopt new ideas after due approval from superior for improving the productivity	-	-	-	-
NOS Total	15	20	-	10

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9016
NOS Name	Follow teamwork, adaptability, and communication guidelines in textile sector
Sector	Textile
Sub-Sector	Generic - Textiles Handloom
Occupation	Generic - Textiles & Handloom
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	NA
Next Review Date	NA
NSQC Clearance Date	

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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 PC.

The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

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
TSC/N0906.Undertake pressing of ginned cotton	198	330	0	132	660	73
TSC/N9015.Follow machine, safety, and organizational guidelines in textile sector	65	80	-	50	195	22
TSC/N9016.Follow teamwork, adaptability, and communication guidelines in textile sector	15	20	-	10	45	5
Total	278	430	0	192	900	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
SOP	Standard Operating Procedure
ISO	International Organization for Standardization
SA	Standard on Auditing

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.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.