



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

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

Contact Us:

Handicrafts & Carpet
Sector Skill Council
(HCSSC),
EPCH House,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi-110070

E-mail:
hcssc@hcssc.in



Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5
5. Annexure: Nomenclature for QP & OS....P.47
6. Assessment Criteria.....P.49

Introduction

Qualifications Pack- Hand Rolled Agarbatti Maker

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Agarbatti)

OCCUPATION: Hand Rolled Agarbatti Maker

REFERENCE ID: HCS/Q7901

ALIGNED TO: NCO-2015/7318.0100

Brief Job Description: A Hand Rolled Agarbatti Maker is the one who produces agarbatti (perfumed or un-perfumed depending on ingredients) by rolling agarbatti masala dough over bamboo stick manually using hand. The major ingredient for hand rolled agarbatti are bamboo stick and agarbatti masala.

Personal Attributes: A Hand Rolled Agarbatti Maker should have good eyesight, hand-eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCS/Q7901		
	Job Role	HAND ROLLED AGARBATTI MAKER		
	Credits(NSQF)	TBD	Version number	2.0
	Sector	Handicrafts & Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
	Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20
	NSQF Clearance on	09/04/2018		

Job Role	Hand Rolled Agarbatti Maker
Role Description	To prepare the raw materials and process them manually by using palm of hand to get agarbatti as the final product.
NSQF level	3
Minimum Educational Qualifications	Basic Literacy, preferably 5th class pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in hand rolled agarbatti making and quality appraisal.
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N7901 (Carry out processing of raw materials) HCS/N7902 (Carry out rolling of agarbatti & post rolling operation) HCS/N7903 (Contribute to achieve quality in hand rolled agarbatti making) HCS/N8004 (Carry out sorting, counting and weighing of perfumed agarbatti) HCS/N8005 (Carry out packaging of perfumed agarbattis) HCS/N8006 (Contribute to achieve quality in packaging of perfumed agarbattis) HCS/N9908 (Working in a team) HCS/N9912 (Maintain work area & tools) HCS/N9913 (Maintain health, safety and security at workplace)
Performance Criteria	As described in the relevant OS units



Glossary of Key Terms

Keywords /Terms	Description
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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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 OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the



	appropriate OS they are looking for.
Scope	Scope is 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.
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.
Organizational Context	Organizational 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.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
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 OS, these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicrafts and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

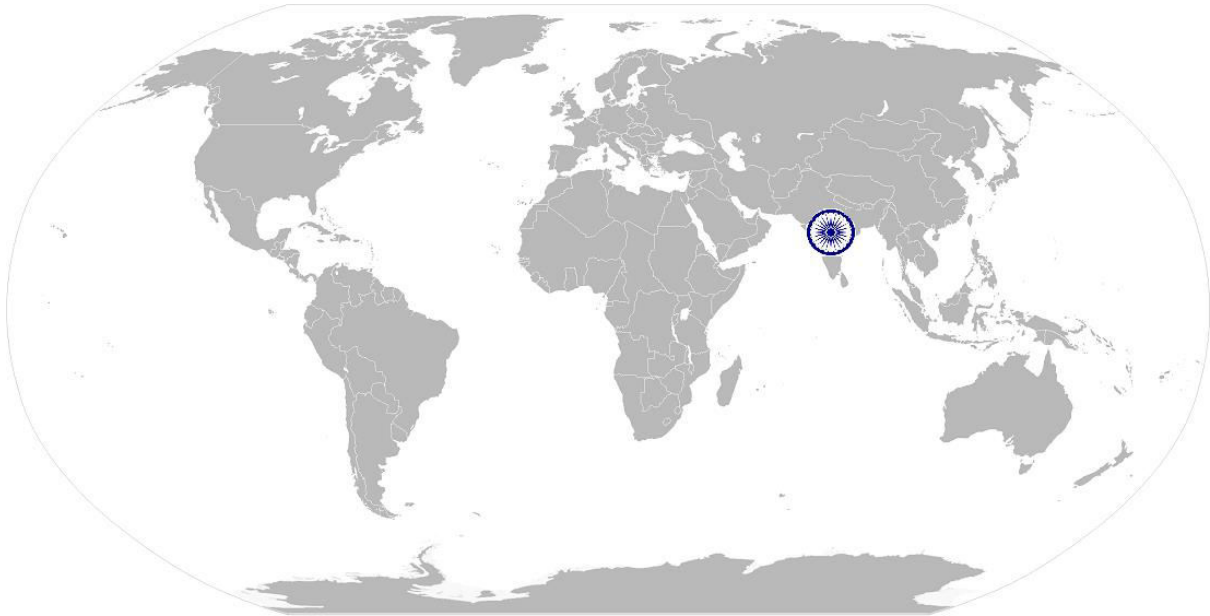
Acronyms



HCS/N7901

Carry out processing of raw materials

National Occupational Standard



Overview

This unit is about carrying out processing of raw materials, namely bamboo sticks and agarbatti masala dough to make them suitable for hand rolling.



HCS/N7901

Carry out processing of raw materials

National Occupational Standard	Unit Code	HCS/N7901
	Unit Title (Task)	Carry out processing of raw materials
	Description	This unit is about carrying processing of various raw materials to make them suitable for hand rolling.
	Scope	Basic operations to be undertaken by the Hand Rolled Agarbatti Maker are: <ul style="list-style-type: none"> • preparing bamboo stick for rolling • preparing agarbatti masala dough
	Performance Criteria (PC) w.r.t. the Scope	
	Preparing bamboo stick for rolling	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. take out the bamboo stick bundle of required length from the stock PC2. sort out & segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials & enhance productivity PC3. mark the required tip length for colouring as per instruction (if required) PC4. prepare the colour solution PC5. dip the sorted stick bundle in colour solution covering the required tip length PC6. dry the sorted and coloured bamboo stick and store appropriately
	Preparing agarbatti masala dough	<ul style="list-style-type: none"> PC7. identify different ingredients for agarbatti masala PC8. check the ingredients and remove any unwanted materials PC9. calculate the approximate ratio in which the ingredients are to be mixed PC10. take out and mix different ingredients uniformly PC11. add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough PC12. mix the liquid with ingredients thoroughly by hand to prepare the dough PC13. check and justify that the masala dough is uniformly mixed with right level of viscosity PC14. proper storage/ covering of the masala dough to avoid drying PC15. carry out operations at a rate which maintains workflow PC16. respond appropriately incase of any major faults in the bamboo stick and other ingredients. PC17. minimise and dispose the waste materials in the approved manner PC18. take safety precautions while mixing the masala ingredients PC19. leave work area safe and secure when work is complete
	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. your organization's policies, procedures, guidelines and standards for quality KA2. safe working practices and organisational procedures KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. reporting procedure in case of faults in own/ other processes KA6. who to refer problems to when they are outside the limit of your authority KA7. your organization's tools, templates and processes for related operations in production
	B. Technical	The user/individual on the job needs to know and understand:



HCS/N7901

Carry out processing of raw materials

Knowledge	KB1. different types of ingredients for agarbatti masala KB2. function of different ingredients in agarbatti masala KB3. different grades of bamboo stick used for agarbatti rolling. KB4. recipe of making the the agarbatti masala dough KB5. proportions of the ingredients to make the required amount of dough KB6. need for proper storage of prepared agarbatti masala dough
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
Analytical Thinking	
User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others	
Critical Thinking	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

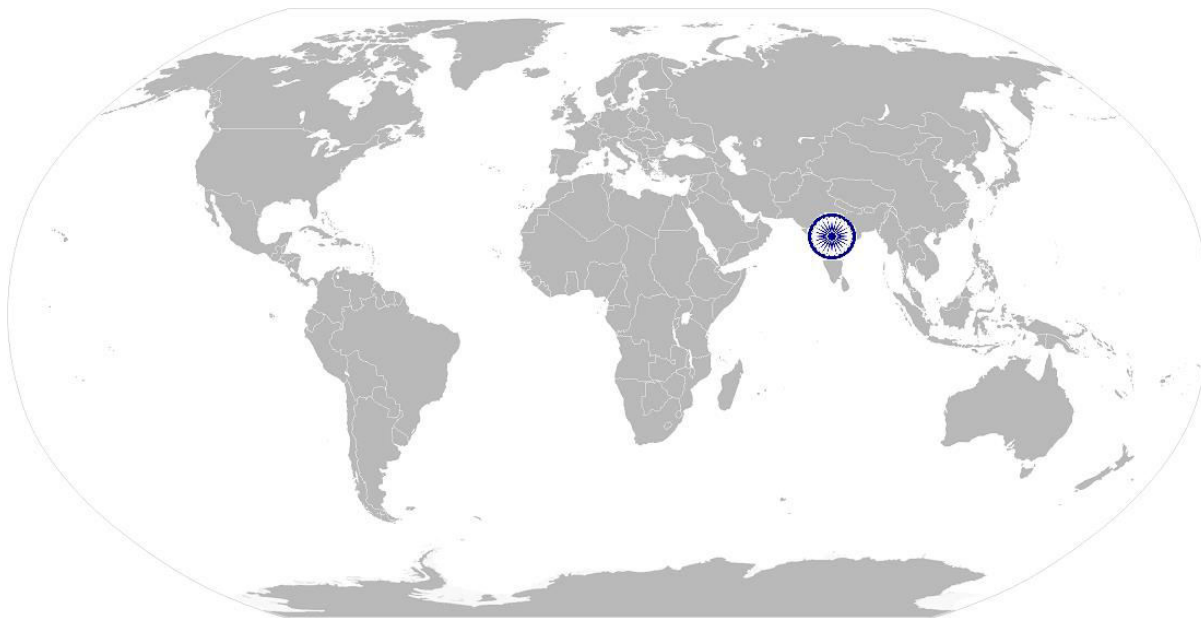


HCS/N7901

Carry out processing of raw materials

NOS Version Control

NOS Code	HCS/N7901		
Credits (NSQF)	TBD	Version number	2.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20

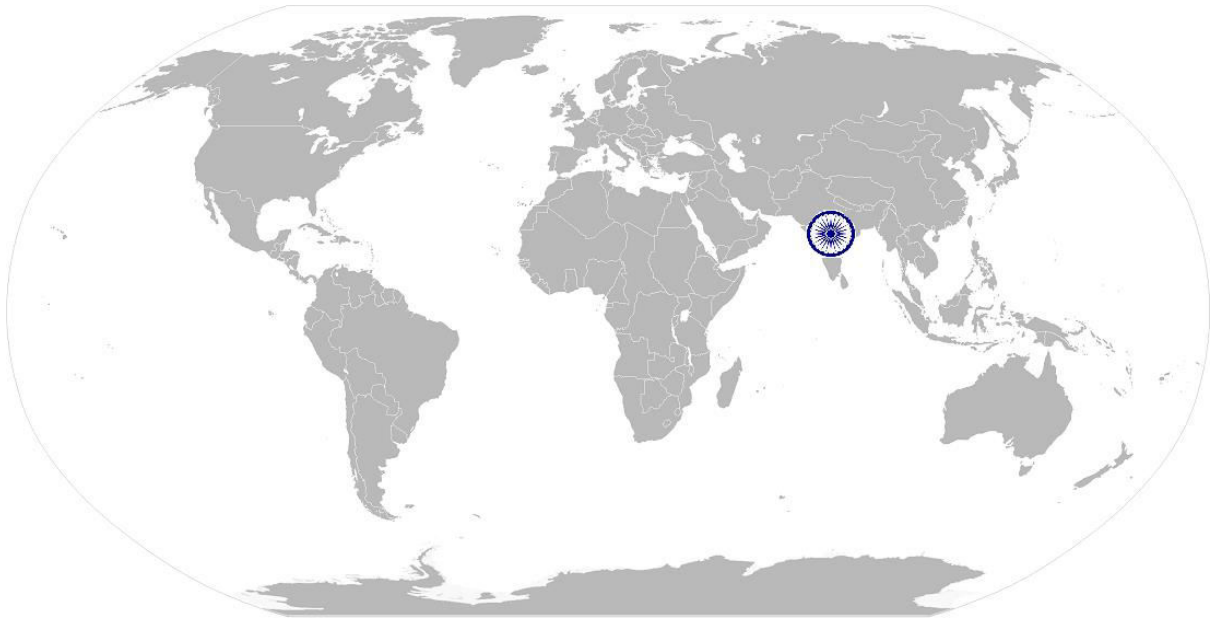




HCS/N7902

Carry out rolling of agarbatti & post rolling operation

National Occupational Standard



Overview

This unit is about carrying out rolling of agarbatti masala onto the bamboo stick and post rolling operations by hand.



HCS/N7902

Carry out rolling of agarbatti & post rolling operation

National Occupational Standard	Unit Code	HCS/N7902
	Unit Title (Task)	Carry out rolling of agarbatti & post rolling operation
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out rolling of agarbatti and carry out post rolling operations by hand.
	Scope	The basic operations to be undertaken by the Hand Rolled Agarbatti Maker are as follows: <ul style="list-style-type: none"> • preparation of rolling desk & other arrangements • rolling operation • post rolling operation
	Performance Criteria (PC) w.r.t. the Scope	
	Preparation of rolling desk & other arrangements	To be competent on the job, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify the appropriate rolling desk suitable for hand rolling PC2. check and ensure that the of rolling surface of the desk does not have any permanent rugged impression PC3. ensure that the rolling desk sits on the ground appropriately without any movement PC4. clean the rolling desk surface from strains of dried masala that may remain from the previous rolling batch PC5. take out the appropriate amount of masala dough from the lot as per your requirement PC6. decide the the optimum tip length using your finger PC7. adjust your sitting posture for comfortable & fast activity PC8. judge the requirement of dry masala powder for outer coating.
Rolling Operation	<ul style="list-style-type: none"> PC9. spread a coat of dry masala powder on your palm to avoid stickiness PC10. correctly hold bamboo stick for enhanced productivity PC11. roll the masala over the stick starting from one end (leaving the tip length) to the other end of the stick PC12. coat a layer of dry masala over the rolled stick PC13. keep the rolled agarbatti on a dust free tray/surface 	
Post Rolling Operation	<ul style="list-style-type: none"> PC14. carry out drying of rolled batti uniformly ensuring minimum moisture content PC15. check for any defective rolled batti and remove the same from the lot PC16. weigh the dried rolled batti and make bundles of unit weight (say 1 or half kg) PC17. roll each bundle separately in paper to refrain rolled batti to catch moisture PC18. store the rolled batti lot in a dry area avoiding direct contact with ground PC19. clean the rolling desk from any stains of masala that may create difficulty for next rolling batch PC20. dispose the waste materials in the approved manner PC21. take safety precautions while rolling PC22. carry out operations at a rate which maintains workflow 	



HCS/N7902

Carry out rolling of agarbatti & post rolling operation

	PC23. leave work area safe and secure when work is complete
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. the organisation's policies and procedures KA2. responsibilities under health, safety and environmental legislation KA3. guidelines for storage and disposal of waste materials KA4. potential hazards associated with the machines and the safety precautions that must be taken KA5. protocol to obtain more information on work related tasks KA6. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. details of the job role and responsibilities KA8. work target and review mechanism with your supervisor KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining/ giving feedback related to performance KA11. importance of team work and harmonious working relationships KA12. process for offering/ obtaining work related assistance
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. need for regular maintenance of rolling desk KB2. standard rolled batti parameters KB3. different types of defects/quality errors/issues in rolled agarbatti KB4. common hazards in the work area and workplace procedures for dealing with them
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	B. Professional Skills
	Decision Making The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity The user/individual on the job needs to know and understand how to:



HCS/N7902

Carry out rolling of agarbatti & post rolling operation

	SB4. manage relationships with customers
	SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to:
	SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB7. identify immediate or temporary solutions to resolve delays
Analytical Thinking	
User/individual needs to know and understand how to:	
SB8. analyze data and activities	
SB9. pass on relevant information to others	
Critical Thinking	
User/individual need to know and understand how to:	
SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	



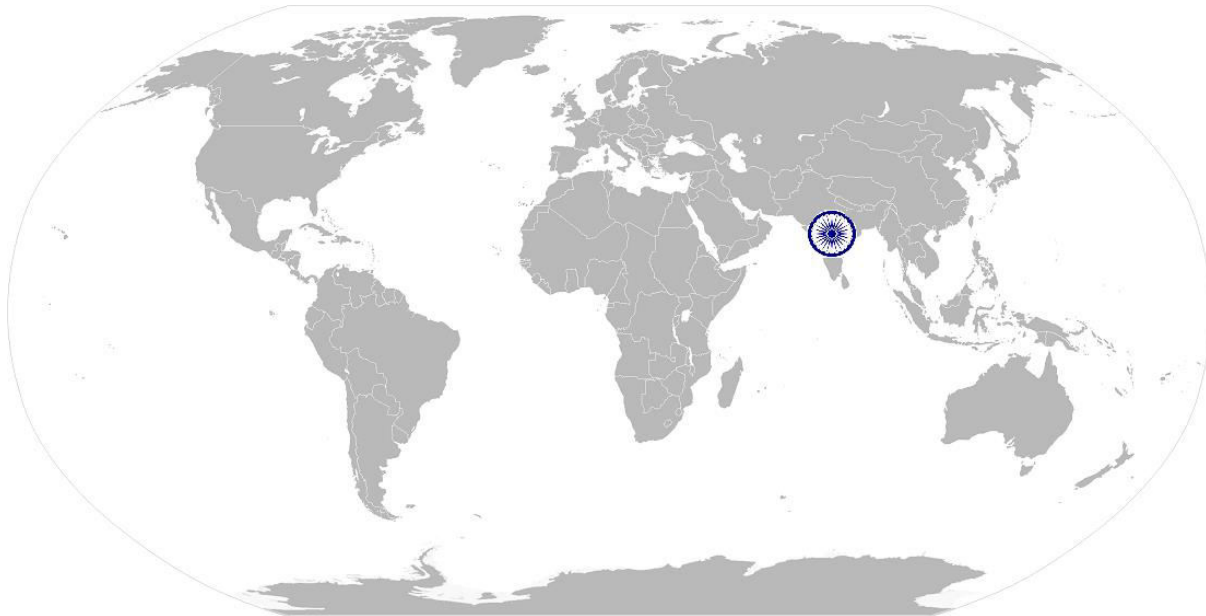


HCS/N7902

Carry out rolling of agarbatti & post rolling operation

NOS Version Control

NOS Code	HCS/N7902		
Credits (NSQF)	TBD	Version number	2.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20

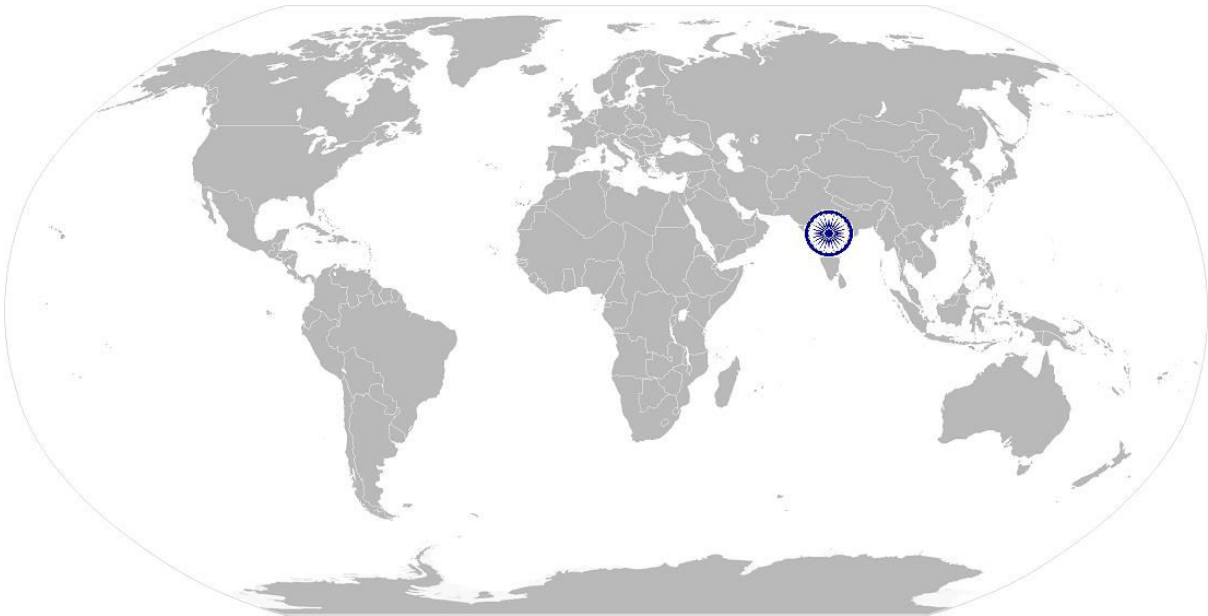




HCS/N7903

Contribute to achieve quality in hand rolled agarbatti making

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in hand rolled agarbatti making



HCS/N7903

Contribute to achieve quality in hand rolled agarbatti making

National Occupational Standard

Unit Code	HCS/N7903
Unit Title (Task)	Contribute to to achieve quality in hand rolled agarbatti making
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to achieve quality in hand rolled agarbatti making.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> achieving the quality in hand rolled agarbatti making and related operations
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Contribute to achieving the product quality in embroidery work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify and use raw materials as per the specifications provided PC2. take the necessary action when materials do not conform to quality standards PC3. report and replace identified faulty materials and component parts which do not meet specification PC4. identify modifiable defects and rework on them PC5. carry out work safely and at a rate which maintains work flow PC6. report to the responsible person when the work flow of other production areas disrupts work PC7. carry out quality checks at specified intervals according to instructions PC8. apply the allowed tolerances PC9. identify faults and take appropriate action for rectification PC10. ensure standard stick length is 8-9 inches or as per the specification PC11. ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification PC12. ensure the burning time is 25-29min for 8 inches and 30-35min for 9 inches or as per the specification
Knowledge and Understanding (K) w.r.t the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. safe working practices and organisational procedures KA2. the organisation's procedures and guidelines KA3. quality systems and machine embroidery processes practiced in the organization KA4. equipment operating procedures / manufacturer's instructions KA5. types of problems with quality and how to report them to appropriate people KA6. methods to present any ideas for improvement to supervisor KA7. the importance of complying with written instructions KA8. limits of personal responsibility KA9. reporting procedure in case of faults in own/ other processes



HCS/N7903

Contribute to achieve quality in hand rolled agarbatti making

B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. different types of faults that are likely to be found KB2. consequences of using incorrect tools KB3. consequences of incorrect handling of tools KB4. types of faults which may occur, how they are identified and methods to deal with it KB5. different types of defects KB6. the importance of segregating rejects KB7. appropriate inspection methods that can be used KB8. different quality parameters in the industry KB9. own responsibilities at work
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
B. Professional Skills	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others	
Critical Thinking	

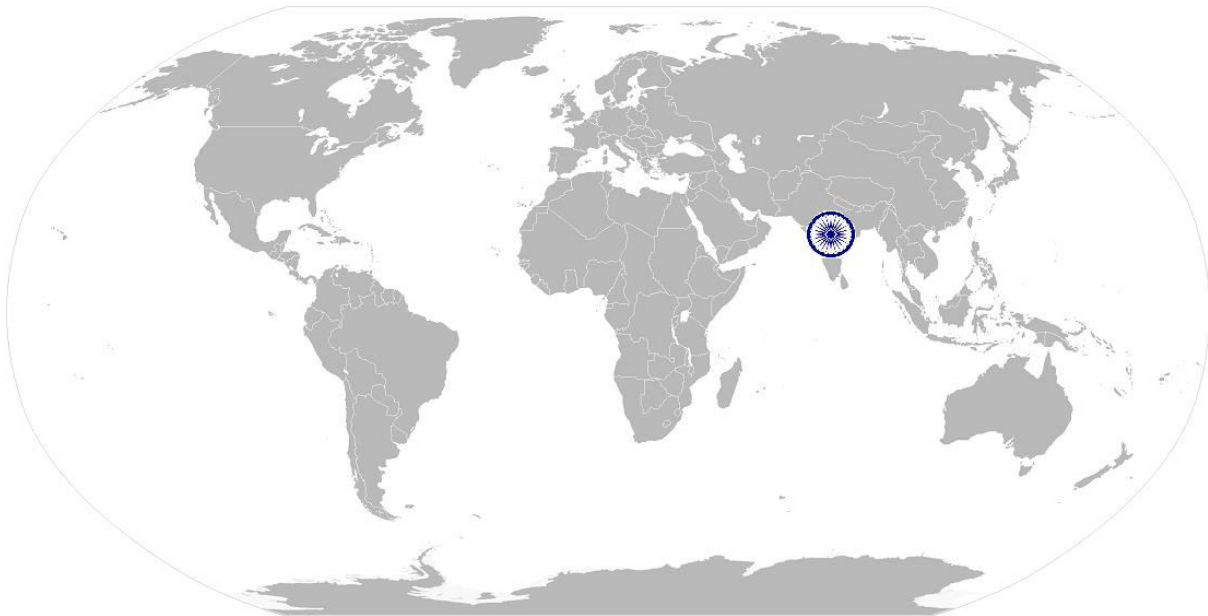


HCS/N7903

Contribute to achieve quality in hand rolled agarbatti making

User/individual need to know and understand how to:

SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



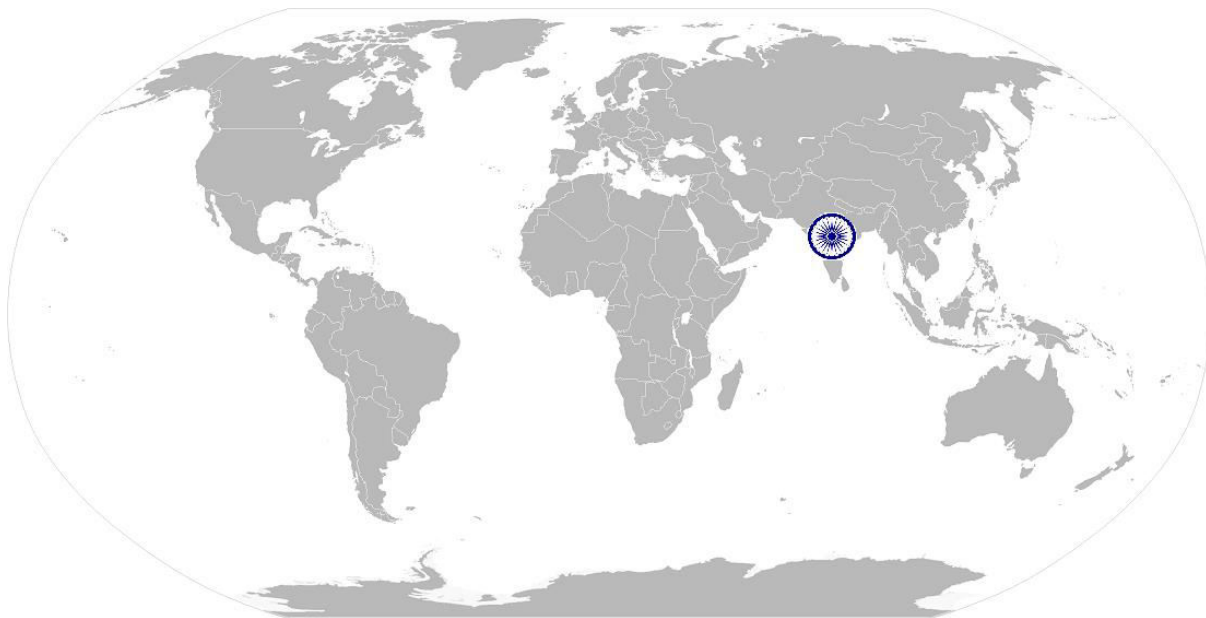


HCS/N7903

Contribute to achieve quality in hand rolled agarbatti making

NOS Version Control

NOS Code	HCS/N7903		
Credits (NSQF)	TBD	Version number	2.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20

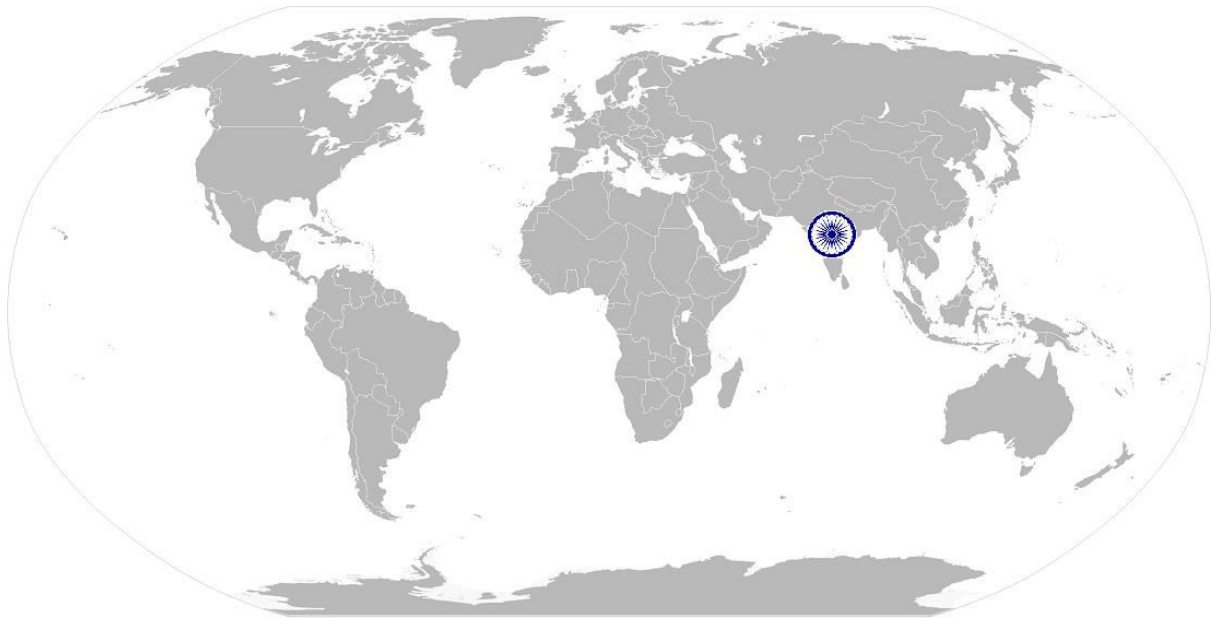




HCS/N8004

Carry out sorting, counting and weighing of perfumed agarbatti

National Occupational Standard



Overview

This unit is about carrying out sorting and making of basic units by counting or weighing of finished Agarbattis as per given packaging specifications.



HCS/N8004

Carry out sorting, counting and weighing of perfumed agarbatti

National Occupational Standard	Unit Code	HCS/N8004
	Unit Title (Task)	Carry out sorting, counting and weighing of perfumed agarbatti
	Description	This unit is about carrying out basic operations of sorting and making of basic units by counting or weighing of finished Agarbattis as per given packaging specifications.
	Scope	Basic operations to be undertaken by the Perfumed Agarbatti Packer are as follows: <ul style="list-style-type: none"> • sorting of scented agarbattis • making units by counting/ weighing for filling into packets/pouches.
	Performance Criteria (PC) w.r.t. the Scope	
	Sorting of Scented Agarbatti	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify the right batch of scented agarbatti based on specifications like perfume, length of sticks, rolling process (hand rolled, machine rolled etc.) PC2. check if the perfume has spread over the full length & surface of rolled masala PC3. separate the appropriately scented agarbattis from partially scented agarbattis PC4. carry out burning test of the lot to confirm burning consistency & burning time PC5. immediately report to the supervisor in case of inconsistency in burning or out of range burning time PC6. take appropriate action in case of burning inconsistency or out of range burning time as per instruction of supervisor PC7. dispose the non-conforming products in appropriate manner PC8. carry out work at a rate that maintains workflow
	Making units by counting/ weighing for filling into packets/pouches.	<ul style="list-style-type: none"> PC9. understand the instruction for deciding unit amount (either weight or no. of sticks) PC10. use a counting machine or manually count the required number of sticks per unit packet PC11. use a weighing machine for the required weight of sticks per unit packet PC12. use a separator block to keep each unit of counted/ weighed agarbattis PC13. carefully handle the agarbattis ensuring minimum damage of rolled surface PC14. take safety precautions while handling the scented agarbattis PC15. respond appropriately incase of any major faults in the agarbatti stick and other ingredients PC16. minimise and dispose the waste materials in the approved manner PC17. leave work area safe and secure when work is complete
	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. the organization's policies, procedures, guidelines and standards for quality KA2. safe working practices and organisational procedures KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. reporting procedure in case of faults in own/ other processes KA6. who to refer problems to when they are outside the limit of your authority



HCS/N8004

Carry out sorting, counting and weighing of perfumed agarbatti

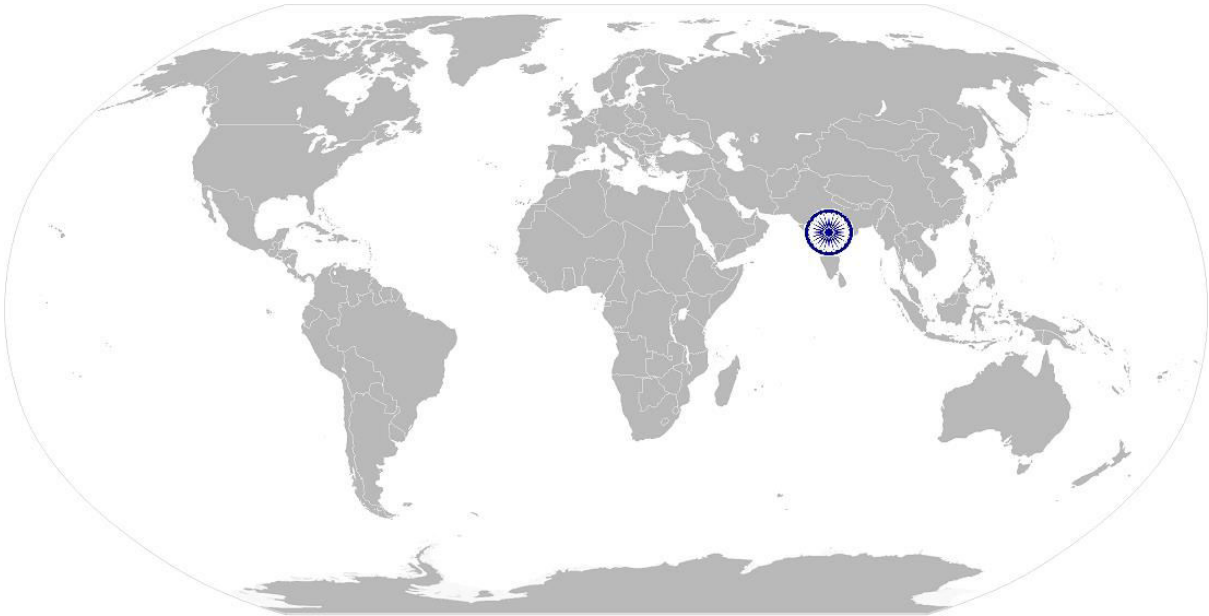
	KA7. the organization's tools, templates and processes for related operations in production
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. how the unit amount of agarbatti is decided (weight or count) KB2. different types of agarbattis KB3. standard quality parameters for agarbattis KB4. different grades of agarbatti quality KB5. points for rejection KB6. need for testing burning consistency KB7. need for testing burning time
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual need to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	The user/individual needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making
	he user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation,	



HCS/N8004

Carry out sorting, counting and weighing of perfumed agarbatti

experience, reasoning, or communication, as a guide to thought and action

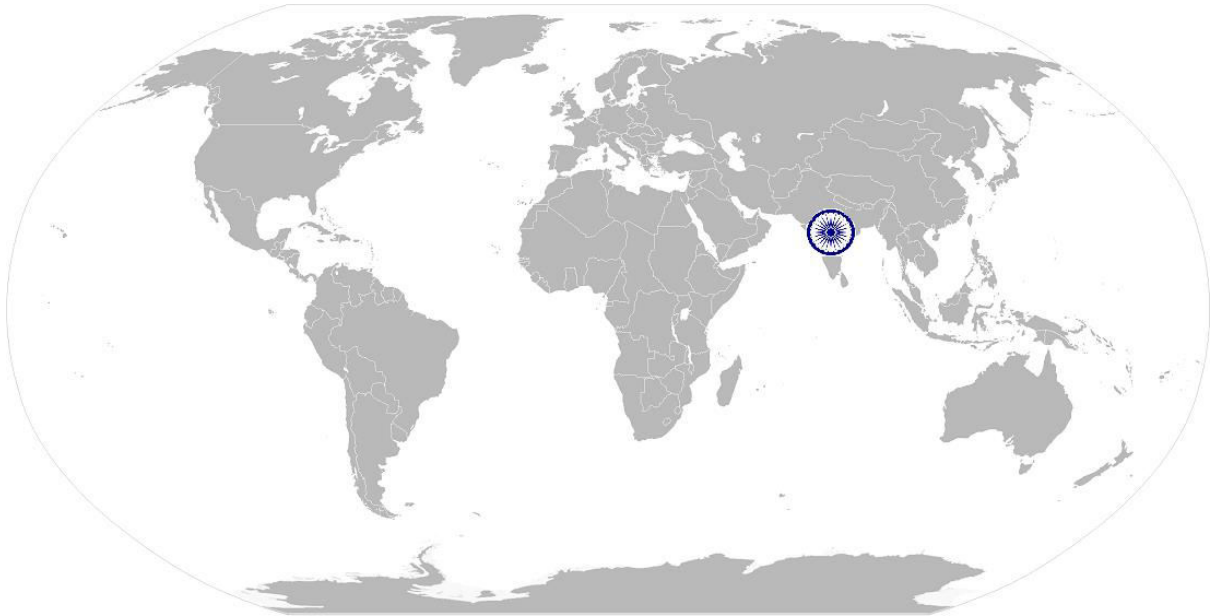




HCS/N8004 Carry out sorting, counting and weighing of perfumed agarbatti

NOS Version Control

NOS Code	HCS/N8004		
Credits (NSQF)	TBD	Version number	2.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20

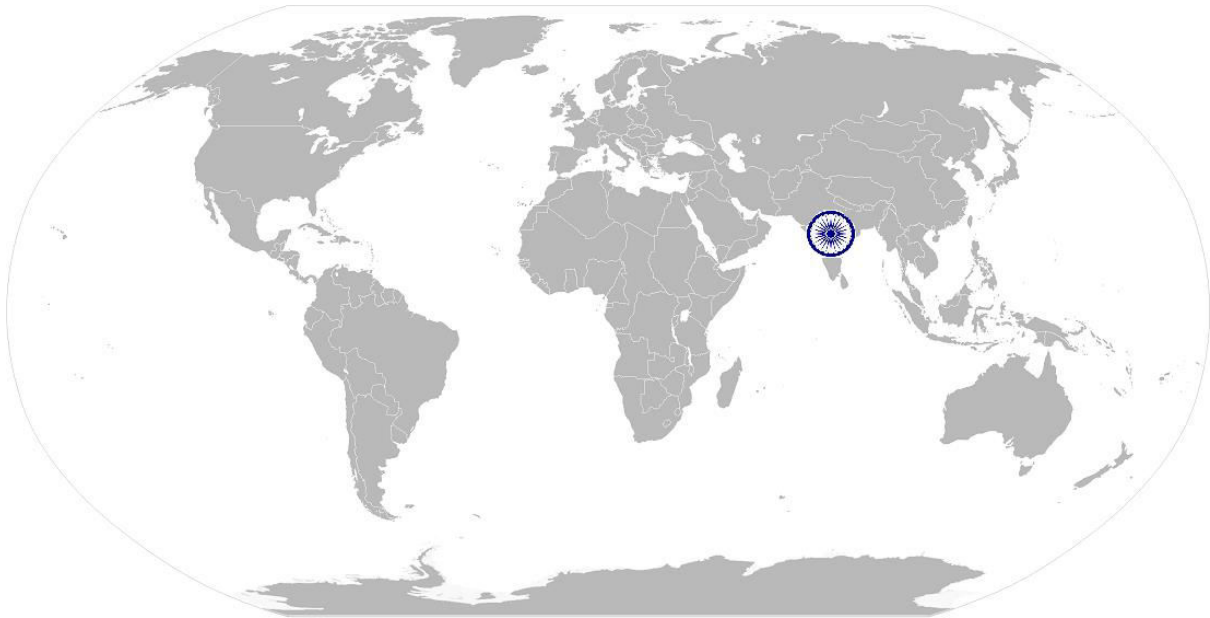




HCS/N8005

Carry out packaging of perfumed agarbattis

National Occupational Standard



Overview

This unit is about carrying out packaging of sorted counted/ weighed Agarbatti units for filling in pouches or packets.



HCS/N8005

Carry out packaging of perfumed agarbattis

National Occupational Standard	Unit Code	HCS/N 8005
	Unit Title (Task)	Carry out packaging of perfumed agarbatti
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out packaging of sorted & counted/ weighed agarbatti units by filling in packets/ pouches.
	Scope	The basic operations to be undertaken by the Agarbatti Packer are as follows: <ul style="list-style-type: none"> • filling in inner pouch • filling in outer packet & sealing • bulk packaging
	Performance Criteria (PC) w.r.t. the Scope	
	Filling in Inner Pouch	To be competent on the job, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify the correct lot of sorted & counted/ weighed agarbattis PC2. identify the composition of unit packets/ pouches comprising of inner pouch and outer packet as per packaging instructions PC3. identify the correct pouches/ packets as per the instruction PC4. correctly handle the agarbattis while filling PC5. carry out filling the agarbattis manually in pouches/ inner pouches PC6. ensure minimum damage/ breakage of the agarbattis while filling manually
	Filling in outer Packet & Sealing	<ul style="list-style-type: none"> PC7. carry out sealing of pouches/ inner pouches using a sealing machine or heating arrangement PC8. identify & ensure the appropriate combination of different scented agarbatti inner pouches for filling in outer packet as per instructions PC9. carry out filling of inner pouches in outer packet manually PC10. appropriately seal outer packet openings using cellotape or other sealing methods as per requirement PC11. use the appropriate inner pouches, outer packets, cellotape etc. as per the instruction of supervisor
	Bulk Packaging	<ul style="list-style-type: none"> PC12. identify the level of bulk packaging, say dozen packaging, cfc packaging etc. PC13. use the appropriate packaging materials based on size of unit packets, brand etc. PC14. carry out filling of unit packets/ pouches in intermediary bulk packets such as dozen packets & sealing PC15. carry out filling of intermediary bulk packets (such as dozen packets) in bulk packets, such as corrugated flexible cartons & sealing PC16. carry out printing of batch details etc. on the bulk packet PC17. appropriately store bulk packets in sequential manner in dry & dust free area



HCS/N8005

Carry out packaging of perfumed agarbattis

	<p>PC18. take safety precautions while handling the scented agarbattis</p> <p>PC19. respond appropriately incase of any major faults in the agarbatti stick and packaging materials</p> <p>PC20. minimise and dispose the waste materials in the approved manner</p> <p>PC21. leave work area safe and secure when work is complete</p> <p>PC22. carry out the work at a rate that maintains work flow</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. the organisation’s policies and procedures</p> <p>KA2. responsibilities under health, safety and environmental legislation</p> <p>KA3. guidelines for storage and disposal of waste materials</p> <p>KA4. potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA5. protocol to obtain more information on work related tasks</p> <p>KA6. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA7. details of the job role and responsibilities</p> <p>KA8. work target and review mechanism with your supervisor</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining/ giving feedback related to performance</p> <p>KA11. importance of team work and harmonious working relationships</p> <p>KA12. process for offering/ obtaining work related assistance</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different combination of scented agarbattis in an unit outer packet (for assorted agarbattis)</p> <p>KB2. need for sealing the pouches & packets</p> <p>KB3. correct sealing methods</p> <p>KB4. need for storing the bulk packets in sequential manner</p> <p>KB5. different types of packaging used (both inner and outer)</p> <p>KB6. common hazards in the work area and workplace procedures for dealing with them</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual needs to know and understand how to:</p> <p>SA1. write in local language</p> <p>Reading Skills</p> <p>The user/individual need to know and understand how to:</p> <p>SA2. read measurement instructions.</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>



HCS/N8005

Carry out packaging of perfumed agarbattis

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

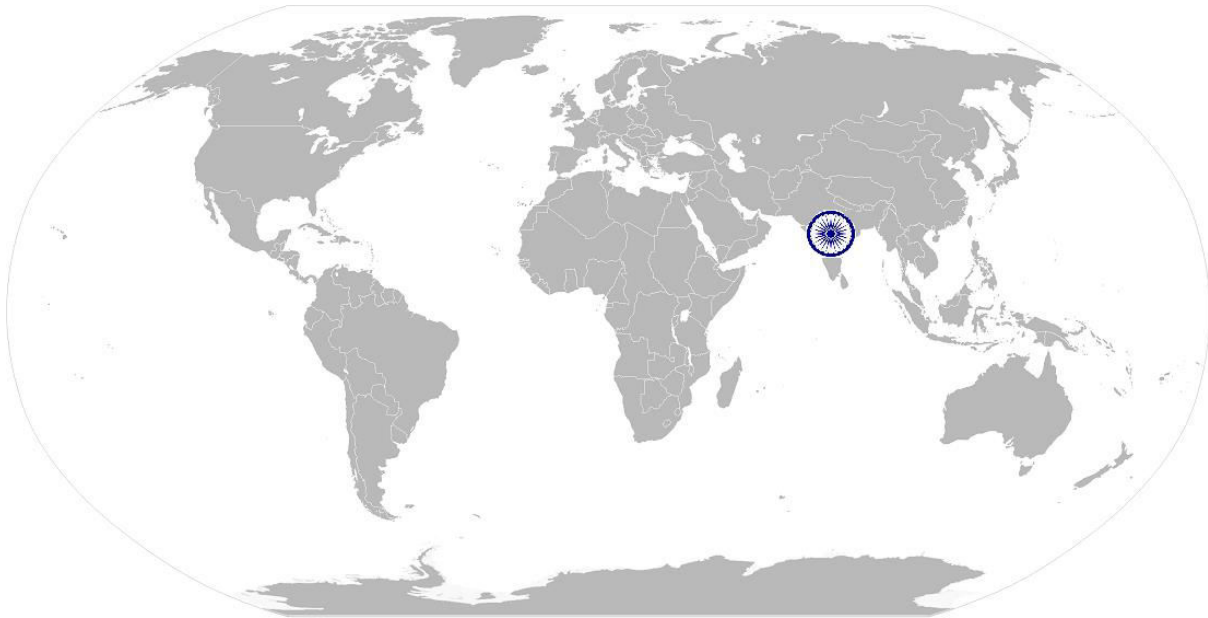


HCS/N8005

Carry out packaging of perfumed agarbattis

NOS Version Control

NOS Code	HCS/N8005		
Credits (NSQF)	TBD	Version number	2.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20

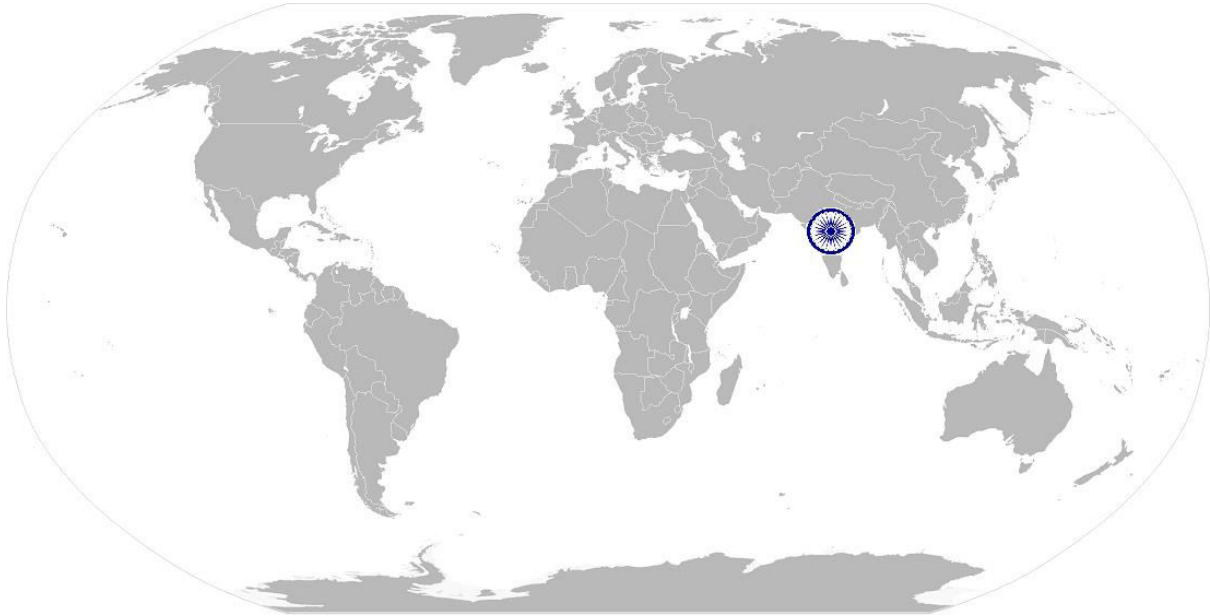




HCS/N8006

Contribute to achieve quality in packaging of perfumed agarbatti

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in packaging of perfumed agarbattis



HCS/N8006 Contribute to achieve quality in packaging of perfumed agarbatti

National Occupational Standard	Unit Code	HCS/N8006
	Unit Title (Task)	Contribute to to achieve quality in packaging of perfumed agarbattis
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking packaging of perfumed agarbattis to ensure that the packaging meets the desired specifications.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> contribute to achieving the quality in packaging of perfumed agarbatti related operations
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Contribute to achieve quality in packaging of finished agarbattis	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify and use different packaging materials as per the specifications provided PC2. take the necessary action when materials do not confirm to quality standards PC3. report and replace identified faulty materials and component parts which do not meet specification PC4. ensure the packaging is not damaged before or during packing PC5. ensure the sealing is done properly PC6. identify modifiable defects and rework on them PC7. carry out work safely and at a rate which maintains work flow PC8. report to the responsible person when the work flow of other production areas disrupts work PC9. carry out quality checks at specified intervals according to instructions PC10. apply the allowed tolerances PC11. identify faults and take appropriate action for rectification PC12. maintain the required productivity and quality levels
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. safe working practices and organisational procedures KA2. the organisation's procedures and guidelines KA3. quality systems KA4. equipment operating procedures / manufacturer's instructions KA5. types of problems with quality and how to report them to appropriate people KA6. methods to present any ideas for improvement to supervisor KA7. the importance of complying with written instructions KA8. limits of personal responsibility reporting procedure in case of faults in own/ other processes
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. different quality standards for agarbattis KB2. consequences of using incorrect packaging 	



HCS/N8006 **Contribute to achieve quality in packaging of perfumed agarbatti**

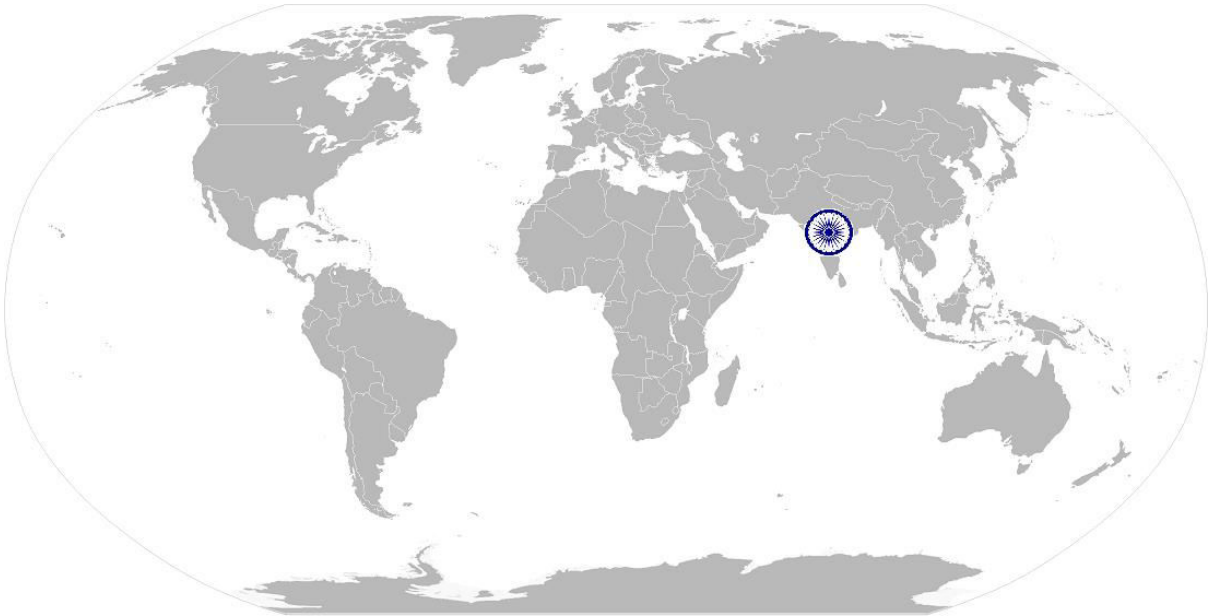
	<p>KB3. consequences of incorrect handling of tools</p> <p>KB4. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB5. types of sealing and how to maintain quality while sealing</p> <p>KB6. the importance of segregating rejects</p> <p>KB7. appropriate inspection methods that can be used</p> <p>KB8. own responsibilities at work</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual need to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
The user/individual needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking	



HCS/N8006 Contribute to achieve quality in packaging of perfumed agarbatti

User/individual need to know and understand how to:

SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

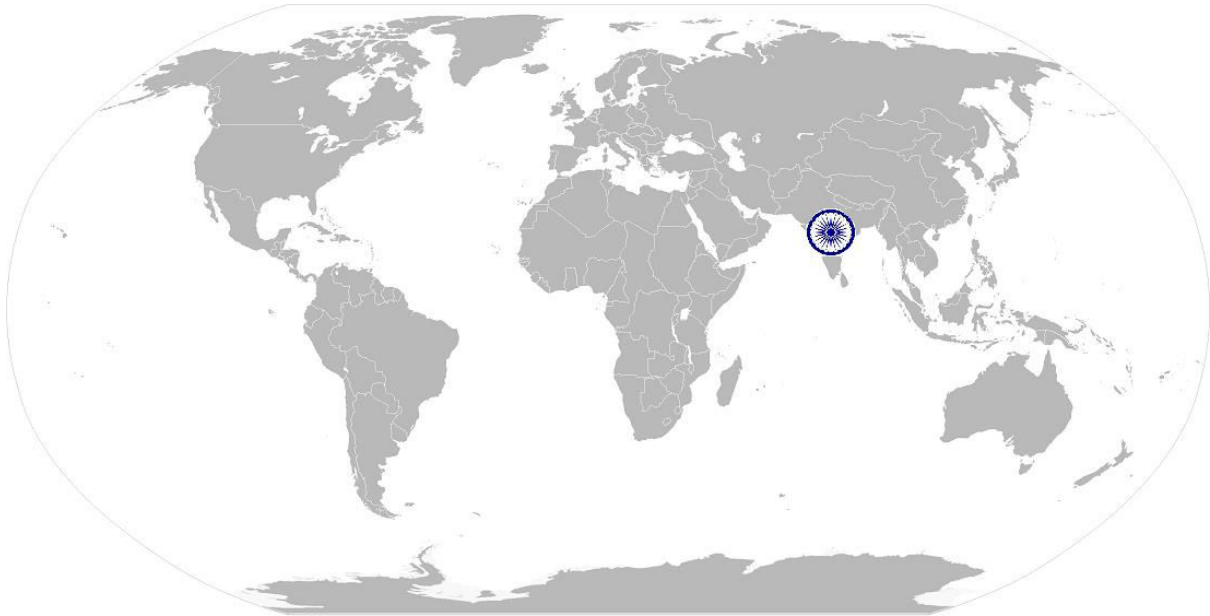




HCS/N8006 Contribute to achieve quality in packaging of perfumed agarbatti

NOS Version Control

NOS Code	HCS/N8006		
Credits (NSQF)	TBD	Version number	2.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20

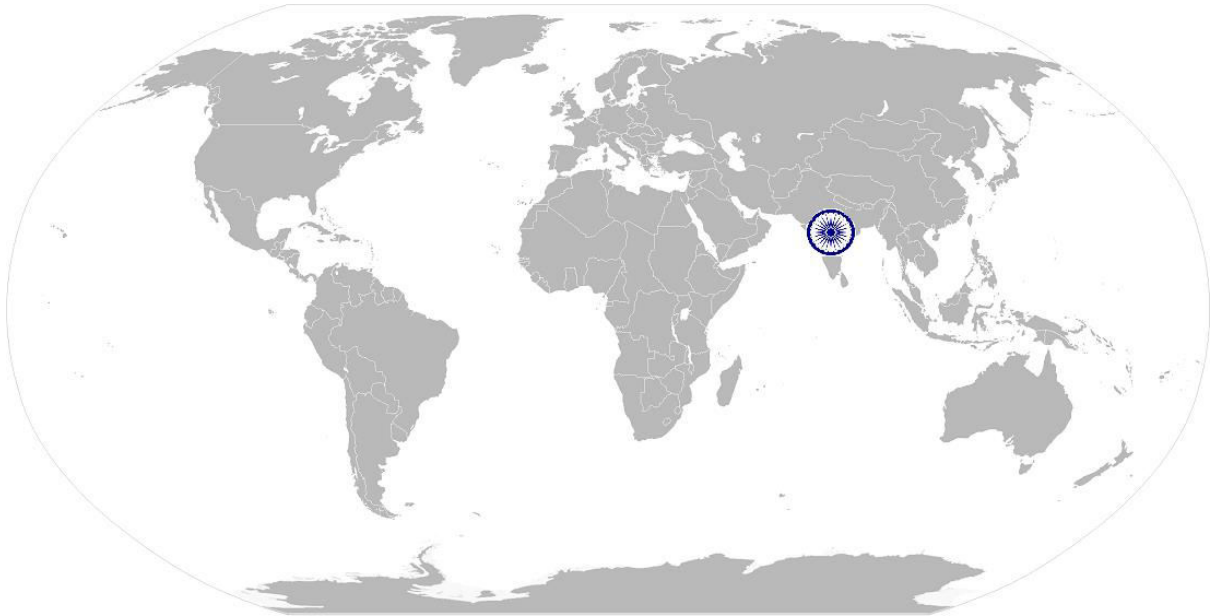




HCS/N9908

Working in a team

National Occupational Standard



Overview

This unit is about working as part of a team within the organization.



HCS/N9908

Working in a team

National Occupational Standard	Unit Code	HCS/N9908
	Unit Title (Task)	Working in a team
	Description	This unit is about working as a team member within the organisation
	Scope	<ul style="list-style-type: none"> • Commitment and trust • Communication • Adaptability • Creative freedom
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Commitment and trust	PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
	Communication	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
	Adaptability	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
	Creative freedom	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)		
A. Organizational Context	KA1. general rules and regulations in a paper mache sector KA2. procedure followed to get the final output KA3. safe working practices to be adopted KA4. reporting to the supervisor or higher authority about any grievances faced	
B. Technical Knowledge	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report
	Reading Skills	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members
	Oral Communication (Listening and Speaking skills)	



HCS/N9908

Working in a team

	The user/individual on the job needs to know and understand: SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance SB4. build with customer a relationship of trust and cooperation in achieving team goal
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems when in doubt
	Analytical Thinking
The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc	
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building team and sustaining team performance.	

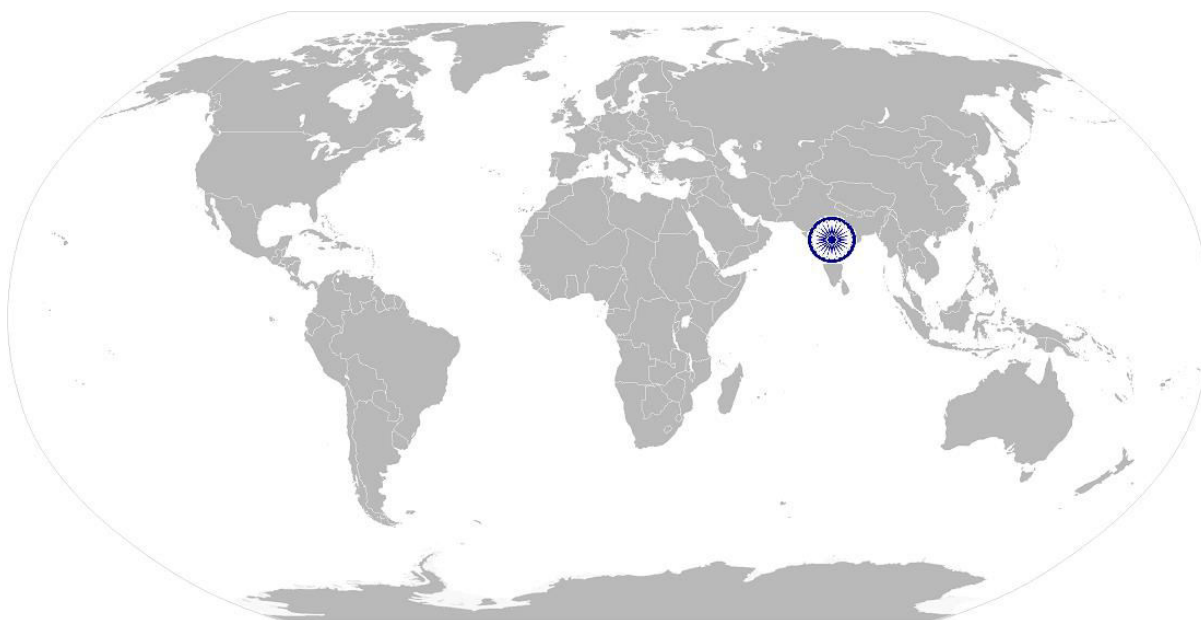


HCS/N9908

Working in a team

NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	2.0
Industry	Handicrafts and Carpet	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20

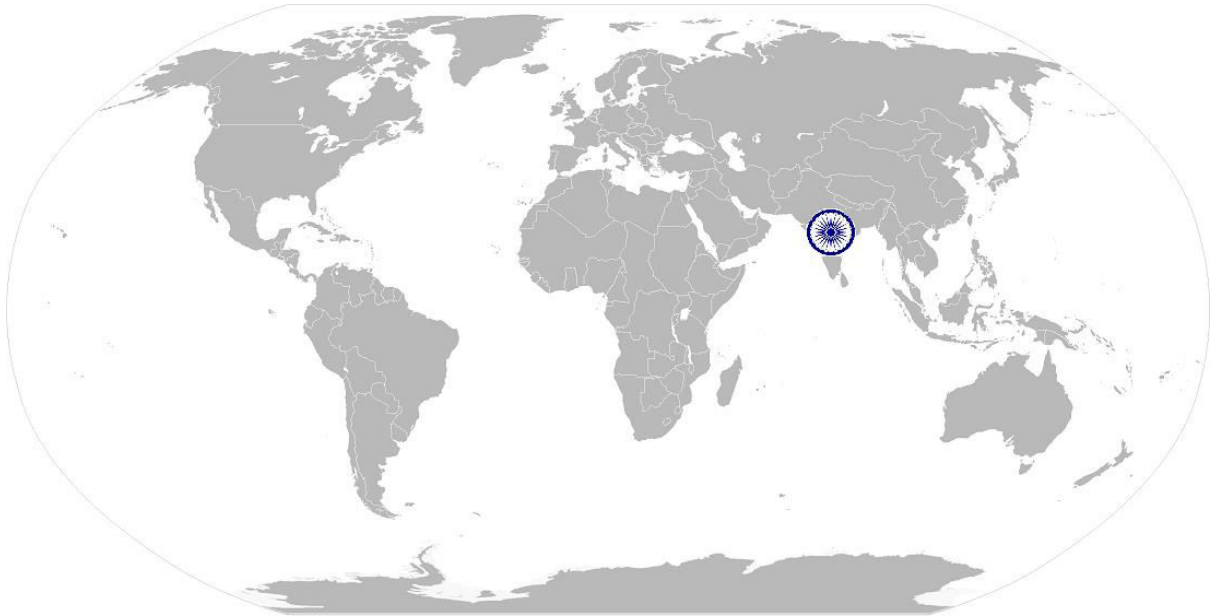




HCS/N9912

Maintain work area and tools

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms



HCS/N9912

Maintain work area and tools

Unit Code	HCS/N 9912
Unit Title (Task)	Maintain work area and tools
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools used for hand rolled agarbatti production are maintained as per norms.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area and tools
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: PC1. handle materials and tools safely and correctly PC2. use materials to minimize waste PC3. maintain a clean and hazard free working area PC4. maintain the tools used for bamboo bamboo utility handicraft assembling PC5. carry out maintenance and/or cleaning within one's responsibility PC6. report damaged tools & materials PC7. work in a comfortable position with the correct posture PC8. dispose off waste safely in the designated location PC9. store tools safely after use PC10. carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the company's quality standards KA10. the importance of complying with written instructions
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. work instructions and specifications accurately KB2. method to make use of the information detailed in specifications and instructions KB3. relation between work role and the overall manufacturing process KB4. the importance of taking action when problems are identified KB5. different ways of minimising waste KB6. effects of contamination on products KB7. common faults in hand rolled agarbattis



HCS/N9912

Maintain work area and tools

	KB8. tools maintenance procedures KB9. hazards likely to be encountered when conducting routine maintenance KB10. safe working practices for cleaning and the method of carrying them out
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
Analytical Thinking	
User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others	
Critical Thinking	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

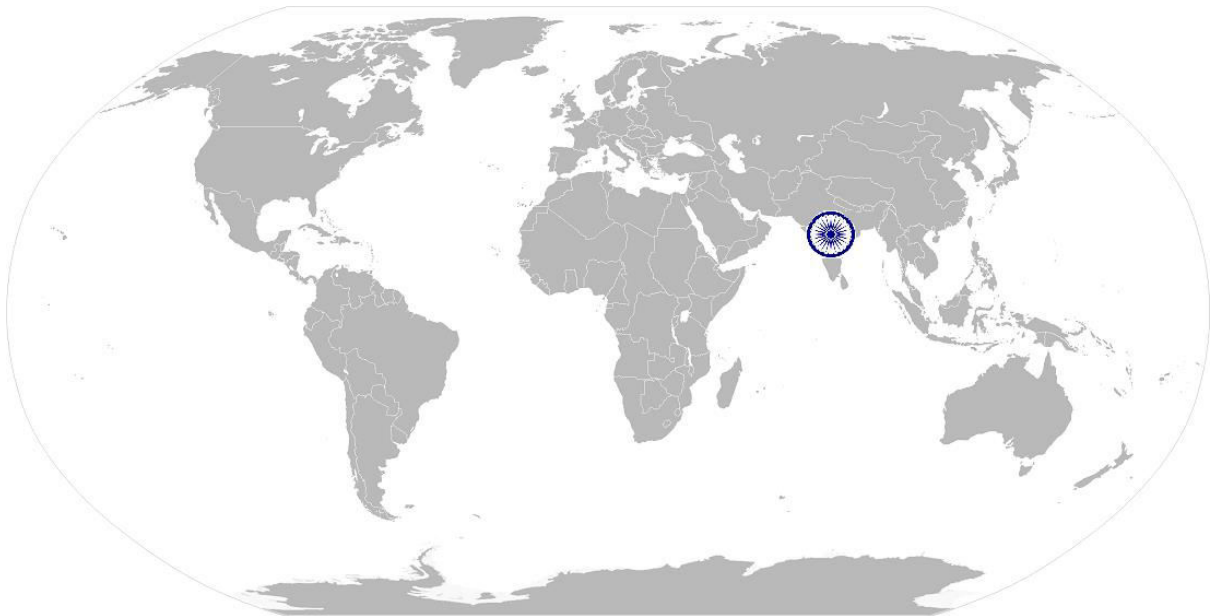


HCS/N9912

Maintain work area and tools

NOS Version Control

NOS Code	HCSSC/N9912		
Credits (NSQF)	TBD	Version number	2.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20

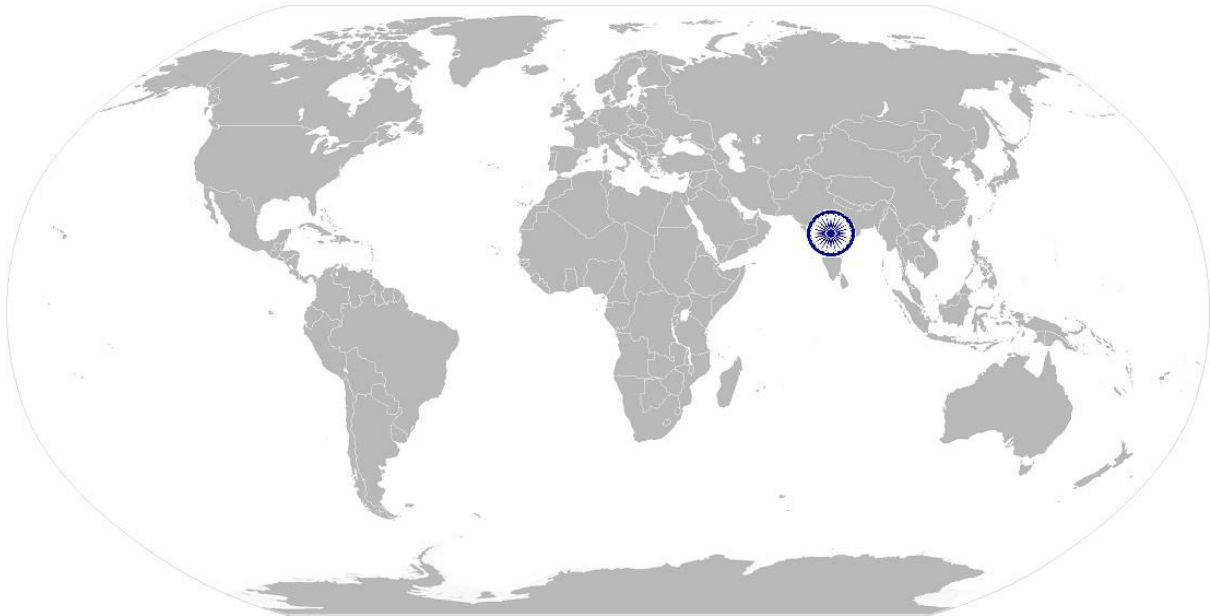




HCS/N9913

Maintain health, safety and security at workplace

National Occupational Standard



Overview

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 minimise risk to self and others.



HCS/N9913

Maintain health, safety and security at workplace

Unit Code	HCS/N9913
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 minimise risk to self and others.
Scope	This unit/task covers the points to: <ul style="list-style-type: none"> comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment 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. store materials and tools in line with manufacturer's and organisational requirements PC7. safely handle and move waste and debris PC8. minimize health and safety risks to self and others due to own actions PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC10. monitor the workplace and work processes for potential risks and threats PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel PC13. participate in mock drills/ evacuation procedures organized at the workplace PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so PC15. take action based on instructions in the event of fire, emergencies or accidents PC16. follow organisation procedures for evacuation when required
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organisation and its processes)	KA1. health and safety related practices applicable at the workplace KA2. potential hazards, risks and threats based on nature of operations KA3. organizational procedures for safe handling of tools KA4. potential risks due to own actions and methods to minimize these KA5. environmental management system related procedures at the workplace



HCS/N9913

Maintain health, safety and security at workplace

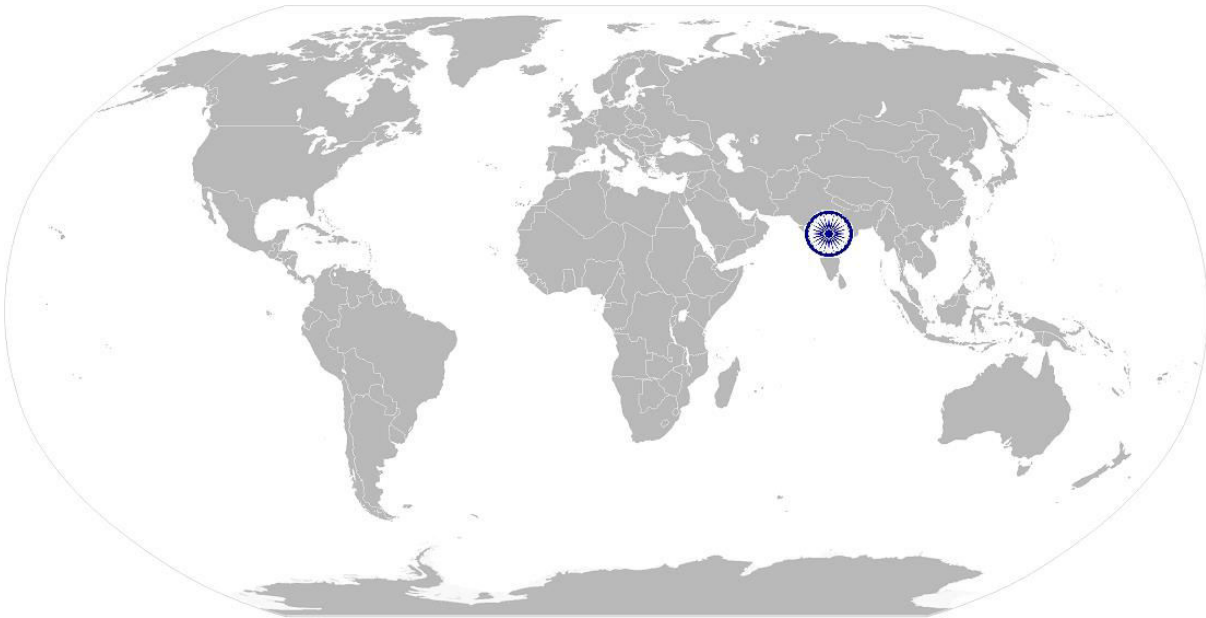
	<p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
Problem Solving	
User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)	



HCS/N9913

Maintain health, safety and security at workplace

SB7. identify immediate or temporary solutions to resolve delays
Analytical Thinking
User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



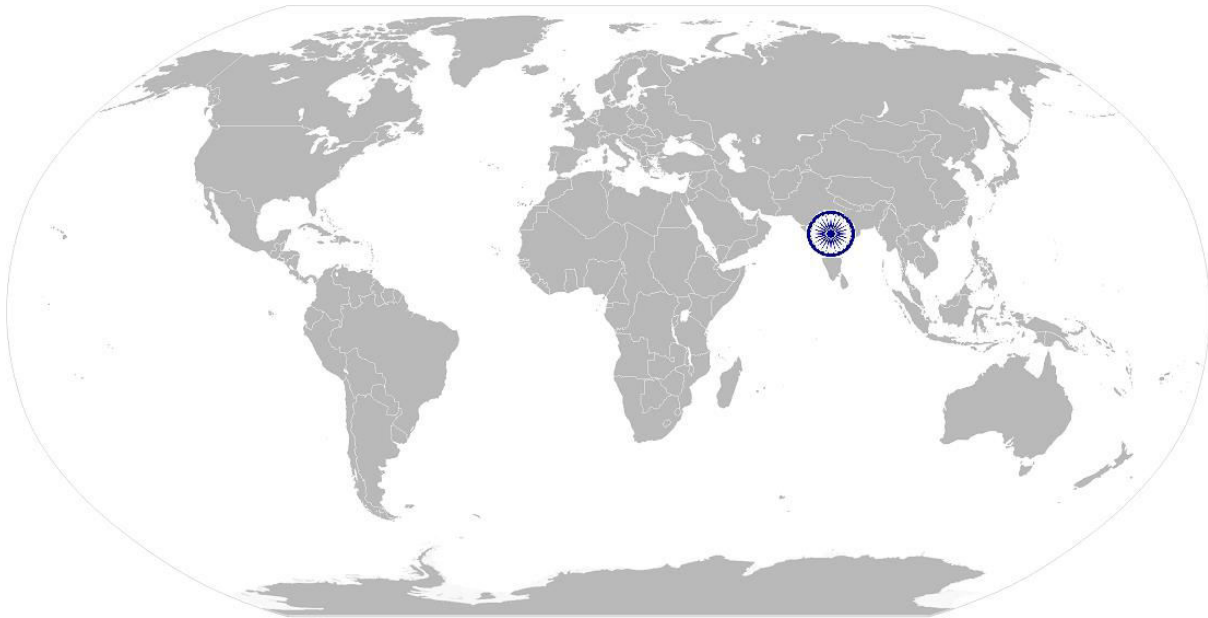


HCS/N9913

Maintain health, safety and security at workplace

NOS Version Control

NOS Code	HCS/N9913		
Credits (NSQF)	TBD	Version number	2.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	23/01/18
Occupation	Hand Rolled Agarbatti Maker	Next review date	23/01/20

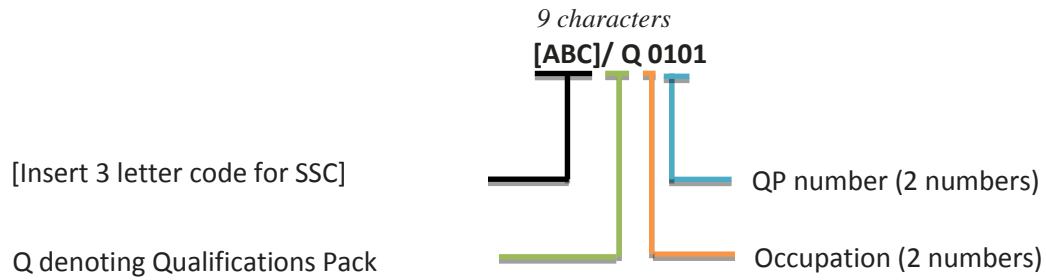




Annexure

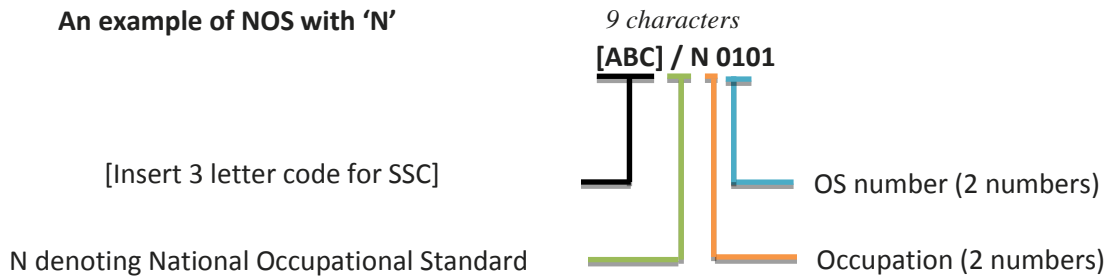
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)



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

Sub-sector	Range of Occupation numbers
Ceramics	01 – 10
Fashion Jewellery	11 - 13
Stoneware	14 - 19
Glassware	20 - 27
Metalware crafts	28 - 37
Leather crafts	38 - 43
Paper Mache	44 - 49
Carpets & rugs	50 – 59
Horn bone & shell craft	60 – 65
Wood ware, dolls & toys	66 – 71
Hand printed, Embroidered / knitted & crocheted textiles	72 – 77
Agarbatti	78 – 82
Paper crafts	83 – 86
NER crafts	87 – 92
Miscellaneous crafts	93 - 95
Generic Occupation	96 – 99

Sequence	Description	Example
Three letters	Handicraft and Carper Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01



Criteria For Assessment Of Trainees

Job Role: Hand Rolled Agarbatti Maker

Qualification Pack: HCS/Q7901

Sector Skill Council: Handicrafts and Carpet

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate of all the NOSs.

Total Marks: 900				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
1. HCS/N7901 (Carry out processing of raw materials)	PC1. Take out the bamboo stick bundle of required length from the stock	100	3	1	2
	PC2. Sort out & segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials & enhance productivity		7	3	4
	PC3. Mark the required tip length for colouring as per instruction (if required)		3	1	2
	PC4. Prepare the colour solution		8	3	5
	PC5. Dip the sorted stick bundle in colour solution covering the required tip length		3	1	2
	PC6. Dry the sorted and coloured bamboo stick and store appropriately		3	1	2
	PC7. Identify different ingredients for agarbatti masala		8	4	4
	PC8. Check the ingredients and remove any unwanted materials		5	1	4
	PC9. Calculate the approximate ratio in which the ingredients are to be mixed		10	4	6
	PC10. Take out and mix different ingredients uniformly		3	1	2



	PC11. Add appropriate amount of liquid (water or oil) to justify the optimum level of viscosity of the masala dough		7	2	5
	PC12. Mix the liquid with ingredients thoroughly by hand to prepare the dough		4	1	3
	PC13. Check and justify that the masala dough is uniformly mixed with right level of viscosity		6	2	4
	PC14. Proper storage/ covering of the masala dough to avoid drying		4	1	3
	PC15. Carry out operations at a rate which maintains workflow		8	3	5
	PC16. Respond appropriately incase of any major faults in the bamboo stick and other ingredients.		3	1	2
	PC17. Minimise and dispose the waste materials in the approved manner		6	2	4
	PC18. Take safety precautions while mixing the masala ingredients		5	2	3
	PC19. Leave work area safe and secure when work is complete		4	1	3
		TOTAL	100	35	65
2. HCS/N7902 (Carry out rolling of agarbatti & post rolling)	PC1. Identify the appropriate rolling desk suitable for hand rolling	100	3	1	2
	PC2. Check and ensure that the of rolling surface of the desk does not have any permanent rugged impression		3	1	2
	PC3. Ensure that the rolling desk sits on the ground appropriately without any movement		3	1	2
	PC4. Clean the rolling desk surface from strains of dried masala that may remain from the previous rolling batch		3	1	2
	PC5. Take out the appropriate amount of masala dough from the lot as per your requirement		7	2	5
	PC6. Decide the the optimum tip length using your finger		5	2	3
	PC7. Adjust your sitting posture for comfortable & fast activity		3	1	2
	PC8. Judge the requirement of dry masala powder for outer coating.		3	1	2
	PC9. Spread a coat of dry masala powder on your palm to avoid stickiness		3	1	2
	PC10. Correctly Hold bamboo stick for enhanced productivity		3	1	2



	PC11. Roll the masala over the stick starting from one end (leaving the tip length) to the other end of the stick		10	4	6
	PC12. Coat a layer of dry masala over the rolled stick		3	1	2
	PC13. Keep the rolled agarbatti on a dust free tray/surface		3	1	2
	PC14. Carry out drying of rolled batti uniformly ensuring minimum moisture content		7	2	5
	PC15. Check for any defective rolled batti and remove the same from the lot		7	2	5
	PC16. Weigh the dried rolled batti and make bundles of unit weight (say 1 or half kg)		5	1	4
	PC17. Roll each bundle separately in paper to refrain rolled batti to catch moisture		4	1	3
	PC18. Store the rolled batti lot in a dry area avoiding direct contact with ground		4	1	3
	PC19. Clean the rolling desk from any stains of masala that may create difficulty for next rolling batch		3	1	2
	PC20. Dispose the waste materials in the approved manner		4	1	3
	PC21. Take safety precautions while rolling		4	2	2
	PC22. Carry out operations at a rate which maintains workflow		6	2	4
	PC23. Leave work area safe and secure when work is complete		4	1	3
		TOTAL	100	32	68
3. HCS/N7903 (Contribute to achieve quality in hand rolled agarbatti making)	PC1. Identify and use raw materials as per the specifications provided	100	12	4	8
	PC2. Take the necessary action when materials do not conform to quality standards		8	2	6
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		8	2	6
	PC4. Identify modifiable defects and rework on them		8	2	6
	PC5. Carry out work safely and at a rate which maintains work flow		6	1	5
	PC6. Report to the responsible person when the work flow of other production		3	1	2



	areas disrupts work				
	PC7. Carry out quality checks at specified intervals according to instructions		10	3	7
	PC8. Apply the allowed tolerances		5	2	3
	PC9. Identify faults and take appropriate action for rectification		10	3	7
	PC10. Ensure standard stick length is 8-9 inches or as per the specification		10	4	6
	PC11. Ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification		10	4	6
	PC12. Ensure the burning time is 25-29min for 8 inches and 30-35min for 9 inches or as per the specification		10	4	6
	TOTAL		100	32	68
4. HCS/N8004 (Carry out sorting, counting and weighing of perfumed agarbatti)	PC1. Identify the right batch of scented Agarbatti based on specifications like perfume, length of sticks, rolling process (hand rolled, machine rolled etc.)	100	7	3	4
	PC2. Check if the perfume has spread over the full length & surface of rolled masala		7	3	4
	PC3. Separate the appropriately scented Agarbattis from partially scented Agarbattis		7	3	4
	PC4. Carry out burning test of the lot to confirm burning consistency & burning time		6	3	3
	PC5. Immediately report to the Supervisor in case of inconsistency in burning or out of range burning time		6	3	3
	PC6. Take appropriate action in case of burning inconsistency or out of range burning time as per instruction of Supervisor		6	3	3
	PC7. Dispose the non-conforming products in appropriate manner		5	2	3
	PC8. Carry out work at a rate that maintains workflow		5	2	3
	PC9. Understand the instruction for deciding unit amount (either weight or no. of sticks)		7	3	4
	PC10. Use a counting machine or manually count the required number of sticks per unit packet		7	3	4
	PC11. Use a weighing machine for the required weight of sticks per unit packet		6	3	3
	PC12. Use a separator block to keep each unit of counted/ weighed Agarbattis		6	3	3



	PC13. Carefully handle the Agarbattis ensuring minimum damage of rolled surface		5	2	3
	PC14. Take safety precautions while handling the scented Agarbattis		5	2	3
	PC15. Respond appropriately incase of any major faults in the Agarbatti stick and other ingredients		5	2	3
	PC16. Minimise and dispose the waste materials in the approved manner		5	2	3
	PC17. Leave work area safe and secure when work is complete		5	2	3
		TOTAL	100	44	56
5. HCS/N8005 (Carry out packaging of perfumed agarbattis)	PC1. Identify the correct lot of sorted & counted/ weighed Agarbattis	100	7	3	4
	PC2. Identify the composition of unit packets/ pouches comprising of inner pouch and outer packet as per Packaging instructions		7	3	4
	PC3. Identify the correct pouches/ packets as per the instruction		7	3	4
	PC4. Correctly handle the Agarbattis while filling		6	3	3
	PC5. Carry out filling the Agarbattis manually in pouches/ inner pouches		6	3	3
	PC6. Ensure minimum damage/ breakage of the Agarbattis while filling manually		6	3	3
	PC7. Carry out sealing of pouches/ inner pouches using a sealing machine or heating arrangement		5	2	3
	PC8. Identify & ensure the appropriate combination of different scented Agarbatti inner pouches for filling in outer packet as per instructions		5	2	3
	PC9. Carry out filling of inner pouches in outer packet manually		7	3	4
	PC10. Appropriately seal outer packet openings using cellotape or other sealing methods as per requirement		7	3	4
	PC11. Use the appropriate inner pouches, outer packets, cellotape etc. as per the instruction of Supervisor		6	3	3
	PC12. Carry out printing of batch details etc. on the bulk packet		6	3	3
	PC13. Appropriately store bulk packets in sequential manner in dry & dust free area		5	2	3
	PC14. Take safety precautions while handling the scented Agarbatti		5	2	3



	PC15. Respond appropriately in case of any major faults in the Agarbatti stick and packaging materials		5	2	3
	PC16. Minimise and dispose the waste materials in the approved manner		5	2	3
	PC17. Leave work area safe and secure when work is complete		5	2	3
		TOTAL	100	44	56
6. HCS/N8006 (Contribute to achieve quality in packaging of perfumed agarbattis)	PC1. Identify and use different packaging materials as per the specifications provided	100	10	4	6
	PC2. Take the necessary action when materials do not confirm to quality standards		10	4	6
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		10	4	6
	PC4. Ensure the packaging is not damaged before or during packing		10	4	6
	PC5. Ensure the sealing is done properly		10	4	6
	PC6. Identify modifiable defects and rework on them		8	4	4
	PC7. Carry out work safely and at a rate which maintains work flow		8	4	4
	PC8. Report to the responsible person when the work flow of other production areas disrupts work		8	4	4
	PC9. Carry out quality checks at specified intervals according to instructions		8	4	4
	PC10. Apply the allowed tolerances		6	3	3
	PC11. Identify faults and take appropriate action for rectification		6	3	3
	PC12. Maintain the required productivity and quality levels		6	3	3
		TOTAL	100	45	55
7. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	100	12	4	8
	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organisation's policies		8	4	4
	PC5. Talk politely with other team members and colleagues		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others' point of view		10	3	7
	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10. Improve upon the existing techniques		12	2	10



	to increase process efficiency				
		TOTAL	100	29	71
8. HCS/N9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	100	8	2	6
	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. Report damaged tools and materials		12	4	8
	PC7. Work in a comfortable position with correct posture		10	3	7
	PC8. Dispose of waste safely in designated location		12	4	8
	PC9. Store tools safely after use		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
			TOTAL	100	30
9. HCS/N9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	100	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. Follow environment management system related procedures		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats		4	1	3
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized		7	3	4



Qualifications Pack For Hand Rolled Agarbatti Maker



personnel				
PC13. Participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
PC14. Undertake first aid, fire fighting and emergency response training, if asked		6	2	4
PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
PC16. Follow organisation evacuation procedures		8	2	6
	TOTAL	100	30	70