

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE INDUSTRY

What are Occupational Standards(OS) ?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Jute Selector cum Assorter

SECTOR/S: TEXTILE

SUB-SECTOR: Spinning, Jute

OCCUPATION: Selector, Jute

REFERENCE ID: TSC/Q0107

ALIGNED TO: NCO-2015/7318.1200

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.

Job Details	Qualifications Pack Code	TSC/Q0107		
	Job Role	Jute Selector cum Assorter (Applicable for National Scenarios)		
	Credits	TBD	Version number	1.0
	Sector	Textile	Drafted on	09/08/17
	Sub-sector	Spinning (Jute)	Last reviewed on	09/08/17
	Occupation	Selector, Jute	Next review date	09/08/22
	NSQC Clearance on	19.12.2018		

Job Role	Jute Selector cum Assorter
Role 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.
NSQF level	4
Minimum Educational Qualifications	Basic Literacy and Numeracy
Maximum Educational Qualifications	NA
Prerequisite License or Training	NA
Minimum Job Entry Age	18 years
Experience	0-6 Months
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> TSC/N0123 Handling Jute bales and grade wise stacking TSC/N0124 Sort and cut of raw Jute for further processing TSC/N0125 Up-gradation and down gradation of raw jute TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing TSC/N9002 Working in a team TSC/N9003 Maintain health, safety and security at workplace TSC/N9010 Comply with industry and organizational requirement in jute sector
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the 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 the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
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.

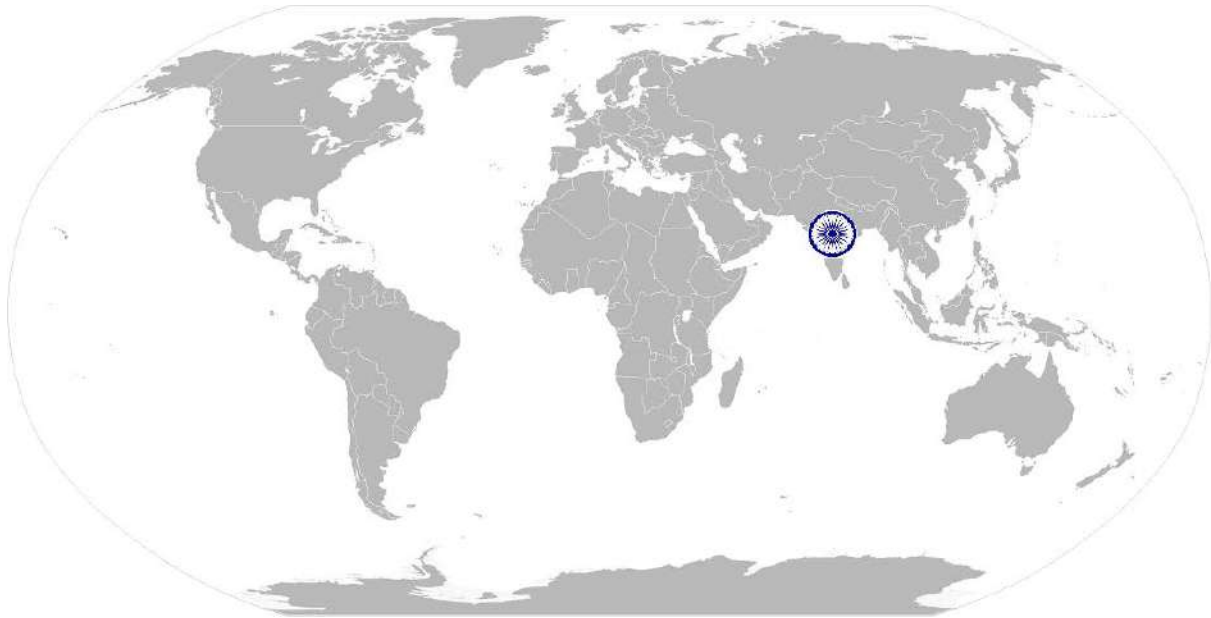
Acronyms

Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

TSC/N0123

Handling Jute bales and grade wise stacking

National Occupational Standard



Overview

This unit is about prepare the jute bale for selection.

TSC/N0123

Handling Jute bales and grade wise stacking

Unit Code	TSC/N0123
Unit Title (Task)	Handling Jute bales and grade wise stacking
Description	This unit is about prepare the jute bale for selection.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Handling Jute bales and grade wise stacking
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Handling Jute bales and grade wise stacking	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. bring the following tools/ equipment required for the task Tools/ Equipment: Chopper/Knife- for root cutting, wooden block- for chopping, set of spikes-for hacking, nose mask, hook-for bale movement, trolley- for bring the bales from godown and for stacking grade-wise selected jute (barrow)</p> <p>PC2. bring the jute bales from godown to the selection spot using the specified material handling equipment</p> <p>PC3. remove the bale ropes using the specified tool/knife, cut them to open the bales without damaging jute fibres</p> <p>PC4. open the knots of ropes and place them separately for further processing</p> <p>PC5. dispose the jute bale ropes to the specified place as per Sardar's/ Supervisor's instruction</p> <p>PC6. keep separately the entangled jute fibres (Habijabi), if found within the bale</p> <p>PC7. keep 'Marka' (a written tag for grade of jute and its mokam) at the appropriate place for reference</p> <p>PC8. transport the specified number of bales of selected grade from one place to another as per the instruction of Sardar (Jobber) or Supervisor</p> <p>PC9. weigh the bales, if necessary, as per supervisor's instruction</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard working procedures (SWP) for selection and grading of raw jute as per hand and eye method followed in the jute mill</p> <p>KA2. safe working practices as adopted in the Jute mill</p> <p>KA3. procedure of reporting to the sardar / senior in case of any anomalies/emergency</p> <p>KA4. quality systems and other processes practiced in the jute mill</p> <p>KA5. report to the supervisor or higher authority in case of emergency</p> <p>KA6. color coding adopted for different counts/products in the jute mill</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different Colour Codes used for identifying different qualities of raw jute and sliver roll and Pile board for pile stock</p>

TSC/N0123

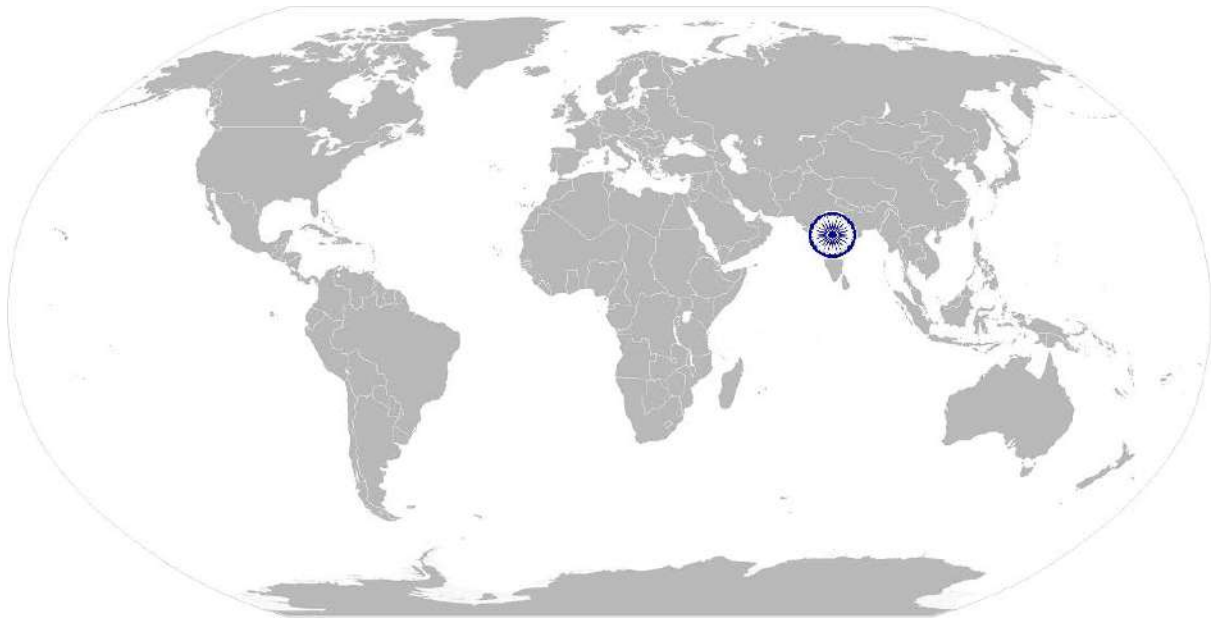
Handling Jute bales and grade wise stacking

	<p>KB2. knowledge of waste collection system & equipment used</p> <p>KB3. importance of material handling</p> <p>KB4. types of material handling equipment used</p> <p>KB5. importance of cleanliness at workplace</p> <p>KB6. functions and methodology for operating different material handling equipment</p> <p>KB7. knowledge of different tools used, such as root cutter(manual) and motorized circular blade, chopper, wooden block, bale hook</p> <p>KB8. safety procedures to be followed in jute selection department</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. write instructions for communications
	SA2. write any kind of request /memo to the supervisor/management if required
	Reading Skills
	The user/individual on the job needs to know and understand how to:
SA3. read instructions pass on to previous shift supervisor/jute selector	
SA4. read and comprehend written instructions and log books	
SA5. read tag mark, bale mark written in jute bales	
SA6. read instruction/notice written on company notice board	
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA7. communicate with supervisor appropriately
	SA8. convey information effectively
	SA9. communicate the anomalies to the sardar/supervisor
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. maintain time for reporting duty
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. plan for trouble free transportation of jute bales from godown to selection place
	SB3. plan for storing of jute bales for selection
	SB4. plan for placing jute bales for bale mixing
SB5. plan for trouble free operation of tools and equipment	
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB6. report and solve the problem, if any particular quality/grade of jute bales are not available in consultation with sardar/supervisor

TSC/N0123

Handling Jute bales and grade wise stacking

	Analytical Thinking
	NA
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB7. jointly decide in consultation with supervisor the place of selection SB8. jointly decide in consultation with supervisor regarding the transportation of jute bales from jute godown to selection place

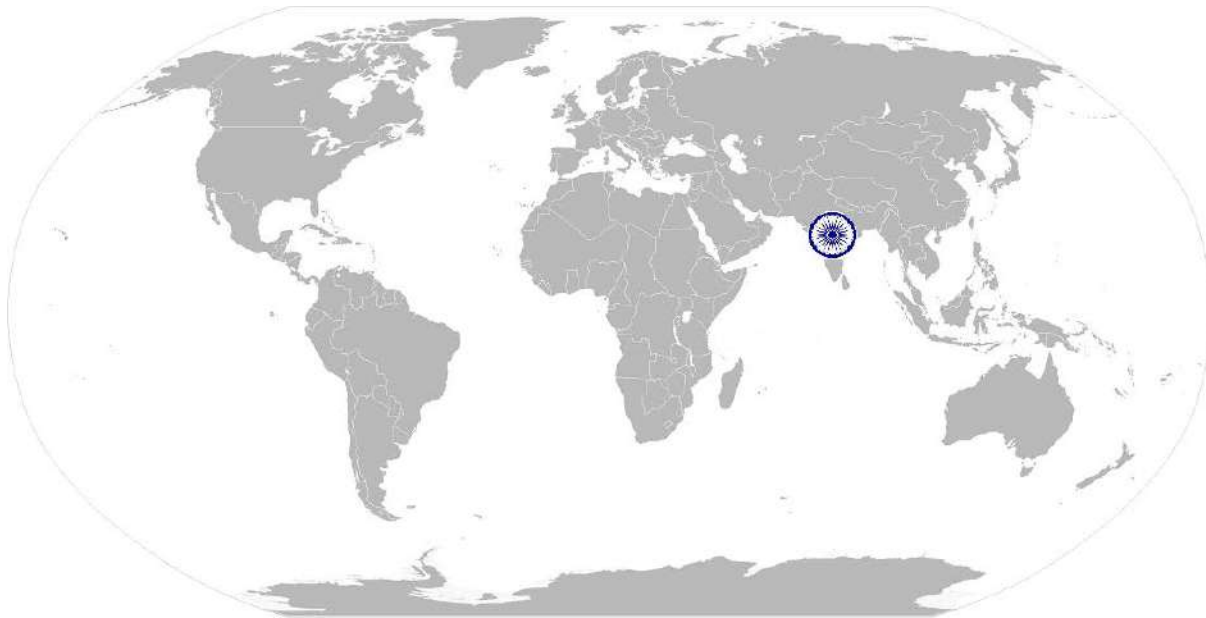


TSC/N0123

Handling Jute bales and grade wise stacking

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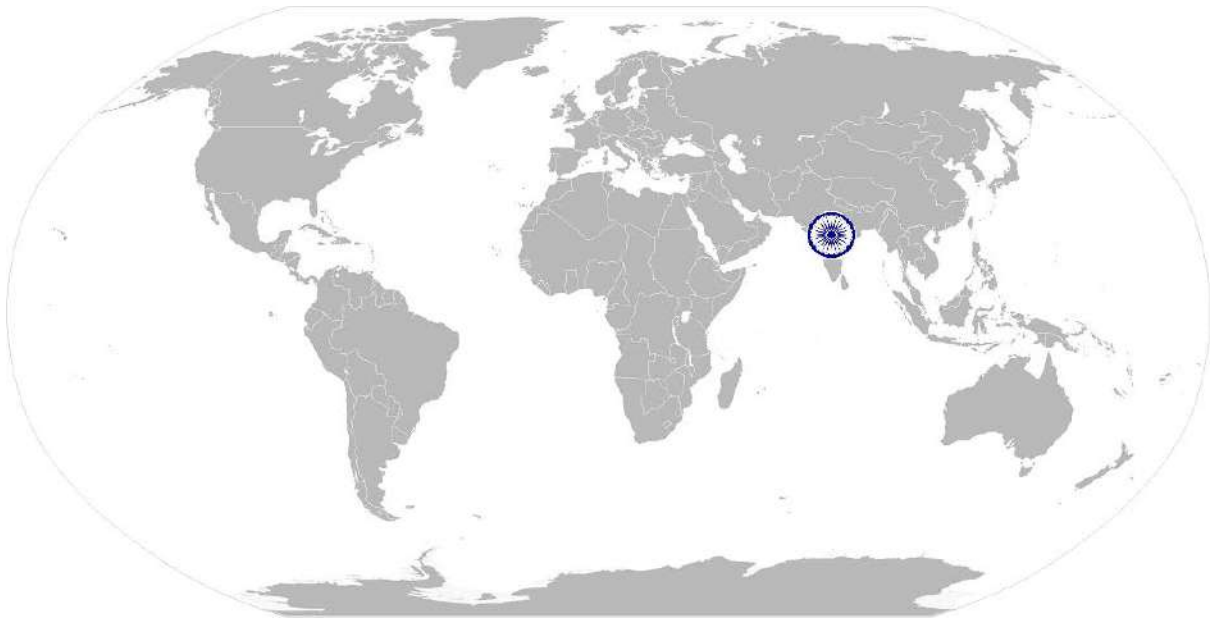
NOS Code	TSC/N0123		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Spinning (Jute)	Last reviewed on	09/08/17
Occupation	Selector, Jute	Next review date	09/08/20



TSC/N0124

Sort and cut raw Jute for further processing

National Occupational Standard



Overview

This unit provides sorting and cutting of raw jute properly for further processing.

TSC/N0124

Sort and cut raw Jute for further processing

National Occupational Standard	Unit Code	TSC/N0124
	Unit Title (Task)	Sort and cut raw Jute for further processing
	Description	This unit provides selection and grading of raw jute properly for further processing.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Sort and cut raw Jute for further processing
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Sort and cut raw Jute for further processing	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. 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</p> <p>PC2. hackle the entangled jute reed/strand for proper cleaning and opening each bundle for proper selection and grading</p> <p>PC3. select raw jute bundles in proper manner giving due importance to each quality parameter and defects etc.</p> <p>PC4. ensure by hand and eye method the following quality parameters of raw jute fibres during selection, Strength, Root content, Defects, Colour, Fineness, Bulk-Density</p> <p>PC5. 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</p> <p>PC6. ensure that raw jute after selection is to be kept in dry and clean conditions</p> <p>PC7. 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</p> <p>PC8. 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</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a jute mill</p> <p>KA2. safe working practices to be adopted in jute mill</p> <p>KA3. quality systems and other processes practiced in the jute mill</p> <p>KA4. how to report to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts/products in the jute mill</p>

TSC/N0124

Sort and cut raw Jute for further processing

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. 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</p> <p>KB2. process flow and material flow in a jute mill for fibre to yarn manufacture</p> <p>KB3. importance of color codes being followed for different grades of raw jute or slivers in jute mill</p> <p>KB4. knowledge of entanglement of jute fibre</p> <p>KB5. knowledge of jute hackling procedure</p> <p>KB6. 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)</p> <p>KB7. quality systems and other processes practiced in the jute mill</p> <p>KB8. report to the supervisor or higher authority in case of any anomalies / emergency</p> <p>KB9. color coding adopted for different jute yarn counts/products in the jute mill</p> <p>KB10. minimum quality requirements of the product with respect to permissible and non-permissible defects</p> <p>KB11. importance of different types of Jute fibres</p> <p>KB12. different jute producing area or mokam and their quality</p> <p>KB13. different type of major and minor defects in raw jute strand</p> <p>KB14. knowledge of waste collection system & material handling equipments used</p> <p>KB15. identification tag/colour code method for different quality of jute yarn manufacture</p> <p>KB16. knowledge of reporting to the higher authority</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write notes on quality of jute selected</p> <p>SA2. write instructions for communications</p> <p>SA3. write the report of the selected jute bales including any kinds of problems regarding quality of jute if occurred and its solution</p> <p>SA4. write any kind of request /memo to the supervisor/management if required</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read instructions pass on to previous shift supervisor/jute selector</p> <p>SA6. read and comprehend written instructions and log books</p> <p>SA7. read tag mark, bale mark written in jute bales</p> <p>SA8. read instruction/notice written on company notice board</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. communicate with supervisor appropriately</p> <p>SA10. convey information effectively</p>

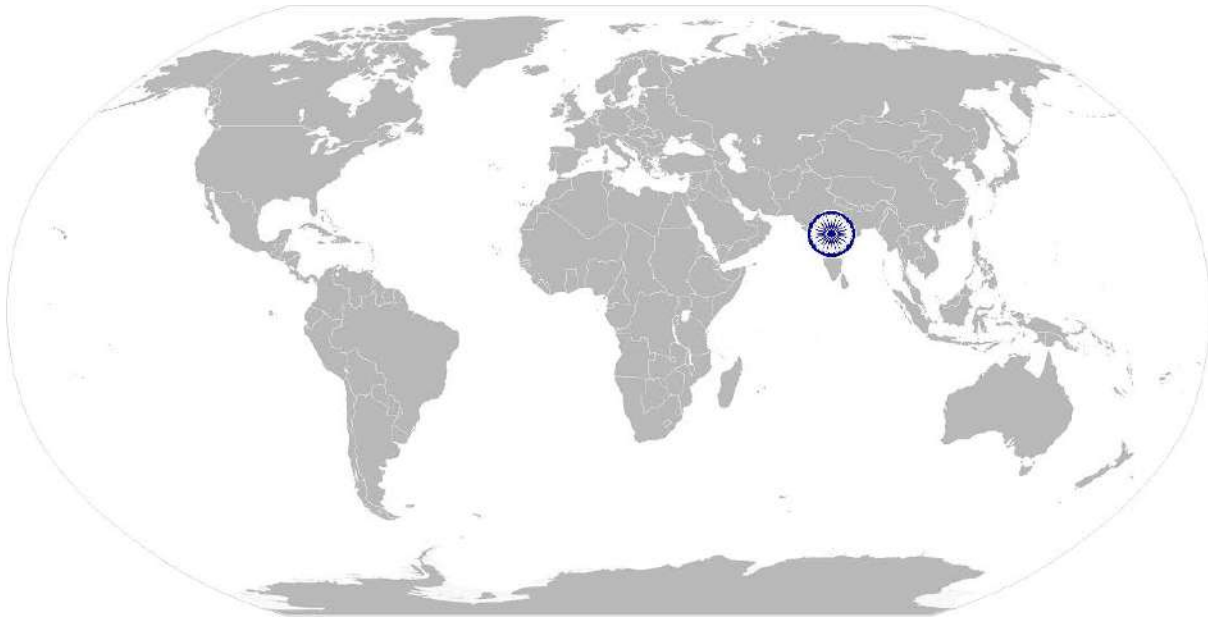
TSC/N0124 Sort and cut raw Jute for further processing

	SA11. talk to other for clarifications of problems SA12. communicate the anomalies to the supervisor
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. maintain time for reporting duty SB2. maintain quality of jute bales to be selected
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. plan for trouble free selection of jute bales place SB4. plan for storing of selected jute morah jute bales for selection SB5. plan for placing jute bales for bale mixing SB6. plan for trouble free operation of tools and equipment used for selection
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. solve the problem, if any in consultation with supervisor
	Analytical Thinking
	NA
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. jointly decide in consultation with sardar/supervisor the place of selection	

TSC/N0124 Sort and cut raw Jute for further processing

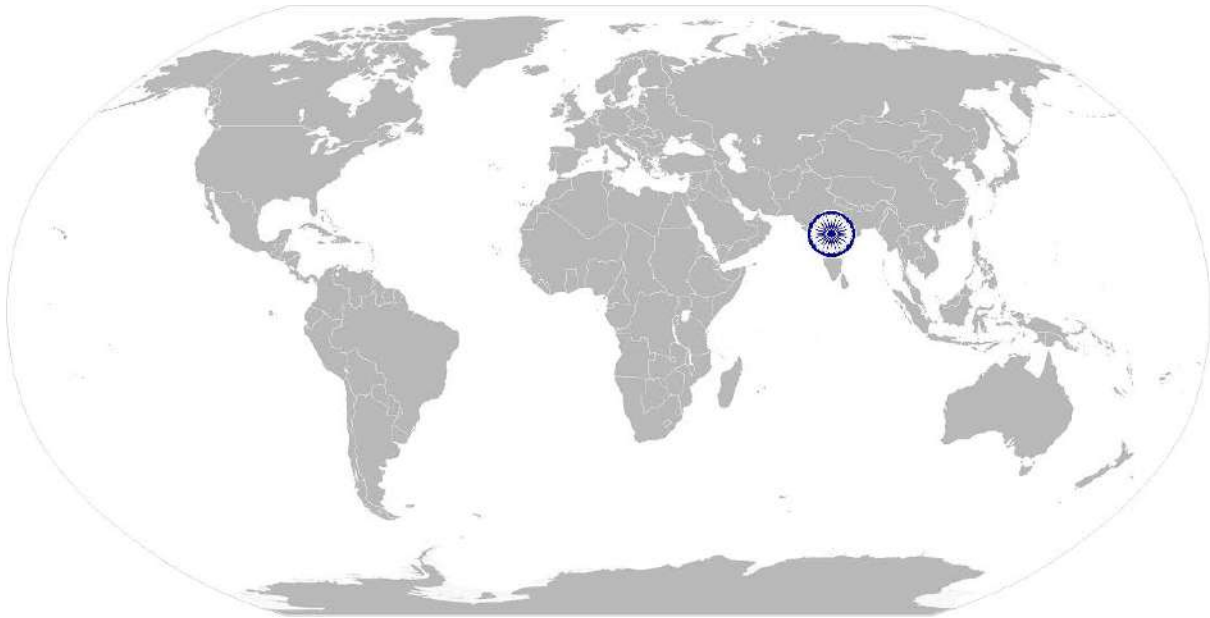
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NOS Code	TSC/N0124		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Spinning (Jute)	Last reviewed on	09/08/17
Occupation	Selector, Jute	Next review date	09/08/20



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

National Occupational Standard



Overview

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

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

National Occupational Standard	Unit Code	TSC/N0125
	Unit Title (Task)	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	This unit/task covers the following: <ul style="list-style-type: none"> Up-gradation and down gradation of raw jute
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Up-gradation and down gradation of raw jute	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. downgrade/upgrade the jute bundle, if there is incorrectly assigned grade in marka, even for few bundles PC2. ensure that after up-gradation and down-gradation the jute bundle has been separately stacked with identification mark PC3. 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) PC4. 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 PC5. ensure that the moisture content of jute morah has been taken properly for future reference
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard operating procedures (SOP) and regulations in the cooperative society/NGO/SHG KA2. knowledge of workplace standards
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. 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 KB2. importance of different qualities and grades of raw jute KB3. importance of color codes being followed for different grades of raw jute or slivers in jute mill KB4. knowledge of grade wise standards of different grades of jute KB5. knowledge on types of defects in different grade of raw jute and root content (approx. by weight % age) KB6. knowledge on importance of maintaining morah weight, moisture content in morah KB7. knowledge on hand and eye method of determining different grade of raw

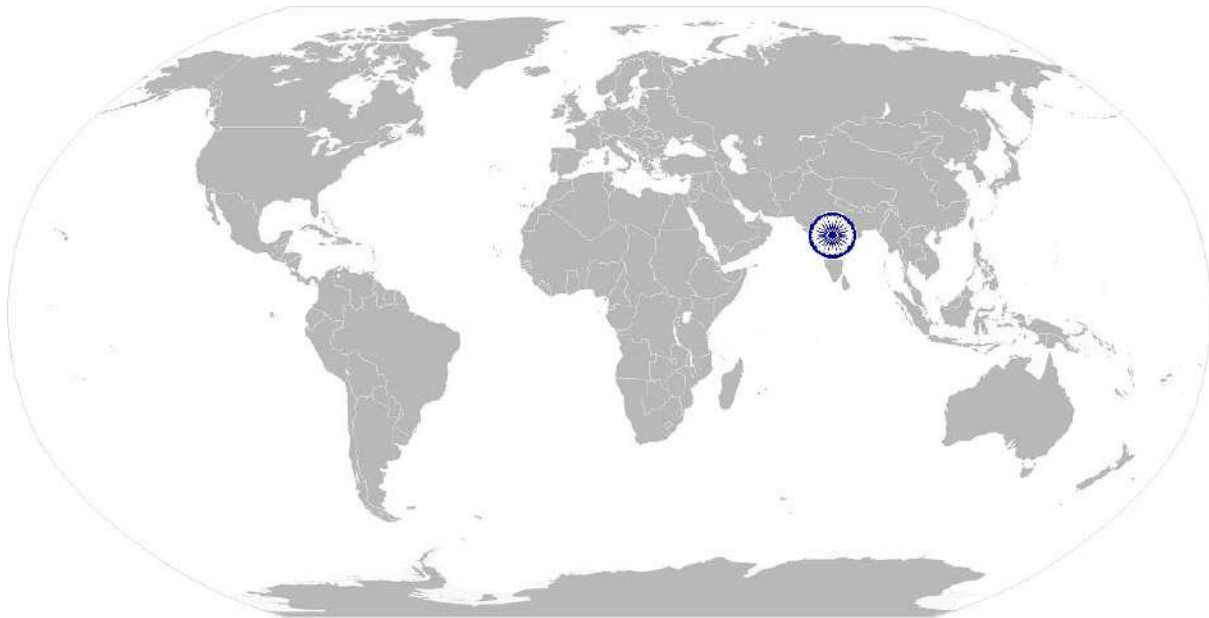
TSC/N0125 Up-gradation and down gradation of raw jute

	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.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write notes on different grades of jute SA2. write reason for up-gradation and down gradation of jute bales including any kinds of problems regarding quality of jute if occurred SA3. write any kind of request /memo to the supervisor/management if required
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. read instructions pass on to previous shift supervisor/jute selector SA5. read and comprehend written instructions and log books SA6. read tag mark, bale mark written in jute bales SA7. read instruction/notice written on company notice board
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA8. communicate with supervisor appropriately SA9. convey information effectively SA10. talk to other for clarifications of problems SA11. communicate the anomalies to the supervisor	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. maintain time for reporting duty SB2. maintain proper grade of jute bales to be selected
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. plan for storing of jute morah after gradation is done SB4. plan in consultation with sardar/supervisor, for proper place for trouble free gradation
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. solve the problem, if any in consultation with sardar/supervisor
	Analytical Thinking
	NA
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB6. decide in consultation with supervisor the place of gradation (i.e. where proper illumination/sunlight is there for eye estimation of color, fineness, etc)	

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

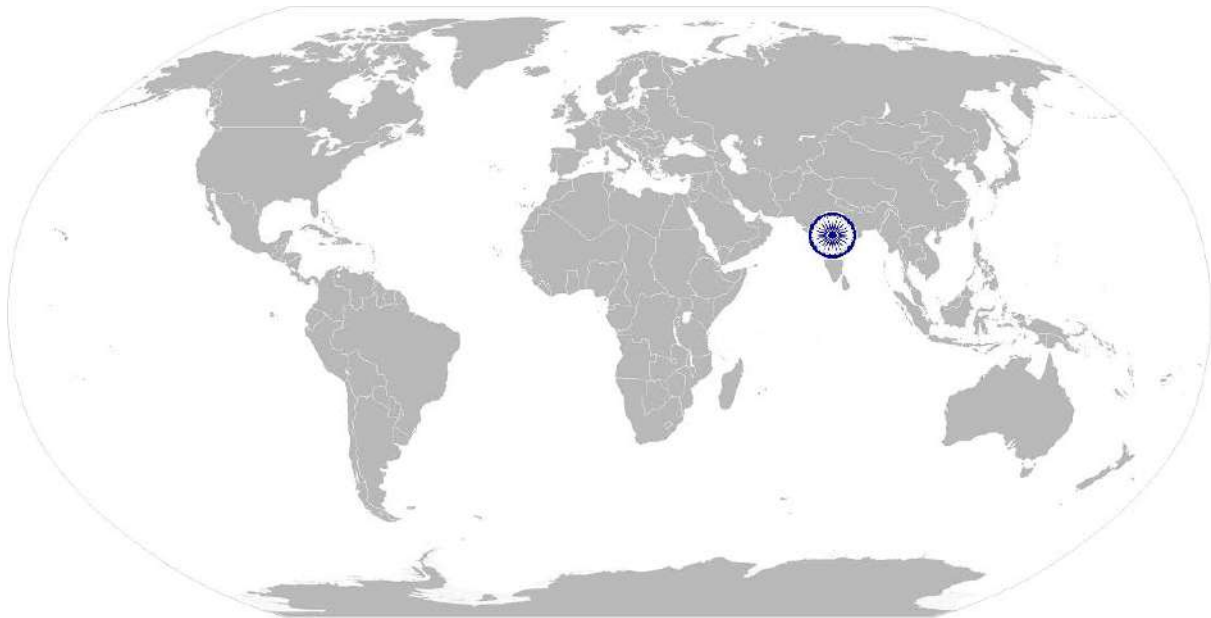
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NOS Code	TSC/N0125		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Spinning (Jute)	Last reviewed on	09/08/17
Occupation	Selector, Jute	Next review date	09/08/20



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

National Occupational Standard



Overview

This unit is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.

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

National Occupational Standard	Unit Code	TSC/N9009
	Unit Title (Task)	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	This unit/task covers the following: <ul style="list-style-type: none"> Maintain work area, tools, material handling equipment and machinery for jute processing
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Maintain work area, tools, material handling equipment and machinery for jute processing	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain personal hygiene and human safety, machine safety and specific dress code</p> <p>PC2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage</p> <p>PC3. 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.</p> <p>PC4. carefully handle moisture meter</p> <p>PC5. carefully handle weigh machine,</p> <p>PC6. use proper mechanical handling equipment for lifting and handling jute and other materials</p> <p>Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.</p> <p>PC7. keep all waste jute materials in a specified place for further processing</p> <p>PC8. maintain a clean and hazard free working area, keeping floors free from all encumbrances</p> <p>PC9. maintain tools and equipment being used for jute processing</p> <p>PC10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery</p> <p>PC11. report to supervisor for any abnormal sound, from any machine for jute processing</p> <p>PC12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences</p> <p>PC13. 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</p> <p>PC14. 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</p> <p>PC15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver</p>

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

	<p>etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine</p> <p>PC16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing</p> <p>PC17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly</p> <p>PC18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organisational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. importance of personal hygiene and care</p> <p>KB2. safe working practices and human safety, machine safety for all jute processing machinery</p> <p>KB3. organisational Standard, operating procedures (SOP) and safety rules specific for jute industry and specific for respective jute machinery</p> <p>KB4. aware about limits of each one's responsibility for cleaning and minor maintenance of work area and cleaning of machinery</p> <p>KB5. 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</p> <p>KB6. importance and method of effective communication with Sardar and supervisors for resolving any problem / reporting anomalies</p> <p>KB7. names and function of each cleaning and maintenance tools</p> <p>KB8. 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.</p> <p>KB9. fair understanding of company's quality standards of all jute yarns for sacking/hessian and other decorative fabrics and their process norms to</p>

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

	<p>maintain</p> <p>KB10. importance and method of complying with instructions for production process, cleaning and maintenance as well as safety aspects</p> <p>KB11. knowledge about reporting/ receiving instructions from the superior</p> <p>KB12. methods of cleaning the tools and equipment after use and process of safe storing for next use</p> <p>KB13. safety procedure of each jute machinery as applicable</p> <p>KB14. interpretation of work information, cleaning procedure and safety aspects</p> <p>KB15. good understanding of relation between the safety/cleaning and material handling work role and the overall manufacturing process performance</p> <p>KB16. 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</p> <p>KB17. 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.)</p> <p>KB18. knowledge about minimising jute fibre/yarn and other waste</p> <p>KB19. importance of running maintenance and regular cleaning on production efficiency of jute machinery</p> <p>KB20. 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.</p> <p>KB21. common machine faults and product faults etc. and method to rectify those following proper/correct procedure</p> <p>KB22. correct maintenance procedures for each jute machinery of different sections as applicable</p> <p>KB23. correct procedure of different types of cleaning and maintenance of equipment and machinery for their effective use during processing</p> <p>KB24. safe working practice</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. write instructions for communications SA2. write any kind of request /memo to the supervisor/management if required
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. read instructions pass on to previous shift supervisor SA4. read and comprehend written instructions SA5. read instruction/notice written on company notice board
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA6. communicate with co-worker appropriately SA7. talk to other to convey information effectively

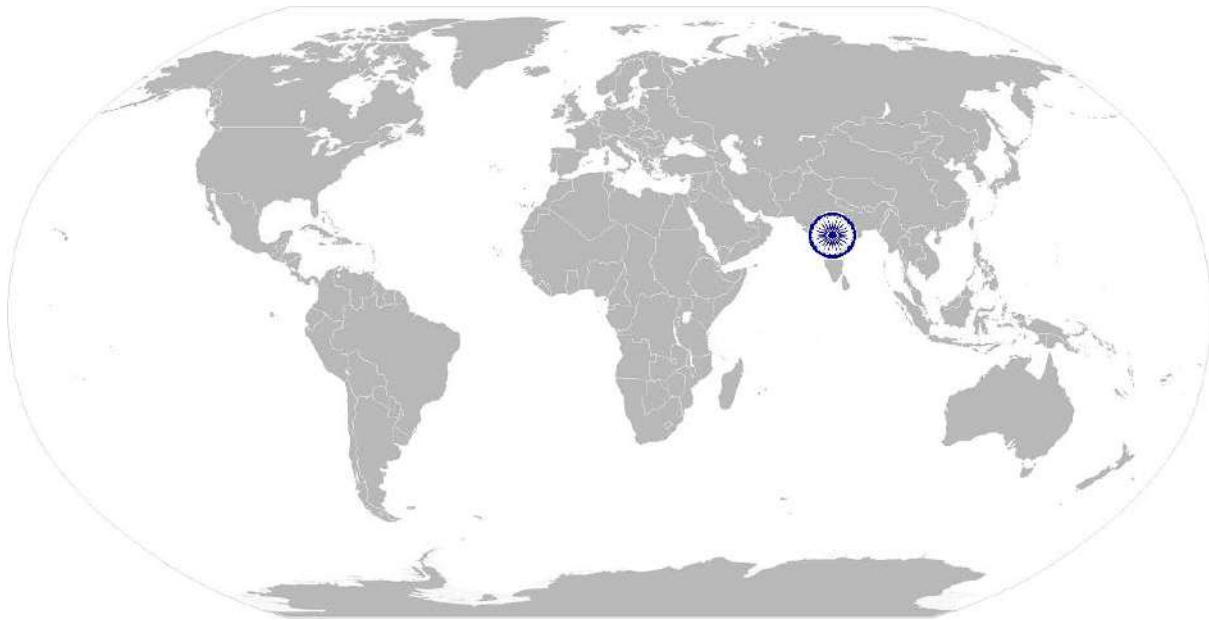
TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing

	SA8. talk to other for clarifications of problems
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. take right initiative at the right time for cleaning and maintenance to be done properly for jute machinery
	SB2. apply innovative ideas for further action required after discussion in Quality Circle meeting
	SB3. understand and to take decision for timely replacement of worn out /defective spare parts taking new spare from store for further action
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB4. identify the real reason of problem faced and solve the problem in consultation with other
SB5. refer anomalies to the supervisor	
SB6. take initiative at the right place to understand and to solve the problem	
SB7. identify the reasons of different faults and deviations in specifications if any	
SB8. rectify machine faults and process faults etc. by correct problem-solving approaches in different sections of jute processing as applicable	
SB9. offer good attention to the process and spares of machine for checking their correctness	
SB10. ensure routine cleaning and maintenance schedule specific for different jute machinery	
SB11. make sure that every action taken is error-free	
SB12. apply leadership skills for motivating fellow workers and others to get the work done	
Analytical Thinking	
NA	
Critical Thinking	
NA	

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

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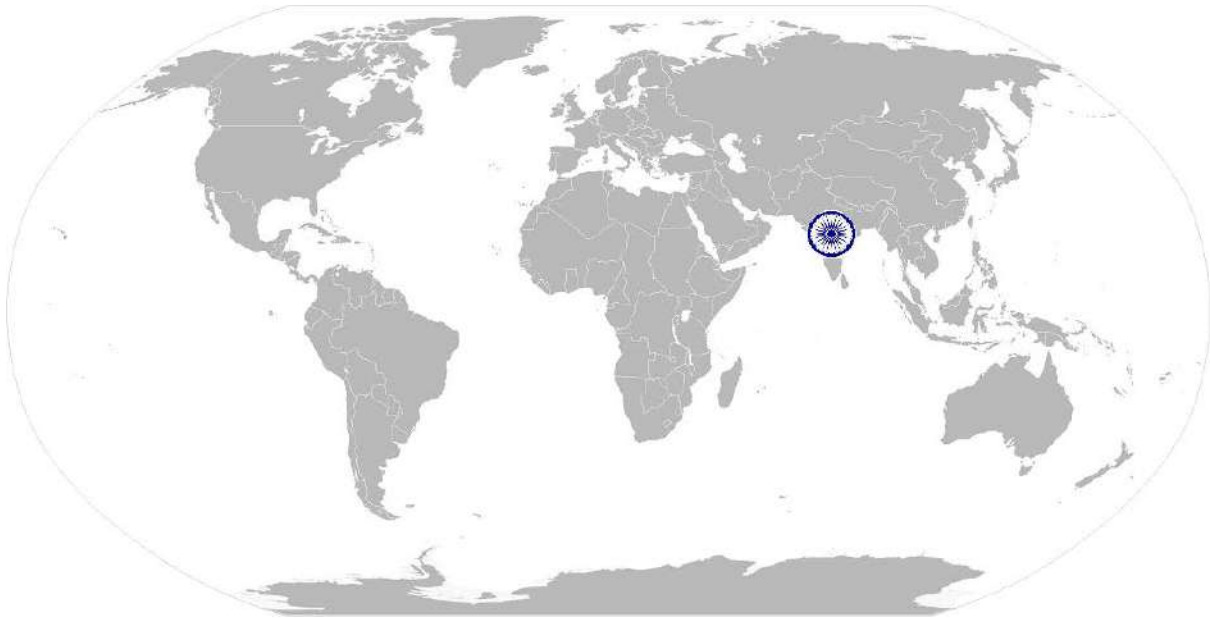
NOS Code	TSC/N9009		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Spinning (Jute)	Last reviewed on	09/08/17
Occupation	Generic	Next review date	09/08/20



TSC/N9002

Working in a team

National Occupational Standard



Overview

This unit is about working as part of a team as a jute beaming operator in the jute industry.

TSC/N9002

Working in a team

National Occupational Standard	Unit Code	TSC/N9002
	Unit Title (Task)	Working in a team
	Description	This unit is about working as part of a team as a jute beaming operator in the jute industry.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Commitment and trust • Communication • Adaptability • Creative freedom
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Commitment and trust	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
	Communication	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance
	Adaptability	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations
	Creative freedom	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard Operating Procedures (SOP) and regulations in a jute mill KA2. procedure followed to get the final output in jute mill KA3. safe working practices to be adopted in jute mill KA4. reporting to the supervisor or higher authority about any grievances faced 	
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. procedure of reporting to the supervisor or higher authority about any grievances faced KB2. importance of the previous and next step of the process KB3. process flow in a jute mill and the concerned workers KB4. material flow in a jute mill and the required person KB5. functions of different parts of the machine 	

TSC/N9002

Working in a team

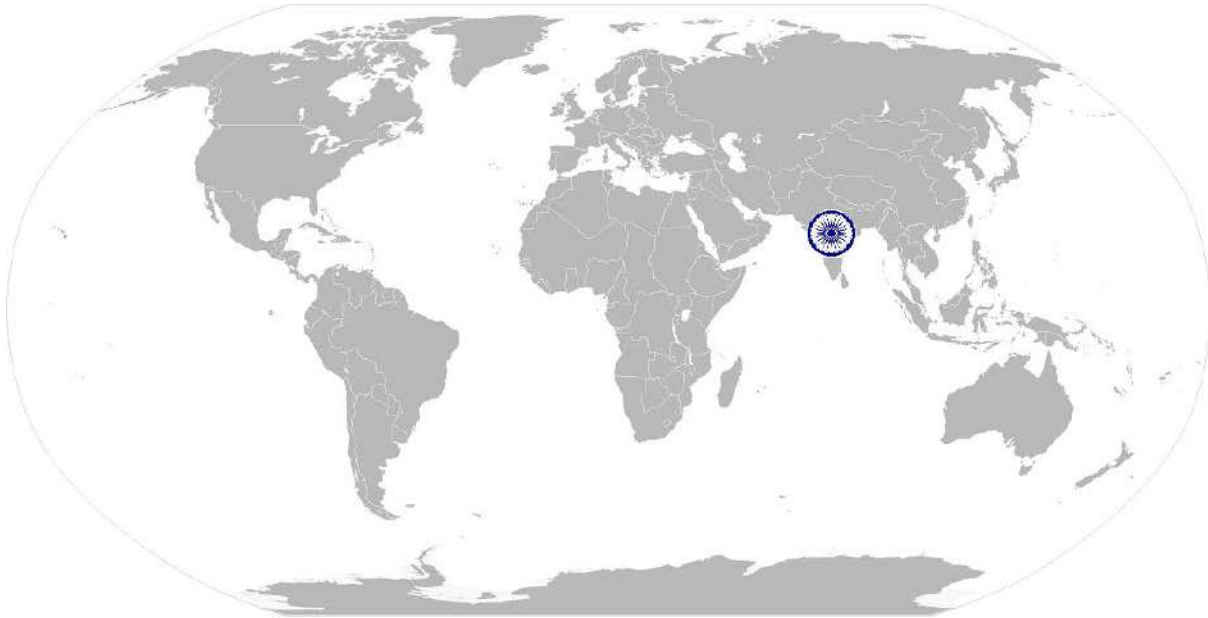
	KB6. tools and equipment used KB7. guidelines for operating the machine KB8. safety procedures to be followed in the machine
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application SA4. comprehend written instructions
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. communicate with supervisor appropriately SA7. convey information effectively
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB1. identify the real reason of problem faced SB2. find the most effective solution to the problems faced SB3. apply good attention to detail SB4. ensure that every kind of communication is error free SB5. communicate effectively SB6. apply leadership skills wherever required SB7. take initiative at the right place SB8. understand the requirement of creative actions
	Analytical Thinking
	NA
Critical Thinking	
NA	

TSC/N9002

Working in a team

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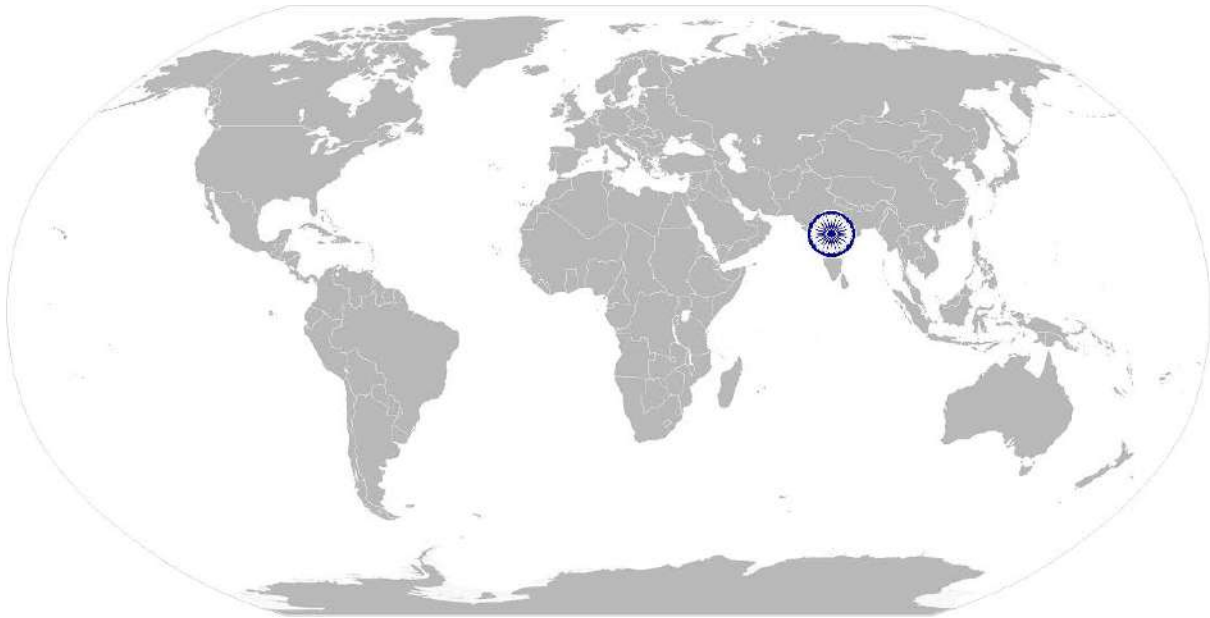
NOS Code	TSC/N9002		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Spinning (Jute)	Last reviewed on	09/08/17
Occupation	Generic	Next review date	09/08/20



TSC/N9003

Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit is about maintaining health, safety, and security standards at workplace.

TSC/N9003

Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	TSC/N9003
	Unit Title (Task)	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	This unit/task covers the following: <ul style="list-style-type: none"> • Comply with health, safety and security requirements at work • Recognize the hazards • Plan the safety techniques • Implement the programs
	Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria	
Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask”, “head cap” etc., as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. identify and correct (if possible) malfunctions in machinery and equipment PC7. report any service malfunctions that cannot be rectified PC8. store materials and equipment in line with organisational requirements PC9. safely handle and remove waste PC10. minimize health and safety risks to self and others due to own actions PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. monitor the workplace and work processes for potential risks and threat PC13. carry out periodic walk-through to keep work area free from all hazards and obstructions PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. participate in mock drills/ evacuation procedures organized at the workplace PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. take action based on instructions in the event of fire, emergencies or accidents PC18. follow organisation procedures for shutdown and evacuation when required 	

TSC/N9003 Maintain health, safety and security at workplace

Recognize the hazards	To be competent, the user/individual on the job must be able to: PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry PC20. recognise other possible security issues existing in the workplace
Plan the safety techniques	To be competent, the user/individual on the job must be able to: PC21. recognise different measures to curb the hazards
Implement the programs	To be competent, the user/individual on the job must be able to: PC22. communicate the safety plan to everyone and PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. standard operating procedures (SOP) and regulations in a jute mill KA2. safe working practices to be adopted in jute mill KA3. quality systems and other processes practiced in the jute mill KA4. health and safety related practices applicable at the workplace KA5. potential hazards, risks and threats based on nature of operations KA6. organizational procedures for safe handling of equipment and machine operations KA7. potential risks due to own actions and methods to minimize these KA8. environmental management system related procedures at the workplace KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA10. potential accidents and emergencies and response to these scenarios KA11. reporting protocol and documentation required KA12. details of personnel trained in first aid, fire-fighting and emergency response KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire KA14. the value of physical fitness, personal hygiene and good habits
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. occupational health and safety risks and methods KB2. personal protective equipment and method of use KB3. identification; handling and storage of hazardous substances KB4. proper disposal system for waste and by-products KB5. signage related to health and safety and their meaning KB6. importance of sound health, hygiene and good habits KB7. ill-effects of alcohol, tobacco and drugs
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and understand the company instructions

TSC/N9003

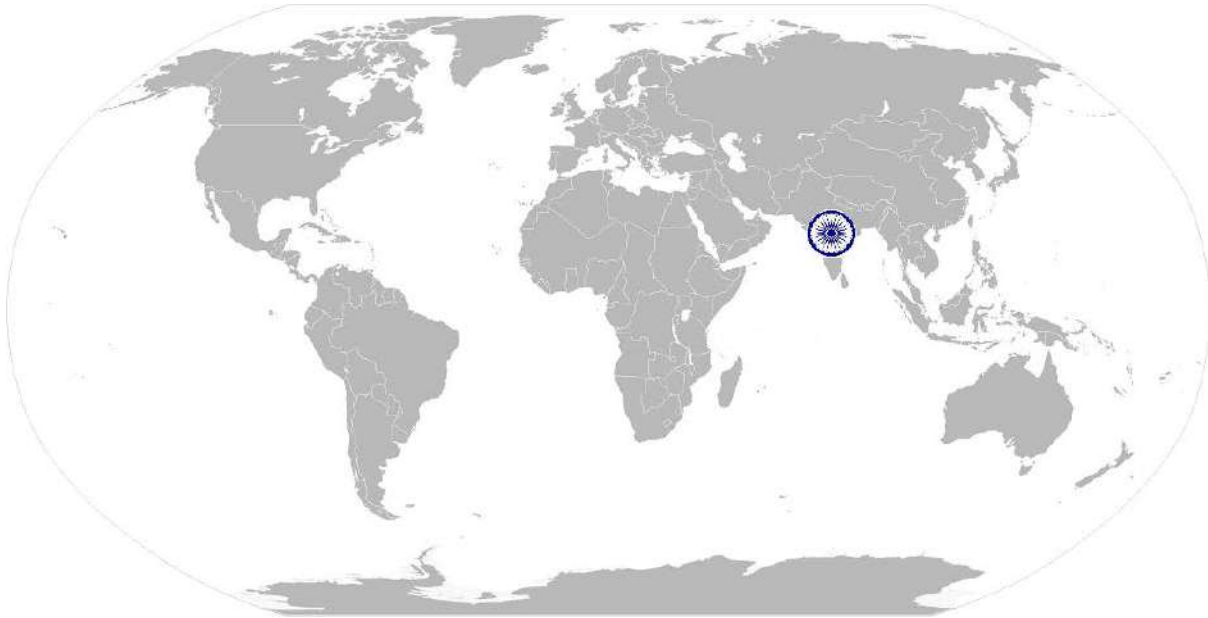
Maintain health, safety and security at workplace

	SA3. read and understand work instructions, SA4. read and understand the safety guidelines
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. listen to others attentively SA6. talk with others politely
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB1. respond to emergencies, accidents or fire at the workplace SB2. evacuate the premises and help others in need while doing so
	Analytical Thinking
	NA
	Critical Thinking
NA	

TSC/N9003 Maintain health, safety and security at workplace

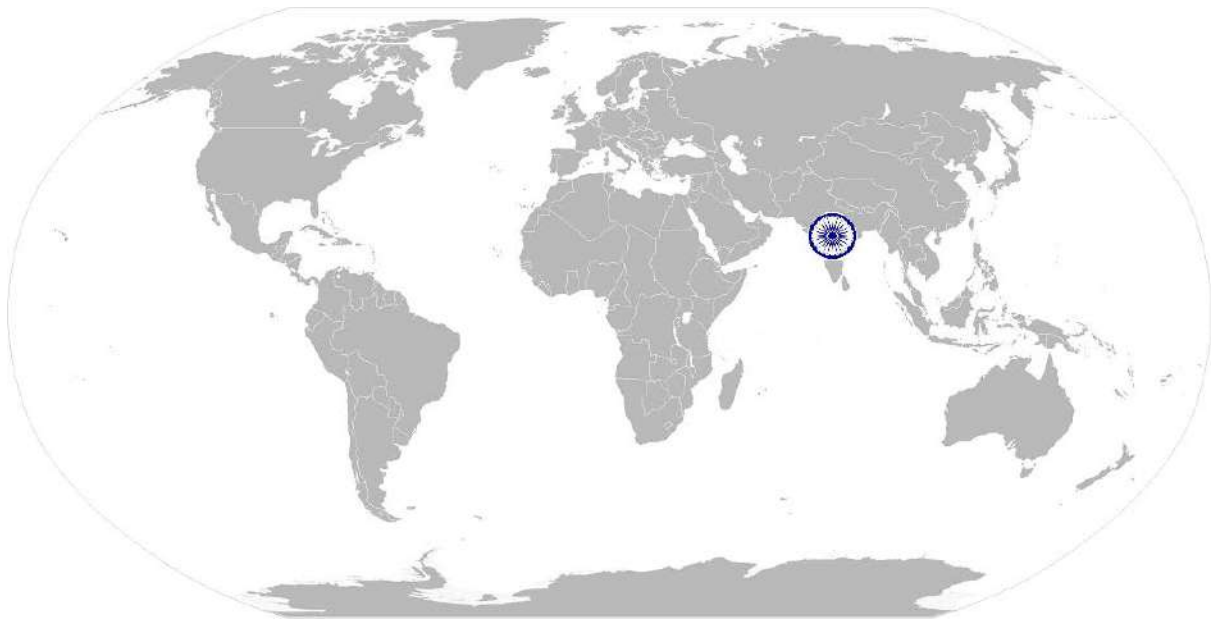
NOS Version Control

NOS Code	TSC/N9003		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Spinning (Jute)	Last reviewed on	09/08/17
Occupation	Generic	Next review date	09/08/20



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

National Occupational Standard



Overview

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

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

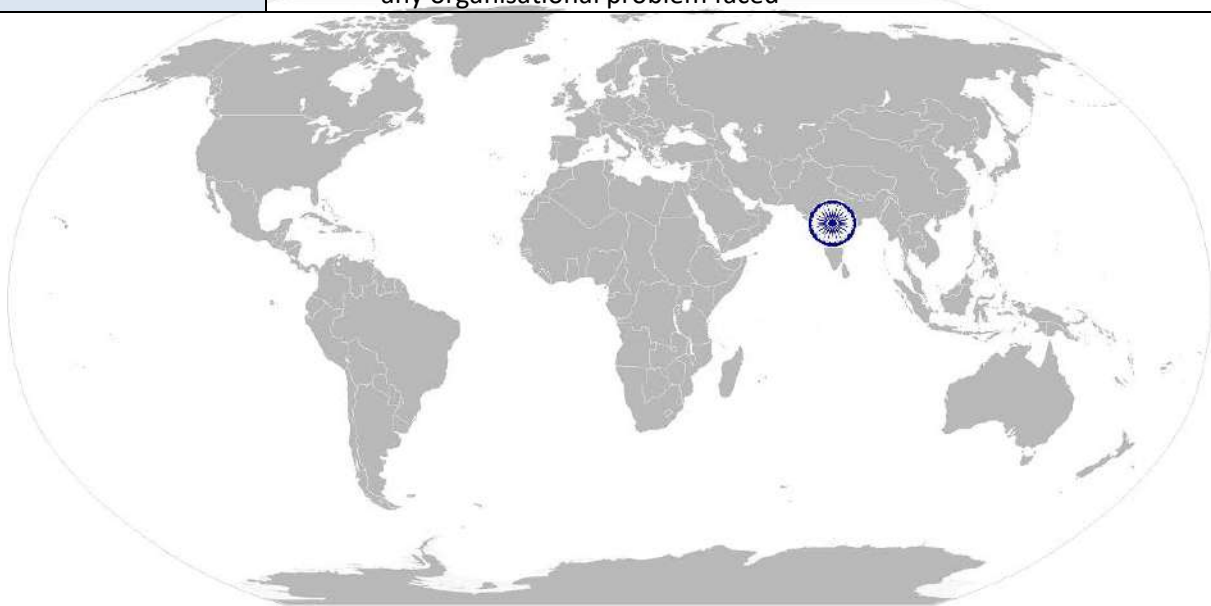
National Occupational Standard	Unit Code	TSC/N9010
	Unit Title (Task)	Comply with industry and organizational requirement in jute sector
	Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirement in jute sector
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Comply with industry and organizational requirement in jute sector	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. perform assigned duties effectively section- wise / machine- wise PC2. take full responsibility for desired performance PC3. be accountable towards the job role and assigned duties PC4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors PC5. take drive on self-learning for improving efficiency PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication PC9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle PC10. 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 PC11. implement the collection of wastage in a proper method (as instructed) for further processing PC12. follow specific environmental regulation for jute industry PC13. keep area of work and machine clean
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard operating procedures (SOP) of different processing sections of a jute mill KA2. do's and don'ts for each process of jute processing as applicable KA3. fair knowledge of organizational standards KA4. standard operating procedures (SOP) and regulations in a textile mill KA5. report to the supervisor or higher authority KA6. knowledge of organisational standards KA7. knowledge of industry standards
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. fair knowledge of jute and products standards for jute yarn types and fabric types KB2. fair knowledge on received and delivered materials so that any anomalies /

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

	<p>defects can be identified in those materials</p> <p>KB3. process and material flow for different section-wise processes in a jute mill for different stages of jute yarn/fabric production</p> <p>KB4. importance and procedure of complying with the standards of process / product / environment / safety for Jute Industry</p> <p>KB5. jute industry's general standards of work performance for assigned job role / machine operation for jute mills</p> <p>KB6. knowledge on reducing wastages in jute processing</p> <p>KB7. how to have a fair idea about environmental standards for jute industry</p> <p>KB8. the importance and procedure of cleaning work area and machineries in different section of jute mill</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to:
	SA1. write notes on quality of jute and products produced in the department
	SA2. write instructions for communications
	SA3. write the report on any problem faced
	SA4. write any kind of request /memo to the supervisor/management if required
Reading Skills	
The user/individual on the job needs to know and understand how to:	
SA5. read instructions pass on to previous shift supervisor	
SA6. read and comprehend written instructions and log books	
SA7. read instruction/notice written on company notice board	
Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand how to:	
SA8. communicate with sardar/supervisor appropriately	
SA9. convey information effectively	
SA10. talk to other for clarifications of problems	
SA11. communicate the anomalies to the sardar/supervisor	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. maintain time for reporting duty
	SB2. maintain quality of products
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB3. plan for trouble free running of machines
	SB4. plan for storing of raw materials and finished products.
SB5. plan for trouble free operation of tools and equipment used for processing	
Customer Centricity	
NA	
Problem Solving	
The user/individual on the job needs to know and understand how to:	
SB6. solve the problem, if any in consultation with supervisor.	

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

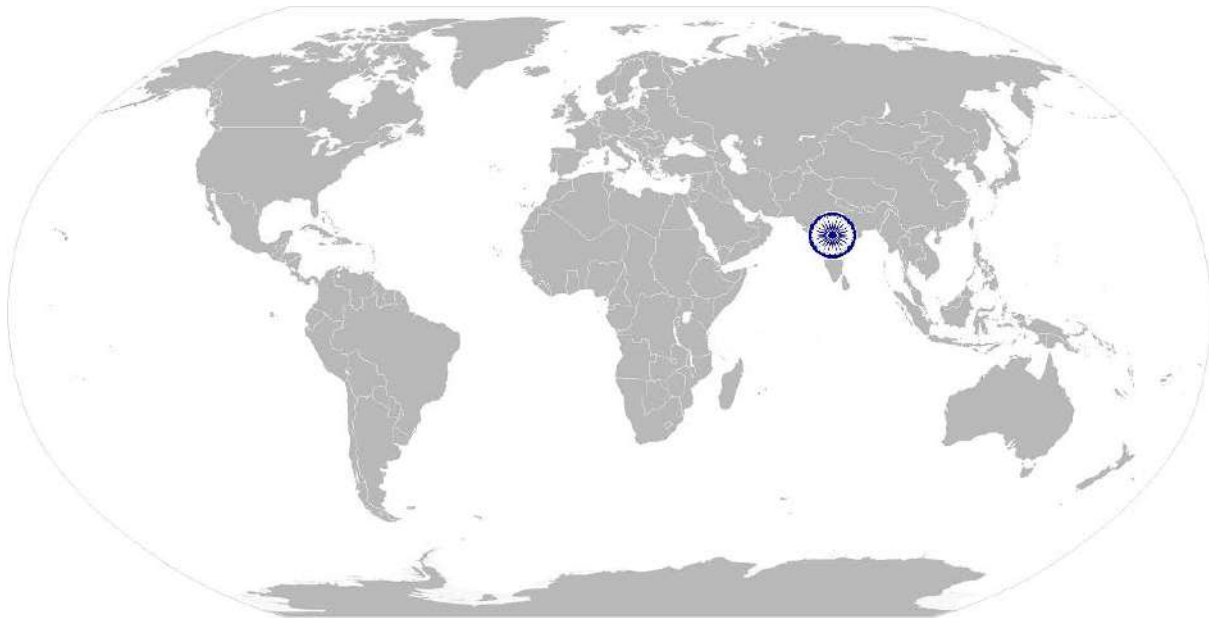
	SB7. meet the Organizational requirements for maintaining product specification for different types of yarns and fabrics of jute
	SB8. have skills for carrying out the job assignment as per norms of Jute Industry
	SB9. achieve defined competency as per his/her job role for working in deferent sections / machines/ in jute mills
	SB10. run smoothly a specific machine of jute processing as applicable
	SB11. comply and achieve product-wise and process-wise Industry standards for each process / product as applicable for a jute mill processing
	Analytical Thinking
	NA
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB12. jointly decide in consultation with sardar/supervisor regarding team work and any organisational problem faced



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

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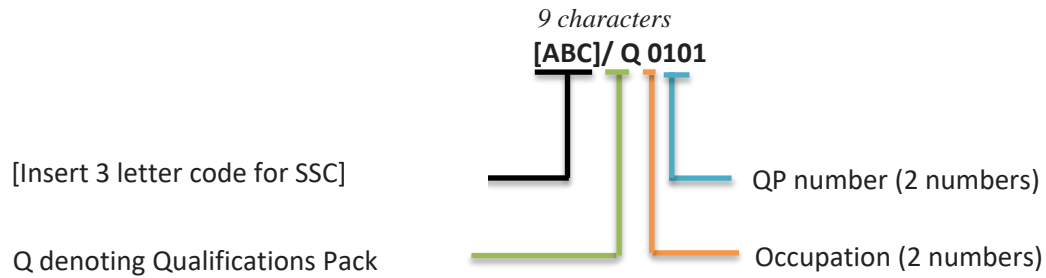
NOS Code	TSC/N9010		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Spinning (Jute)	Last reviewed on	09/08/17
Occupation	Generic	Next review date	09/08/20



Annexure

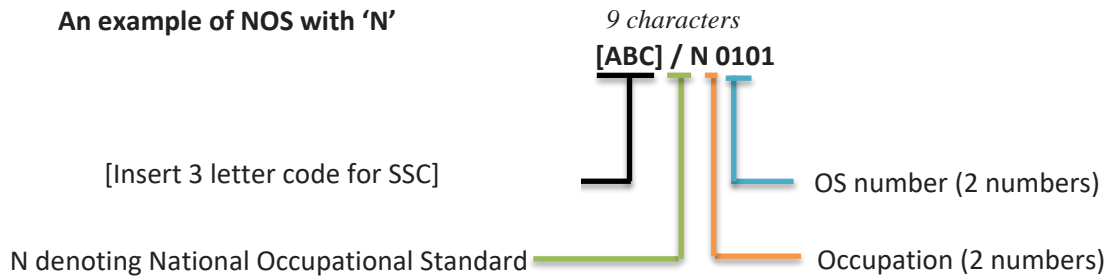
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sequence	Description	Example
Three letters	Textile Sector Skill Council	TSC
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

ASSESSMENT CRITERIA

Job Role: Jute Selector cum Assorter

Qualification Pack: TSC/Q0107

Sector Skill Council: Textile Sector Skill Council

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each 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 this criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate.
6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theroy	Practical Skills
TSC/N0123 Handling Jute bales and grade wise stacking	PC1.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)		7	5	2
	PC2.bring the jute bales from godown to the selection spot using the specified material handling equipment		5	2	3
	PC3.remove the bale ropes using the specified tool/knife, cut them to open the bales without damaging jute fibres		6	2	4
	PC4.open the knots of ropes and place them separately for further processing		5	2	3
	PC5.dispose the jute bale ropes to the specified place as per Sardar's/ Supervisor's instruction		5	2	3
	PC6.keep separately the entangled jute fibres (Habijabi), if found within the bale		6	2	4

	PC7. keep 'Marka' (a written tag for grade of jute and its mokam) at the appropriate place for reference		5	2	3
	PC8. transport the specified number of bales of selected grade from one place to another as per the instruction of Sardar (Jobber) or Supervisor		6	3	3
	PC9. weigh the bales, if necessary, as per supervisor's instruction		5	2	3
		Total	50	22	28
TSC/N0124 Sort and cut raw Jute for further processing	PC1. 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		12	6	6
	PC2. hackle the entangled jute reed/strand for proper cleaning and opening each bundle for proper selection and grading		8	3	5
	PC3. select raw jute bundles in proper manner giving due importance to each quality parameter and defects etc.		10	4	6
	PC4. ensure by hand and eye method the following quality parameters of raw jute fibres during selection, Strength, Root content, Defects, Colour, Fineness, Bulk-Density		8	3	5
	PC5. 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		12	6	6
	PC6. ensure that raw jute after selection is to be kept in dry and clean conditions		8	3	5
	PC7. 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		9	4	5
	PC8. 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		8	3	5

		Total	75	32	43
TSC/N0125 Up-gradation and down-gradation of raw jute	PC1.downgrade/upgrade the jute bundle, if there is incorrectly assigned grade in marka, even for few bundles		10	5	5
	PC2.ensure that after up-gradation and down-gradation the jute bundle has been separately stacked with identification mark		10	4	6
	PC3.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)		10	5	5
	PC4.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		10	4	6
	PC5.ensure that the moisture content of jute morah has been taken properly for future reference		10	4	6
		Total	50	22	28
TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing	PC1.maintain personal hygiene and human safety, machine safety and specific dress code		2	1	1
	PC2.carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage		3	1	2
	PC3.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.		3	1	2
	PC4.carefully handle moisture meter		2	1	1
	PC5.carefully handle weigh machine,		2	1	1
	PC6.use proper mechanical handling equipment for lifting and handling jute and other materials		3	1	2
	PC7.keep all waste jute materials in a specified place for further processing		4	1	3
	PC8.maintain a clean and hazard free working area, keeping floors free from all encumbrances		3	1	2
	PC9.maintain tools and equipment being used for jute processing		3	1	2
	PC10.carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery		4	2	2

	PC11.report to supervisor for any abnormal sound, from any machine for jute processing		2	1	1
	PC12.report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences		3	2	1
	PC13.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		3	1	2
	PC14.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		3	1	2
	PC15.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		2	1	1
	PC16.stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing		3	1	2
	PC17.store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly		2	1	1
	PC18.carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed		3	1	2
		Total	50	20	30
TSC/N9002 Working in a team	PC1.be accountable to the own role in whole process		4	2	2
	PC2.perform all roles with full responsibility		4	2	2
	PC3.be effective and efficient at workplace		4	1	3
	PC4.properly communicate about company policies		4	1	3
	PC5.report all problems faced during the process		4	1	3
	PC6.talk politely with other team members and colleagues		4	1	3
	PC7.submit daily report of own performance		5	2	3
	PC8.adjust in different work situations		4	1	3
	PC9.give due importance to others' point of view		4	2	2
	PC10.avoid conflicting situations		4	2	2
	PC11.develop new ideas for work procedures		5	1	4

	PC12.improve upon the existing techniques to increase process efficiency		4	1	3
		Total	50	17	33
TSC/N9003 Maintain health, safety and security at workplace	PC1.comply with health and safety related instructions applicable to the workplace		5	2	3
	PC2.use and maintain personal protective equipment such as “ear plug”, “ nose mask“, “head cap” etc., as per protocol		5	2	3
	PC3.carry out own activities in line with approved guidelines and procedures		4	2	2
	PC4.maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	2
	PC5.follow environment management system related procedures		4	2	2
	PC6.identify and correct (if possible) malfunctions in machinery and equipment		5	2	3
	PC7.report any service malfunctions that cannot be rectified		4	2	2
	PC8.store materials and equipment in line with organisational requirements		4	1	3
	PC9.safely handle and remove waste		4	1	3
	PC10.minimize health and safety risks to self and others due to own actions		5	2	3
	PC11.seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	2
	PC12.monitor the workplace and work processes for potential risks and threat		5	2	3
	PC13.carry out periodic walk-through to keep work area free from all hazards and obstructions		5	2	3
	PC14.report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	3
	PC15.participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC16.undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	3
	PC17.take action based on instructions in the event of fire, emergencies or accidents		5	2	3
	PC18.follow organisation procedures for shutdown and evacuation when required		4	2	2

	PC19.identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	2
	PC20.recognise other possible security issues existing in the workplace		4	2	2
	PC21.recognise different measures to curb the hazards		4	2	2
	PC22.communicate the safety plan to everyone and		4	2	2
	PC23.attach disciplinary rules with the implementation		4	2	2
		Total	100	43	57
TSC/N9010 Comply with industry and organizational requirement in jute sector	PC1.perform assigned duties effectively section- wise / machine- wise		4	1	3
	PC2.take full responsibility for desired performance		4	1	3
	PC3.be accountable towards the job role and assigned duties		4	2	2
	PC4.report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors		4	2	2
	PC5.take drive on self-learning for improving efficiency		4	2	2
	PC6.co-ordinate with all the team members and colleagues		4	2	2
	PC7.communicate politely		3	1	2
	PC8.avoid conflicts and miscommunication		3	1	2
	PC9.take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle		4	2	2
	PC10.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		5	3	2
	PC11.implement the collection of wastage in a proper method (as instructed) for further processing		4	2	2
	PC12.follow specific environmental regulation for jute industry		4	1	3
	PC13.keep area of work and machine clean		3	1	2
		Total	50	21	29