

## Qualification Pack



# Jute Selector cum Assorter

QP Code: TSC/Q0107

Version: 3.0

NSQF Level: 2

Textile Sector Skill Council || 14-H, 14th Floor, Hansalaya Building, 15, Barakhamba Road  
New Delhi - 110001

## Qualification Pack

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### TSC/Q0107: Jute Selector cum Assorter

#### Brief Job Description

The role of a Jute selector cum assorter is to open Jute bale & assort raw jute as per grade, to prepare jute morah of uniform size with due importance to defects & other quality parameters ensuring environmental health and safety aspects. A Jute selector cum assorter can seek employment in a Jute factory.

#### Personal Attributes

A Jute selector cum assorter should have thorough knowledge in process flow and material flow in a jute mill for yarn production. He should have good eyesight and proper knowledge of quality of jute fiber. He should have good interpersonal skills.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [TSC/N0123: Handling Jute bales and grade wise stacking](#)
2. [TSC/N0124: Sort and cut raw Jute for further processing](#)
3. [TSC/N0125: Up-gradation and down gradation of raw jute](#)
4. [TSC/N9002: Working in a team](#)
5. [TSC/N9003: Maintain health, safety and security at workplace](#)
6. [TSC/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing](#)
7. [TSC/N9010: Comply with industry and organizational requirement in jute sector](#)
8. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning – Textiles
<b>Occupation</b>	Pre Spinning Operations
<b>Country</b>	India

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<b>NSQF Level</b>	2
<b>Credits</b>	11
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7318.12
<b>Minimum Educational Qualification &amp; Experience</b>	Ability to read and write
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	24/11/2025
<b>NSQC Approval Date</b>	24/11/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/TEXT/TSC/07016
<b>NQR Version</b>	1.0

## Qualification Pack

### TSC/N0123: Handling Jute bales and grade wise stacking

#### Description

This unit is about prepare the jute bale for selection

#### Scope

The scope covers the following :

- Handling Jute bales and grade wise stacking

#### Elements and Performance Criteria

##### *Handling Jute bales and grade wise stacking*

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

1. bring the following tools/equipment required for the task Tools/ Equipment: Chopper/Knife- for root cutting, wooden block- for chopping, set of spikes-for hackling, nose mask, hook for bale movement, trolley-for bring the bales from godown and for stacking grade-wise selected jute (barrow)
2. bring the jute bales from godown to the selection spot using the specified material handling equipment
3. remove the bale ropes using the specified tool/knife, cut them to open the bales without damaging jute fibres
4. open the knots of ropes and place them separately for further processing
5. dispose the jute bale ropes to the specified place as per Sardar's/Supervisor's instruction
6. keep separately the entangled jute fibres (Habijabi), if found within the bale
7. keep Marka (a written tag for grade of jute and its mokam) at the appropriate place for reference
8. transport the specified number of bales of selected grade from one place to another as per the instruction of Sardar (Jobber) or Supervisor
9. weigh the bales, if necessary, as per supervisor's instruction

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard working procedures (SWP) for selection and grading of raw jute as per hand and eye method followed in the jute mill
- KU2.** safe working practices as adopted in the Jute mill
- KU3.** procedure of reporting to the sardar / senior in case of any anomalies/ emergency
- KU4.** quality systems and other processes practiced in the jute mill
- KU5.** report to the supervisor or higher authority in case of emergency
- KU6.** color coding adopted for different counts/products in the jute mill
- KU7.** different Colour Codes used for identifying different qualities of raw jute and sliver roll and Pile board for pile stock

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- KU8.** knowledge of waste collection system & equipment used
- KU9.** importance of material handling
- KU10.** types of material handling equipment used
- KU11.** importance of cleanliness at workplace
- KU12.** functions and methodology for operating different material handling equipment
- KU13.** knowledge of different tools used, such as root cutter(manual) and motorized circular blade, chopper, wooden block, bale hook
- KU14.** safety procedures to be followed in jute selection department

## Generic Skills (GS)

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

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the supervisor/management if required
- GS3.** read instructions pass on to previous shift supervisor/jute selector
- GS4.** read and comprehend written instructions and log books
- GS5.** read tag mark, bale mark written in jute bales
- GS6.** read instruction/notice written on company notice board
- GS7.** communicate with supervisor appropriately
- GS8.** convey information effectively
- GS9.** communicate the anomalies to the sardar/supervisor
- GS10.** maintain time for reporting duty
- GS11.** plan for trouble free transportation of jute bales from godown to selection place
- GS12.** plan for storing of jute bales for selection
- GS13.** plan for placing jute bales for bale mixing
- GS14.** plan for trouble free operation of tools and equipment
- GS15.** report and solve the problem, if any particular quality/grade of jute bales are not available in consultation with sardar/supervisor
- GS16.** jointly decide in consultation with supervisor the place of selection
- GS17.** jointly decide in consultation with supervisor regarding the transportation of jute bales from jute godown to selection place

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handling Jute bales and grade wise stacking</i>	<b>22</b>	<b>28</b>	-	-
1. bring the following tools/equipment required for the task Tools/ Equipment: Chopper/Knife- for root cutting, wooden block- for chopping, set of spikes- for hackling, nose mask, hook for bale movement, trolley-for bring the bales from godown and for stacking grade-wise selected jute (barrow)	5	2	-	-
2. bring the jute bales from godown to the selection spot using the specified material handling equipment	2	3	-	-
3. remove the bale ropes using the specified tool/knife, cut them to open the bales without damaging jute fibres	2	4	-	-
4. open the knots of ropes and place them separately for further processing	2	3	-	-
5. dispose the jute bale ropes to the specified place as per Sardar's/Supervisor's instruction	2	3	-	-
6. keep separately the entangled jute fibres (Habijabi), if found within the bale	2	4	-	-
7. keep Marka (a written tag for grade of jute and its mokam) at the appropriate place for reference	2	3	-	-
8. transport the specified number of bales of selected grade from one place to another as per the instruction of Sardar (Jobber) or Supervisor	3	3	-	-
9. weigh the bales, if necessary, as per supervisor's instruction	2	3	-	-
<b>NOS Total</b>	<b>22</b>	<b>28</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0123
<b>NOS Name</b>	Handling Jute bales and grade wise stacking
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning – Textiles
<b>Occupation</b>	Pre Spinning Operations
<b>NSQF Level</b>	2
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	24/11/2025
<b>NSQC Clearance Date</b>	24/11/2022



## Qualification Pack

### TSC/N0124: Sort and cut raw Jute for further processing

#### Description

This unit provides selection and grading of raw jute properly for further processing.

#### Scope

The scope covers the following :

- Sort and cut raw Jute for further processing

#### Elements and Performance Criteria

##### *Sort and cut raw Jute for further processing*

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

1. identify the approximate root portion (approximate weight %) in bundles of raw jute strand (Reed) in morah and chop the root portion (correct length of root portion is to be ensured) by a chopper or knife, depending on next process whether to Softener or Spreader and yarn quality to make (as per instruction received) and keep the root portion at appropriate place for further processing
2. hackle the entangled jute reed/strand for proper cleaning and opening each bundle for proper selection and grading
3. select raw jute bundles in proper manner giving due importance to each quality parameter and defects etc
4. ensure by hand and eye method the following quality parameters of raw jute fibres during selection, Strength, Root content, Defects, Colour, Fineness, Bulk- Density
5. ensure that after proper selection of jute bundle, each morah (approx. 1500 200 gms) is half twisted and folded at the middle before stacking for further processing to keep grade-wise
6. ensure that raw jute after selection is to be kept in dry and clean conditions
7. ensure that barrows with selected morahs be marked with proper identification mark, to avoid mixing up of one quality of jute fibre morahs with other quality morahs
8. any anomalies to be reported to the Sardar (Jobber) or Supervisor, e.g. the unavailability of jute bales of a particular grade as required for processing of a specific yarn count, has to be reported to the next senior

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a jute mill
- KU2.** safe working practices to be adopted in jute mill
- KU3.** quality systems and other processes practiced in the jute mill
- KU4.** how to report to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts/products in the jute mill

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- KU6.** understanding on: type and grades of jute fibers, different jute producing area (Mokam wise) and their quality, jute grading procedure by hand and eye method, types of fibre defects
- KU7.** process flow and material flow in a jute mill for fibre to yarn manufacture
- KU8.** importance of color codes being followed for different grades of raw jute or slivers in jute mill
- KU9.** knowledge of entanglement of jute fibre
- KU10.** knowledge of jute hackling procedure
- KU11.** knowledge of hand and eye method on quality parameter, Quality Parameter: strength (Higher/Medium/Lower), root content (approx. weight %), defects (Major and Minor), colour (with Dullness / brightness), fineness (coarser or finer), bulk-Density (heaviness/lightness)
- KU12.** quality systems and other processes practiced in the jute mill
- KU13.** report to the supervisor or higher authority in case of any anomalies / emergency
- KU14.** color coding adopted for different jute yarn counts/products in the jute mill
- KU15.** minimum quality requirements of the product with respect to permissible and non-permissible defects
- KU16.** importance of different types of Jute fibres
- KU17.** different jute producing area or mokam and their quality
- KU18.** different type of major and minor defects in raw jute strand
- KU19.** knowledge of waste collection system & material handling equipments used
- KU20.** identification tag/colour code method for different quality of jute yarn manufacture
- KU21.** knowledge of reporting to the higher authority

## Generic Skills (GS)

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

- GS1.** write notes on quality of jute selected
- GS2.** write instructions for communications
- GS3.** write the report of the selected jute bales including any kinds of problems regarding quality of jute if occurred and its solution
- GS4.** write any kind of request /memo to the supervisor/management if required
- GS5.** read instructions pass on to previous shift supervisor/jute selector
- GS6.** read and comprehend written instructions and log books
- GS7.** read tag mark, bale mark written in jute bales
- GS8.** read instruction/notice written on company notice board
- GS9.** communicate with supervisor appropriately
- GS10.** convey information effectively
- GS11.** talk to other for clarifications of problems
- GS12.** communicate the anomalies to the supervisor
- GS13.** maintain time for reporting duty
- GS14.** maintain quality of jute bales to be selected
- GS15.** plan for trouble free selection of jute bales place
- GS16.** plan for storing of selected jute morah jute bales for selection

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- GS17.** plan for placing jute bales for bale mixing
- GS18.** plan for trouble free operation of tools and equipment used for selection
- GS19.** solve the problem, if any in consultation with supervisor
- GS20.** jointly decide in consultation with sardar/supervisor the place of selection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Sort and cut raw Jute for further processing</i>	<b>32</b>	<b>43</b>	-	-
1. identify the approximate root portion (approximate weight %) in bundles of raw jute strand (Reed) in morah and chop the root portion (correct length of root portion is to be ensured) by a chopper or knife, depending on next process whether to Softener or Spreader and yarn quality to make (as per instruction received) and keep the root portion at appropriate place for further processing	6	6	-	-
2. hackle the entangled jute reed/strand for proper cleaning and opening each bundle for proper selection and grading	3	5	-	-
3. select raw jute bundles in proper manner giving due importance to each quality parameter and defects etc	4	6	-	-
4. ensure by hand and eye method the following quality parameters of raw jute fibres during selection, Strength, Root content, Defects, Colour, Fineness, Bulk- Density	3	5	-	-
5. ensure that after proper selection of jute bundle, each morah (approx. 1500 200 gms) is half twisted and folded at the middle before stacking for further processing to keep grade-wise	6	6	-	-
6. ensure that raw jute after selection is to be kept in dry and clean conditions	3	5	-	-
7. ensure that barrows with selected morahs be marked with proper identification mark, to avoid mixing up of one quality of jute fibre morahs with other quality morahs	4	5	-	-
8. any anomalies to be reported to the Sardar (Jobber) or Supervisor, e.g. the unavailability of jute bales of a particular grade as required for processing of a specific yarn count, has to be reported to the next senior	3	5	-	-
<b>NOS Total</b>	<b>32</b>	<b>43</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0124
<b>NOS Name</b>	Sort and cut raw Jute for further processing
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning - Textiles
<b>Occupation</b>	Pre Spinning Operations
<b>NSQF Level</b>	2
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	24/11/2025
<b>NSQC Clearance Date</b>	24/11/2022

## Qualification Pack

### TSC/N0125: Up-gradation and down gradation of raw jute

#### Description

This unit is about up-grading and down grading after assortment of raw jute in a spinning sector.

#### Scope

The scope covers the following :

- Up-gradation and down gradation of raw jute

#### Elements and Performance Criteria

##### *Up-gradation and down gradation of raw jute*

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

1. downgrade/upgrade the jute bundle, if there is incorrectly assigned grade in marka, even for few bundles
2. ensure that after up-gradation and down-gradation the jute bundle has been separately stacked with identification mark
3. ensure that after down-gradation/ up-gradation, the bigger bundle of raw jute is to be splitted into smaller and uniform weight of morah (approx. 1500 200 gms each)
4. ensure that after up-gradation and down-gradation the weight of the jute bundles (up-graded & down-graded) has been done separately for claim purpose
5. ensure that the moisture content of jute morah has been taken properly for future reference

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in the cooperative society/NGO/SHG
- KU2.** knowledge of workplace standards
- KU3.** quality systems for grading and selection of raw jute and other related process norms practiced in the jute mill for ensuring right quality of the jute yarn or end-product
- KU4.** importance of different qualities and grades of raw jute
- KU5.** importance of color codes being followed for different grades of raw jute or slivers in jute mill
- KU6.** knowledge of grade wise standards of different grades of jute
- KU7.** knowledge on types of defects in different grade of raw jute and root content (approx. by weight % age)
- KU8.** knowledge on importance of maintaining morah weight, moisture content in morah
- KU9.** knowledge on hand and eye method of determining different grade of raw jute by observing root content by length method, strength by tearing 3 to 4 jute fibre strand by hand and observing the tear sound, color by seeing the jute fibre bundle dark or bright, defects by placing the morah in sun light etc

## Qualification Pack

### Generic Skills (GS)

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

- GS1.** write notes on different grades of jute
- GS2.** write reason for up-gradation and down gradation of jute bales including any kinds of problems regarding quality of jute if occurred
- GS3.** write any kind of request /memo to the supervisor/management if required
- GS4.** read instructions pass on to previous shift supervisor/jute selector
- GS5.** read and comprehend written instructions and log books
- GS6.** read tag mark, bale mark written in jute bales
- GS7.** read instruction/notice written on company notice board
- GS8.** communicate with supervisor appropriately
- GS9.** convey information effectively
- GS10.** talk to other for clarifications of problems
- GS11.** communicate the anomalies to the supervisor
- GS12.** maintain time for reporting duty
- GS13.** maintain proper grade of jute bales to be selected
- GS14.** plan for storing of jute morah after gradation is done
- GS15.** plan in consultation with sardar/supervisor, for proper place for trouble free gradation
- GS16.** solve the problem, if any in consultation with sardar/supervisor
- GS17.** decide in consultation with supervisor the place of gradation (i.e. where proper illumination/sunlight is there for eye estimation of color, fineness, etc)

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Up-gradation and down gradation of raw jute</i>	<b>22</b>	<b>28</b>	-	-
1. downgrade/upgrade the jute bundle, if there is incorrectly assigned grade in marka, even for few bundles	5	5	-	-
2. ensure that after up-gradation and down-gradation the jute bundle has been separately stacked with identification mark	4	6	-	-
3. ensure that after down-gradation/ up-gradation, the bigger bundle of raw jute is to be splitted into smaller and uniform weight of morah (approx. 1500 200 gms each)	5	5	-	-
4. ensure that after up-gradation and down-gradation the weight of the jute bundles (up-graded & down-graded) has been done separately for claim purpose	4	6	-	-
5. ensure that the moisture content of jute morah has been taken properly for future reference	4	6	-	-
<b>NOS Total</b>	<b>22</b>	<b>28</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0125
<b>NOS Name</b>	Up-gradation and down gradation of raw jute
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning - Textiles
<b>Occupation</b>	Pre Spinning Operations
<b>NSQF Level</b>	2
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	24/11/2025
<b>NSQC Clearance Date</b>	24/11/2022

## Qualification Pack

### TSC/N9002: Working in a team

#### Description

This unit is about working as a team member in the textile industry

#### Scope

The scope covers the following :

- commitment and trust
- communication
- adaptability
- creative freedom

#### Elements and Performance Criteria

##### *Commitment and trust*

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

1. be accountable to the own role in whole process
2. perform all roles with full responsibility
3. be effective and efficient at workplace

##### *Communication*

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

4. properly communicate about company policies
5. report all problems faced during the process
6. talk politely with other team members and colleagues
7. submit daily report of own performance

##### *Adaptability*

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

8. adjust in different work situations
9. give due importance to other's point of view
10. avoid conflicting situations

##### *Creative freedom*

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

11. develop new ideas for work procedures
12. improve upon the existing techniques to increase process efficiency

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** procedure followed to get the final output in the mill

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- KU3.** safe working practices to be adopted in textile mill
- KU4.** reporting to the supervisor or higher authority about any grievances faced
- KU5.** the importance of the previous and next step of the process
- KU6.** process flow in a textile mill and the concerned workers
- KU7.** material flow in a textile mill and the required person
- KU8.** functions of different parts of the machine
- KU9.** tools and equipments used
- KU10.** guidelines for operating the machine
- KU11.** safety procedures to be followed in the machine

## Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** write daily work report
- GS3.** write grievance complaint application
- GS4.** comprehend written instructions
- GS5.** read any application sent by other colleagues
- GS6.** communicate with supervisor appropriately
- GS7.** talk to co-workers to convey information effectively
- GS8.** identify the real reason of problem faced
- GS9.** be able to find the most effective solution to the problems faced
- GS10.** apply good attention to detail
- GS11.** ensure every kind of communication is error free
- GS12.** communicate effectively
- GS13.** apply leadership skills wherever required
- GS14.** take initiative at the right place
- GS15.** understand the requirement to be creative

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	<b>5</b>	<b>4</b>	-	<b>2</b>
1. be accountable to the own role in whole process	2	1	-	1
2. perform all roles with full responsibility	2	1	-	1
3. be effective and efficient at workplace	1	2	-	-
<i>Communication</i>	<b>6</b>	<b>7</b>	-	<b>4</b>
4. properly communicate about company policies	1	2	-	1
5. report all problems faced during the process	1	2	-	1
6. talk politely with other team members and colleagues	2	1	-	1
7. submit daily report of own performance	2	2	-	1
<i>Adaptability</i>	<b>5</b>	<b>4</b>	-	<b>3</b>
8. adjust in different work situations	1	1	-	1
9. give due importance to other's point of view	2	1	-	1
10. avoid conflicting situations	2	2	-	1
<i>Creative freedom</i>	<b>3</b>	<b>5</b>	-	<b>2</b>
11. develop new ideas for work procedures	1	3	-	1
12. improve upon the existing techniques to increase process efficiency	2	2	-	1
<b>NOS Total</b>	<b>19</b>	<b>20</b>	-	<b>11</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9002
<b>NOS Name</b>	Working in a team
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	6.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N9003: Maintain health, safety and security at workplace

#### Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

#### Scope

The scope covers the following :

- comply with health, safety and security requirements at work
- Recognizing the hazards
- Planning the safety techniques
- Implementing the programs

#### Elements and Performance Criteria

##### *Comply with health, Safety and security requirements at work*

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

1. comply with health and safety related instructions applicable to the workplace
2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol
3. carry out own activities in line with approved guidelines and procedures
4. maintain a healthy lifestyle and guard against dependency on intoxicants
5. follow environment management system related procedures
6. identify and correct (if possible) malfunctions in machinery and equipment
7. report any service malfunctions that cannot be rectified
8. store materials and equipment in line with organisational requirements
9. safely handle and remove waste
10. minimize health and safety risks to self and others due to own actions
11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks
12. monitor the workplace and work processes for potential risks and threat
13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
14. report hazards and potential risks/ threats to supervisors or other authorized personnel
15. participate in mock drills/ evacuation procedures organized at the workplace
16. undertake first aid, fire-fighting and emergency response training, if asked to do so
17. take action based on instructions in the event of fire, emergencies or accidents
18. follow organisation procedures for shutdown and evacuation when required

##### *Recognizing the hazards*

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

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19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry
20. recognise other possible security issues existing in the workplace

### *Planning the safety techniques Implementing the programs*

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

21. recognise different measures to curb the hazards
22. communicate the safety plan to everyone
23. attach disciplinary rules with the implementation

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** safe working practices to be adopted in textile mill
- KU3.** quality systems and other processes practiced in the textile mill
- KU4.** health and safety related practices applicable at the workplace
- KU5.** potential hazards, risks and threats based on nature of operations
- KU6.** organizational procedures for safe handling of equipment and machine operations
- KU7.** potential risks due to own actions and methods to minimize these
- KU8.** environmental management system related procedures at the workplace
- KU9.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU10.** potential accidents and emergencies and response to these scenarios
- KU11.** reporting protocol and documentation required
- KU12.** details of personnel trained in first aid, fire-fighting and emergency response
- KU13.** actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU14.** occupational health and safety risks and methods
- KU15.** personal protective equipment and method of use
- KU16.** identification, handling and storage of hazardous substances
- KU17.** proper disposal system for waste and by-products
- KU18.** signage related to health and safety and their meaning
- KU19.** importance of sound health, hygiene and good habits
- KU20.** ill-effects of alcohol, tobacco and drugs

## Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read and understand the company instructions

## Qualification Pack

- GS3.** read and understand work instructions
- GS4.** read and understand the safety guidelines
- GS5.** listen to others attentively
- GS6.** respond to emergencies, accidents or fire at the workplace
- GS7.** evacuate the premises and help others in need while doing so
- GS8.** the value of physical fitness, personal hygiene and good habits
- GS9.** talk with others politely
- GS10.** identify correct safety measure for particular hazard
- GS11.** make required safety plans as and when required
- GS12.** raise alarm in case of emergency
- GS13.** know the use of correct safety measure whenever required
- GS14.** be attentive to details
- GS15.** be careful to avoid occurrence of hazards
- GS16.** maintenance of neatness at work
- GS17.** procedure for reporting unwanted behavior



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, Safety and security requirements at work</i>	<b>27</b>	<b>35</b>	-	<b>23</b>
1. comply with health and safety related instructions applicable to the workplace	2	2	-	2
2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol	2	2	-	2
3. carry out own activities in line with approved guidelines and procedures	2	2	-	2
4. maintain a healthy lifestyle and guard against dependency on intoxicants	2	2	-	2
5. follow environment management system related procedures	2	2	-	2
6. identify and correct (if possible) malfunctions in machinery and equipment	2	2	-	1
7. report any service malfunctions that cannot be rectified	2	2	-	1
8. store materials and equipment in line with organisational requirements	2	2	-	1
9. safely handle and remove waste	2	2	-	1
10. minimize health and safety risks to self and others due to own actions	1	2	-	1
11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	1	2	-	2
12. monitor the workplace and work processes for potential risks and threat	1	2	-	1
13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	1	2	-	1
14. report hazards and potential risks/ threats to supervisors or other authorized personnel	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. participate in mock drills/ evacuation procedures organized at the workplace	1	2	-	-
16. undertake first aid, fire-fighting and emergency response training, if asked to do so	1	2	-	1
17. take action based on instructions in the event of fire, emergencies or accidents	1	2	-	1
18. follow organisation procedures for shutdown and evacuation when required	1	1	-	1
<i>Recognizing the hazards</i>	<b>2</b>	<b>2</b>	-	<b>2</b>
19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	1	1	-	1
20. recognise other possible security issues existing in the workplace	1	1	-	1
<i>Planning the safety techniques Implementing the programs</i>	<b>3</b>	<b>3</b>	-	<b>3</b>
21. recognise different measures to curb the hazards	1	1	-	1
22. communicate the safety plan to everyone	1	1	-	1
23. attach disciplinary rules with the implementation	1	1	-	1
<b>NOS Total</b>	<b>32</b>	<b>40</b>	-	<b>28</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9003
<b>NOS Name</b>	Maintain health, safety and security at workplace
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

# TSC/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing

## Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

## Scope

The scope covers the following :

- Maintain work area, tools, material handling equipment and machinery for jute processing

## Elements and Performance Criteria

### *Maintain work area, tools, material handling equipment and machinery for jute processing*

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

1. maintain personal hygiene and human safety, machine safety and specific dress code
2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage
3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc
4. carefully handle moisture meter
5. carefully handle weigh machine
6. use proper mechanical handling equipment for lifting and handling jute and other materials, Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.
7. keep all waste jute materials in a specified place for further processing
8. maintain a clean and hazard free working area, keeping floors free from all encumbrances
9. maintain tools and equipment being used for jute processing
10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery
11. report to supervisor for any abnormal sound, from any machine for jute processing
12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences
13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place
14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery
15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine

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16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing
17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly
18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personal hygiene and duty of care
- KU2.** safe working practices and organizational standard operating procedures
- KU3.** limits of your own responsibility
- KU4.** ways of resolving problems within the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the importance of effective communication with supervisors
- KU7.** the lines of communication, authority and reporting procedures
- KU8.** the organisation's rules, codes and guidelines (including timekeeping)
- KU9.** the company's quality standards
- KU10.** the importance of complying with written instructions
- KU11.** equipment operating procedures / supervisor's instructions
- KU12.** importance of personal hygiene and care
- KU13.** safe working practices and human safety, machine safety for all jute processing machinery
- KU14.** organisational Standard, operating procedures (SOP) and safety rules specific for jute industry and specific for respective jute machinery
- KU15.** aware about limits of each one's responsibility for cleaning and minor maintenance of work area and cleaning of machinery
- KU16.** appropriate material flow in production process and the specific work activities that relate to the whole process, needing time to time cleaning during shift change/ quality change or otherwise as per schedule
- KU17.** importance and method of effective communication with Sardar and supervisors for resolving any problem / reporting anomalies
- KU18.** names and function of each cleaning and maintenance tools
- KU19.** names and functions of each tools and equipment used in a jute mill, Tools and Equipment: hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms, etc. hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier, etc.
- KU20.** fair understanding of company's quality standards of all jute yarns for sacking/hessian and other decorative fabrics and their process norms to maintain
- KU21.** importance and method of complying with instructions for production process, cleaning and maintenance as well as safety aspects
- KU22.** knowledge about reporting/ receiving instructions from the superior

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- KU23.** methods of cleaning the tools and equipment after use and process of safe storing for next use
- KU24.** safety procedure of each jute machinery as applicable
- KU25.** interpretation of work information, cleaning procedure and safety aspects
- KU26.** good understanding of relation between the safety/cleaning and material, handling work role and the overall manufacturing process performance
- KU27.** adequate awareness about types of possible hazards likely to be encountered when conducting minor or major routine cleaning and maintenance as per schedule for jute machinery
- KU28.** importance of taking immediate action when any anomalies and problems are identified (may be abnormal sound in machine, fire, excessive breakage of sliver and yarn etc.)
- KU29.** knowledge about minimising jute fibre/yarn and other waste
- KU30.** importance of running maintenance and regular cleaning on production efficiency of jute machinery
- KU31.** ways how to avoid contamination/ undesirable mixing of different quality of jute or other materials like machine oil, foreign materials including lube oil/spindle oil/graphite powder etc
- KU32.** common machine faults and product faults etc. and method to rectify those following proper/correct procedure
- KU33.** correct maintenance procedures for each jute machinery of different sections as applicable
- KU34.** correct procedure of different types of cleaning and maintenance of equipment and machinery for their effective use during processing
- KU35.** safe working practice

## Generic Skills (GS)

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

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the supervisor/management if required
- GS3.** read instructions pass on to previous shift supervisor
- GS4.** read and comprehend written instructions
- GS5.** read instruction/notice written on company notice board
- GS6.** communicate with co-worker appropriately
- GS7.** talk to other to convey information effectively
- GS8.** talk to other for clarifications of problems
- GS9.** take right initiative at the right time for cleaning and maintenance to be done properly for jute machinery
- GS10.** apply innovative ideas for further action required after discussion in Quality Circle meeting
- GS11.** understand and to take decision for timely replacement of worn out /defective spare parts taking new spare from store for further action
- GS12.** identify the real reason of problem faced and solve the problem in consultation with other
- GS13.** refer anomalies to the supervisor
- GS14.** take initiative at the right place to understand and to solve the problem

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- GS15.** identify the reasons of different faults and deviations in specifications if any
- GS16.** rectify machine faults and process faults etc. by correct problem-solving approaches in different sections of jute processing as applicable
- GS17.** offer good attention to the process and spares of machine for checking their correctness
- GS18.** ensure routine cleaning and maintenance schedule specific for different jute machinery
- GS19.** make sure that every action taken is error-free
- GS20.** apply leadership skills for motivating fellow workers and others to get the work done

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain work area, tools, material handling equipment and machinery for jute processing</i>	<b>20</b>	<b>30</b>	-	-
1. maintain personal hygiene and human safety, machine safety and specific dress code	1	1	-	-
2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage	1	2	-	-
3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc	1	2	-	-
4. carefully handle moisture meter	1	1	-	-
5. carefully handle weigh machine	1	1	-	-
6. use proper mechanical handling equipment for lifting and handling jute and other materials, Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.	1	2	-	-
7. keep all waste jute materials in a specified place for further processing	1	3	-	-
8. maintain a clean and hazard free working area, keeping floors free from all encumbrances	1	2	-	-
9. maintain tools and equipment being used for jute processing	1	2	-	-
10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery	2	2	-	-
11. report to supervisor for any abnormal sound, from any machine for jute processing	1	1	-	-
12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences	2	1	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place	1	2	-	-
14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery	1	2	-	-
15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine	1	1	-	-
16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing	1	2	-	-
17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly	1	1	-	-
18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed	1	2	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	<b>-</b>	<b>-</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9009
<b>NOS Name</b>	Maintain work area, tools, material handling equipment and machinery for jute processing
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing
<b>Occupation</b>	Textile Mill sector - Jute
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

# TSC/N9010: Comply with industry and organizational requirement in jute sector

## Description

This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry

## Scope

The scope covers the following :

- Comply with industry and organizational requirement in jute sector

## Elements and Performance Criteria

### *Comply with industry and organizational requirement in jute sector*

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

1. perform assigned duties effectively section- wise / machine- wise
2. take full responsibility for desired performance
3. be accountable towards the job role and assigned duties
4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors
5. take drive on self-learning for improving efficiency
6. co-ordinate with all the team members and colleagues
7. communicate politely
8. avoid conflicts and miscommunication
9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle
10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them
11. implement the collection of wastage in a proper method (as instructed) for further processing
12. follow specific environmental regulation for jute industry
13. keep area of work and machine clean

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) of different processing sections of a jute mill
- KU2.** do's and don't's for each process of jute processing as applicable
- KU3.** fair knowledge of organizational standards
- KU4.** standard operating procedures (SOP) and regulations in a textile mill
- KU5.** report to the supervisor or higher authority
- KU6.** knowledge of organizational standards

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- KU7.** knowledge of industry standards
- KU8.** fair knowledge of jute and products standards for jute yarn types and fabric types
- KU9.** fair knowledge on received and delivered materials so that any anomalies /defects can be identified in those materials
- KU10.** process and material flow for different section-wise processes in a jute mill for different stages of jute yarn/fabric production
- KU11.** importance and procedure of complying with the standards of process / product / environment / safety for Jute Industry
- KU12.** jute industry's general standards of work performance for assigned job role / machine operation for jute mills
- KU13.** knowledge on reducing wastages in jute processing
- KU14.** how to have a fair idea about environmental standards for jute industry
- KU15.** the importance and procedure of cleaning work area and machineries in different section of jute mill

## Generic Skills (GS)

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

- GS1.** write notes on quality of jute and products produced in the department
- GS2.** write instructions for communications
- GS3.** write the report on any problem faced
- GS4.** write any kind of request /memo to the supervisor/management if required
- GS5.** read instructions pass on to previous shift supervisor
- GS6.** read and comprehend written instructions and log books
- GS7.** read instruction/notice written on company notice board
- GS8.** communicate with sardar/supervisor appropriately
- GS9.** convey information effectively
- GS10.** talk to other for clarifications of problems
- GS11.** communicate the anomalies to the sardar/supervisor
- GS12.** maintain time for reporting duty
- GS13.** maintain quality of products
- GS14.** plan for trouble free running of machines
- GS15.** plan for storing of raw materials and finished products.
- GS16.** plan for trouble free operation of tools and equipment used for processing
- GS17.** solve the problem, if any in consultation with supervisor
- GS18.** meet the Organizational requirements for maintaining product specification for different types of yarns and fabrics of jute
- GS19.** have skills for carrying out the job assignment as per norms of Jute Industry
- GS20.** achieve defined competency as per his/her job role for working in deferent sections / machines/ in jute mills
- GS21.** run smoothly a specific machine of jute processing as applicable



## Qualification Pack

- GS22.** comply and achieve product-wise and process-wise Industry standards for each process / product as applicable for a jute mill processing
- GS23.** jointly decide in consultation with sardar/supervisor regarding team work and any organisational problem faced

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with industry and organizational requirement in jute sector</i>	<b>21</b>	<b>29</b>	-	-
1. perform assigned duties effectively section-wise / machine- wise	1	3	-	-
2. take full responsibility for desired performance	1	3	-	-
3. be accountable towards the job role and assigned duties	2	2	-	-
4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors	2	2	-	-
5. take drive on self-learning for improving efficiency	2	2	-	-
6. co-ordinate with all the team members and colleagues	2	2	-	-
7. communicate politely	1	2	-	-
8. avoid conflicts and miscommunication	1	2	-	-
9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle	2	2	-	-
10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them	3	2	-	-
11. implement the collection of wastage in a proper method (as instructed) for further processing	2	2	-	-
12. follow specific environmental regulation for jute industry	1	3	-	-
13. keep area of work and machine clean	1	2	-	-
<b>NOS Total</b>	<b>21</b>	<b>29</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9010
<b>NOS Name</b>	Comply with industry and organizational requirement in jute sector
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing
<b>Occupation</b>	Textile Mill sector - Jute
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

**PC1.** understand the significance of employability skills in meeting the job requirements

##### *Constitutional values - Citizenship*

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

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

##### *Basic English Skills*

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

**PC4.** speak with others using some basic English phrases or sentences

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team



## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

### *Essential Digital Skills*

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

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services

## Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. 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.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. 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.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

**Minimum Aggregate Passing % at QP Level : 50**

## Qualification Pack

(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/N0123.Handling Jute bales and grade wise stacking	22	28	-	-	50	10
TSC/N0124.Sort and cut raw Jute for further processing	32	43	-	-	75	18
TSC/N0125.Up-gradation and down gradation of raw jute	22	28	-	-	50	10
TSC/N9002.Working in a team	19	20	-	11	50	10
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	22
TSC/N9009.Maintain work area, tools, material handling equipment and machinery for jute processing	20	30	-	-	50	10
TSC/N9010.Comply with industry and organizational requirement in jute sector	21	29	-	-	50	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
<b>Total</b>	<b>188</b>	<b>248</b>	<b>0</b>	<b>39</b>	<b>475</b>	<b>100</b>

## Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.



## Qualification Pack

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