

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GREEN JOBS

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- Desludging Operator

SECTOR: GREEN JOBS

SUB-SECTOR: Waste Management

OCCUPATION: Operation & Maintenance

REFERENCE ID: SGJ/Q6403

ALIGNED TO: NCO-2015/9613.0500

Brief Job Description: The Desludging Operator, also known as Sludge Emptier is an individual, who is responsible for emptying, transport and disposal of faecal sludge from the septic tank to desludging site / Faecal Sludge Treatment Plant. He /She has to operate pumps, suction hoses and other machinery/equipment to empty the septic tank and appropriately dispose the sludge. Desludging Operator would further specialize as an entrepreneur, he/she would be trained to venture into desludging services for managing Faecal Sludge.

Personal Attributes: The Individual is expected to be physically fit and should be able to work across various location/site conditions. He/ She should be self-motivated and able to produce good quality work. He/ She must have good communication skill, team spirit, be courteous and polite. He should be efficient in working with proper planning skills.

Qualifications Pack For “Desludging Operator”

Job Details	Qualifications Pack Code	SGJ/Q6403		
	Job Role	Desludging Operator		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Green Jobs	Drafted on	23/05/2018
	Sub-sector	Waste Management	Last reviewed on	30/11/2018
	Occupation	Operation & Maintenance	Next review date	29/11/2020
	NSQC Clearance on	N.A.		

Job Role	Desludging Operator
Role Description	The Desludging Operator, also known as Sludge Emptier is an individual, who is responsible for emptying, transport and disposal of faecal sludge from the septic tank to desludging site / FSTP / Co-treatment plant. He /She has to operate Sludge Vacuum tank with trucks, pumps, suction hoses, and other machinery/equipment to empty the septic tank. He / She is an individual having ability to venture into desludging services for managing Faecal Sludge
NSQF level	4
Minimum Educational Qualifications	5 th Pass
Maximum Educational Qualifications	Not Applicable
Prerequisite License or Training	N/A
Minimum Job Entry Age	18 years
Experience	NA
Applicable National Occupational Standards (NOS)	Compulsory: SGJ/N6411: Emptying of septic tank SGJ/N6412: Preventive maintenance, transportation and safe disposal of sludge SGJ/N6413: Health and safety of workplace while doing desludging services SGJ/N0120: Work effectively with co-worker SGJ/N6414: Entrepreneurship skills for FSSM services
Performance Criteria	As described in the relevant Occupational Standards (OS) units

Qualifications Pack For “Desludging Operator”

Definitions

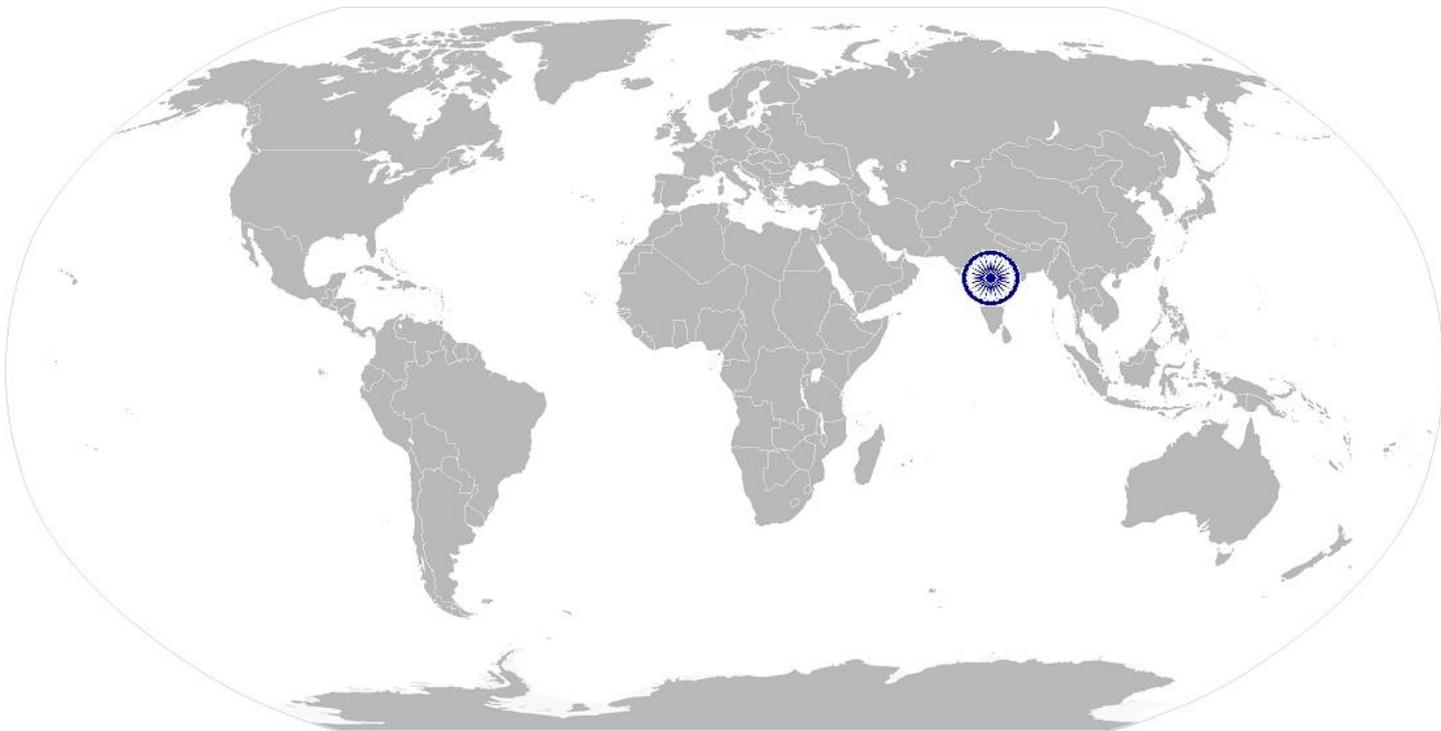
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an 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 (QP)	QP comprises the set of OSs, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an ‘N’
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual need 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 the key to learning and working in today’s world. These skills are typically needed in any work environment in today’s world. In the context of the OS, these include communication related skills that are applicable to most job roles.

Qualifications Pack For “Desludging Operator”

Acronyms

Keywords /Terms	Description
SCGJ	Skill Council for green jobs
NOS	National Occupational Standards
NSQF	National Skills Qualification Framework
NVEQF	National Vocational Educational Qualification Framework
NVQF	National Vocational Qualification Framework
OS	Occupational Standards
PC	Performance Criteria
QP	Qualification Pack
SSC	Sector Skills Council
FSSM	Faecal Sludge and Septage Management
FSTP	Faecal Sludge Treatment Plant

National Occupational Standard



Overview

This unit is about to emptying the septic tanks in residential, commercial and institutional areas.

Emptying of septic tank

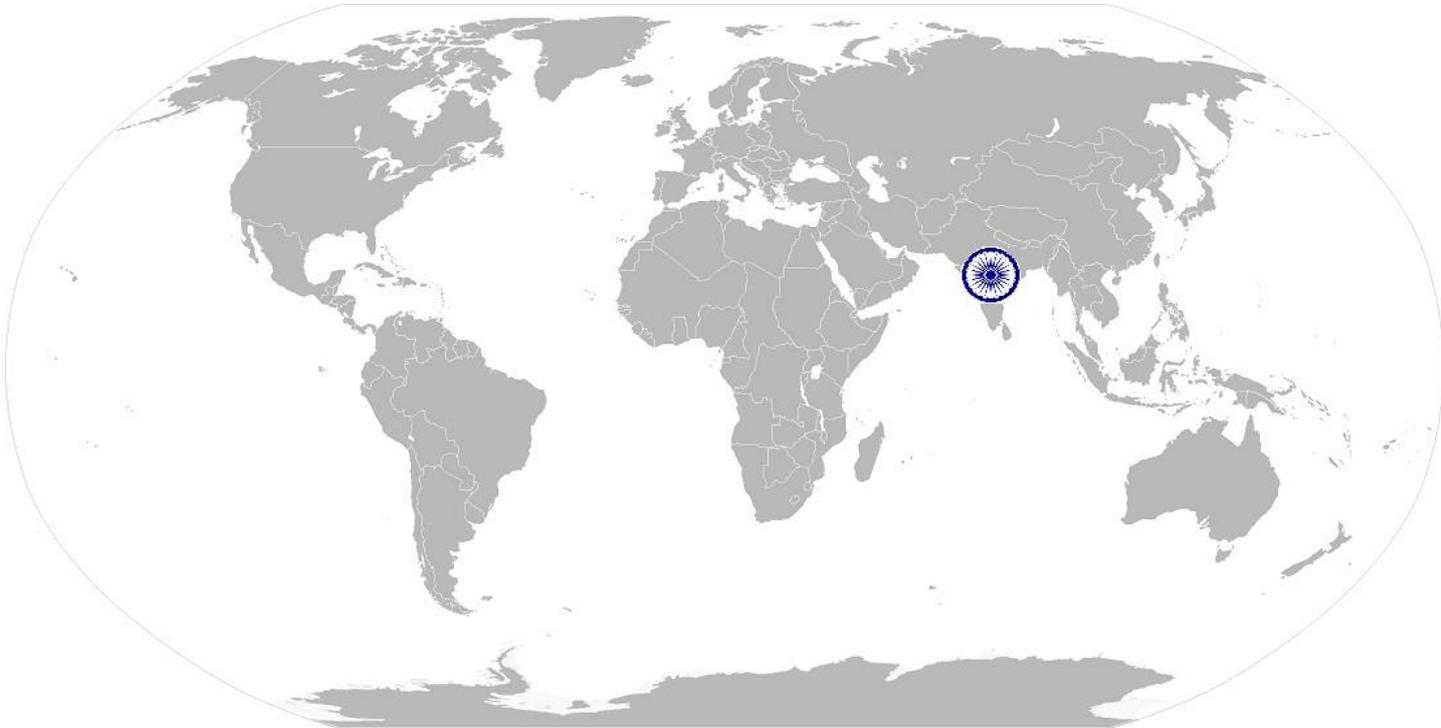
Unit Code	SGJ/N6411
Unit Title (Task)	Emptying the septic tank
Description	This unit is about to emptying the septic tanks in residential, commercial and institutional areas
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Initial checks before pumping out the septage from the septic tank Pumping out septage from the Septic Tank
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Initial checks before pumping out the septage from the septic	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC1. visit and Identify the location of septic tank PC2. ensure the cover of the septic tank is left open for some time PC3. visual inspect the consistency of sludge and breakdown the solid sludge with water in case it is solid in consistency
Pumping out septage from the septic tank	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC4. install pipe in the septic tank connecting with sludge tank PC5. ensure health and safety while installing the pipe in the septic tank for pumping out the sludge PC6. check the meter on the septic tank before pumping out the sludge PC7. ensure that deep sludge should be left in the bottom of septic tank as per the industry standard and government norms PC8. uninstall the suction pipes from the septic tank PC9. ensure that the septic tank is properly closed PC10. clean their surroundings and pipes before leaving the site PC11. ensure that sludge vehicle is not leaking during the transit process
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. organizational culture and setup KA2. various policies and regulations. KA3. organization's customer support policy. KA4. organization's documentation policy. KA5. health and safety policy
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. septic tank emptying services KB2. dos and don'ts of desludging services of the septic tanks. KB3. no fire or flame should be used near the septic tanks as there may be inflammable gases inside septic tanks KB4. installation of pipes KB5. handing the vacuum tank KB6. health and safety procedure KB7. manual scavenging act 2013 KB8. personal protection equipment including the use of related safety gears & equipment's

Emptying of septic tank

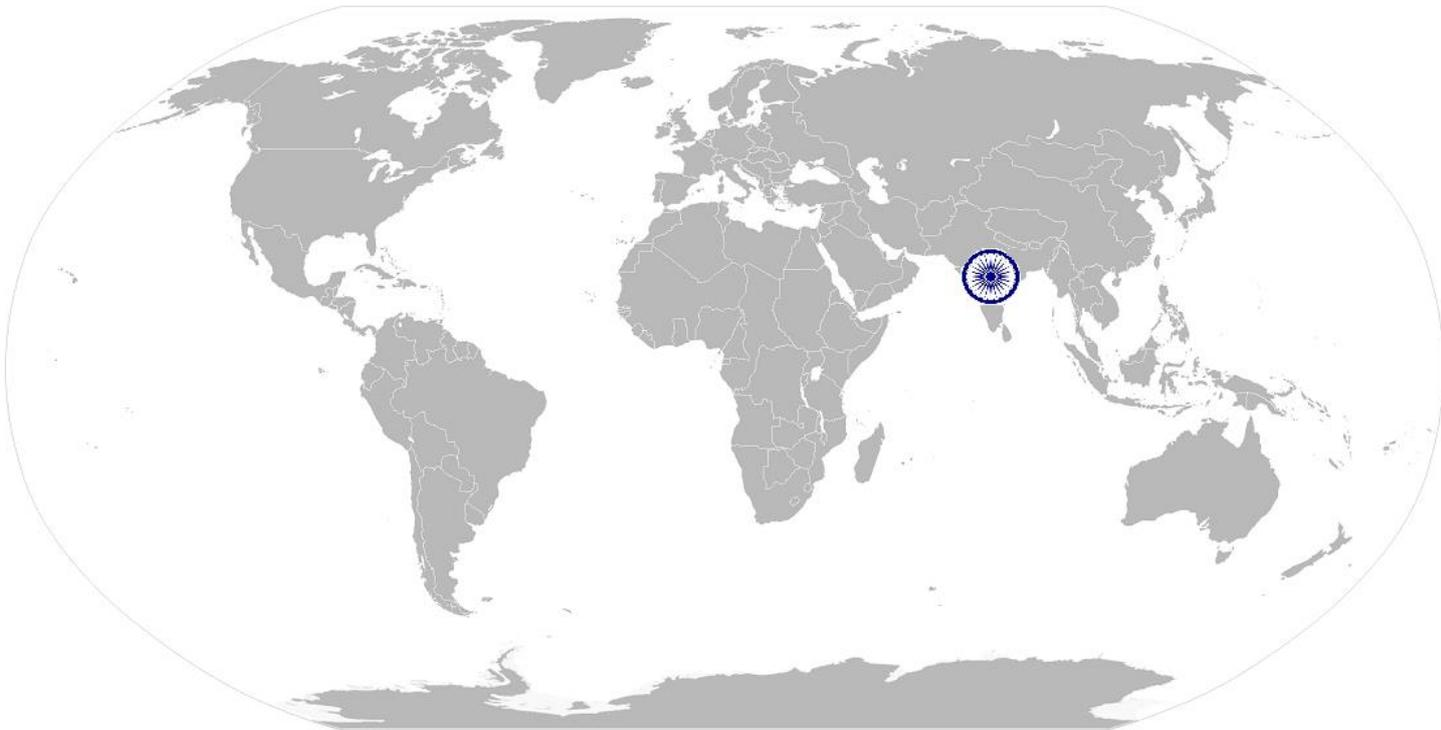
Skills	
A. Core Skills / Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. fill up relevant documents
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read relevant documents to understand the purpose of the work
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. express statements or information clearly so that others can understand SA4. participate in and understand main points of simple discussions SA5. respond appropriately to queries
A. 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 decisions with systematic course of actions and/or response
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. complete tasks efficiently and accurately within stipulated time SB4. working constructively and collaboratively with others SB5. coordinate with multidisciplinary stakeholders
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. understand limitations of the customers SB7. identify the spending trends of customers
	Problem solving
	The user/individual on the job needs to know and understand how to: SB8. recognize problems and search for solutions SB9. choose best methods to complete assigned tasks SB10. approach relevant authority when required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB11. apply domain knowledge / observations and data to select course of action to perform tasks related to desludging services
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. critically evaluate the information obtained from other departments and stakeholders. SB13. ask questions for better understanding.

NOS Version Control

NOS Code	SGJ/N6411		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	23/05/2018
Industry Sub-sector	Waste Management	Last reviewed on	30/11/2018
Occupation	Tank Cleaning	Next review date	29/11/2020



National Occupational Standard



Overview

This unit is about preventive maintenance of desludging vacuum tank/truck and transporting sludge from source to identified desludging site.



Unit Code	SGJ/N6412
Unit Title (Task)	Preventive maintenance, transportation and safe disposal of sludge
Description	This unit is about preventive maintenance of desludging vacuum tank/truck and transporting sludge from source to identified desludging site
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preventive maintenance of desludging vacuum tank/truck • Transportation of sludge • Safe disposal of sludge at dedicated sludge disposal site
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preventive maintenance of desludging vacuum tank/truck	To be competent, the user/ individual must be able to: PC1. check the oil levels in the vacuum pump, oil-cooling tank, hydraulic tank and tanker engine PC2. check the tanker fuel level, water levels in the tanker engine, windscreen water bottle, wash tank and water tank for the vacuum pump PC3. check the cooling radiator for the hydraulic oil and pump oil PC4. check if rear door closed and secured PC5. check tyre pressures, lights, indicators, horns PC6. prevent the tank from being overfilled PC7. check contacts between gaskets and seats and performance steel balls PC8. check leaks in the hydraulic system and power take-off shafts
Transportation of sludge	To be competent, the user/ individual must be able to: PC9. identify the dedicated route to the disposal site PC10. transport the sludge from source of sludge to disposal site
Safe disposal of sludge at dedicated sludge disposal site	To be competent, the user/ individual must be able to: PC11. maintain the log book of disposal site visit PC12. ensure safe disposal of sludge at the disposal site PC13. carry out cleaning of sludge vacuum tank after disposal
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. policies and procedures that impact the desludging business process. KA2. legal formalities applicable for the desludging business. KA3. possible contingencies. KA4. local corporations/authorities that have a bearing on desludging service business process.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. health and safety procedure while transportation and disposal of sludge KB2. dedicated route KB3. operation of sludge vacuum tank with truck KB4. operation and maintenance of sludge vacuum tank KB5. safe disposal procedure KB6. use of equipment used in transportation

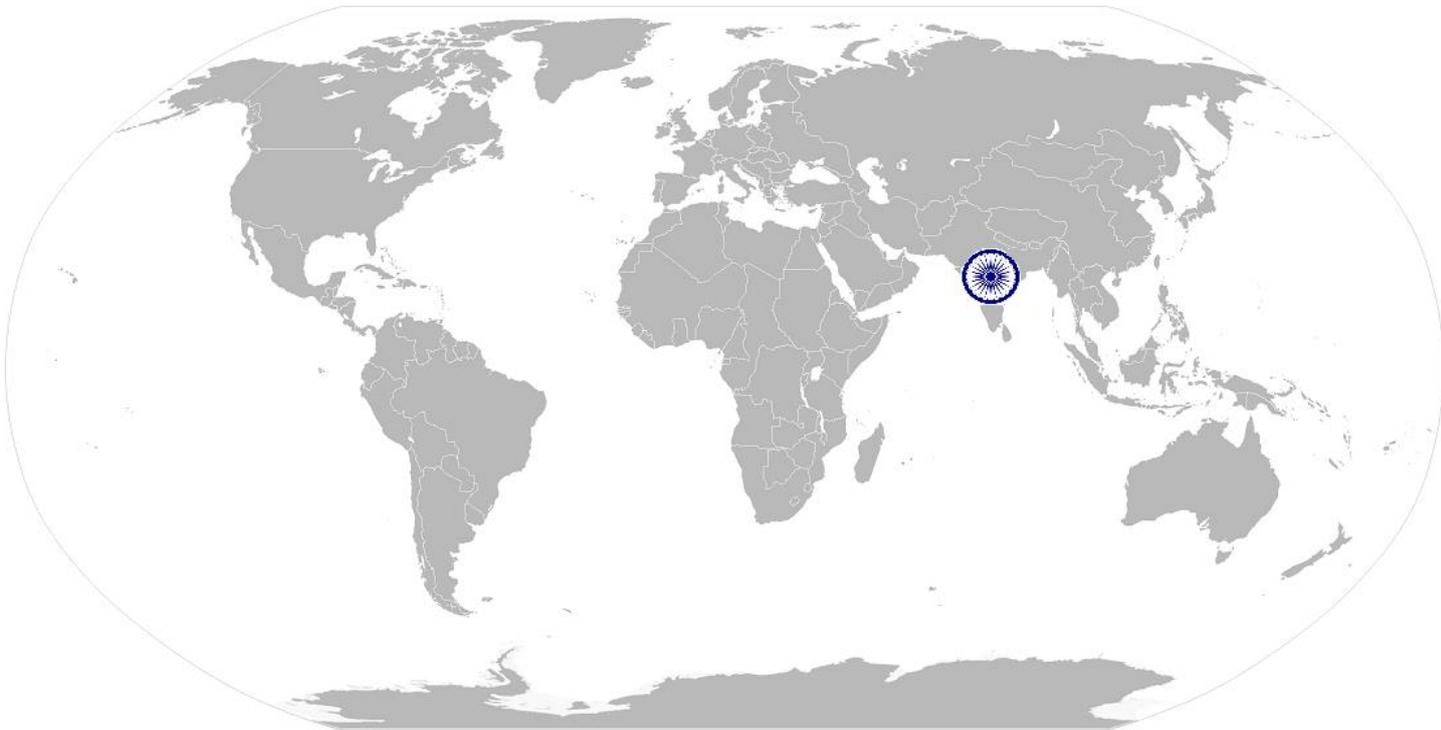


Preventive maintenance, transportation and safe disposal of sludge

Skills	
A. Core Skills / Generic Skills	Writing Skills
	The individual on the job needs to know and understand how to: SA1. note the information communicated SA2. record the readings of various parameters in the prescribed format SA3. note down observations related to the activity SA4. write information documents to internal departments/ internal teams
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. read from different sources- books, screens in machines and signage. SA6. read internal information documents sent by internal teams
b. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. express statements or information clearly so that co-workers can hear and understand SA8. participate in and understand the main points of simple discussions. SA9. respond appropriately to any queries SA10. communicate effectively with supervisor, peers and subordinates
	Use of tools and machines
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision-making process SB2. take decisions with systematic course of actions and/or response
b. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. complete tasks efficiently and accurately within stipulated time SB4. delegate tasks to improve efficiencies SB5. coordinate with multidisciplinary stakeholders
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. follow organization code of conduct
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. recognize problems and search for solutions SB8. choose best methods to complete assigned tasks SB9. approach relevant authority when required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. apply domain knowledge to acquire physical assets for business
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. critically evaluate the information obtained from other departments and stakeholder SB12. ask questions for better understanding

NOS Version Control

NOS Code	SGJ/N6412		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	23/05/2018
Industry Sub-sector	Waste Management	Last reviewed on	30/11/2018
Occupation	Transportation and disposal	Next review date	29/11/2020



National Occupational Standard



Overview

This unit is about health and safety of workplace in desludging services including emptying, transport and disposal of the sludge.

SGJ/N6413

Health and safety of workplace while doing desludging services

National Occupational Standard

Unit Code	SGJ/N6413
Unit Title (Task)	Health and safety of workplace while doing desludging services
Description	This unit is about health and safety of workplace in desludging services including emptying, transport and disposal of the sludge
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Incorporate health and safety of workplace in desludging services
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Incorporate health and safety of workplace in desludging services	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. acquire knowledge of ways and means to handle emergency situations like gas leakage, natural disasters etc.</p> <p>PC2. ensure health and safety to mitigate risks to people and property during emergencies</p> <p>PC3. minimize health and safety risks to self and others by following documented safety protocols</p> <p>PC4. monitor the workplace and work processes for potential risks and threats</p> <p>PC5. carry out periodic walk-through inspections to keep work area free from hazards and obstructions</p> <p>PC6. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC7. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC8. undertake first aid, fire-fighting and emergency response training</p> <p>PC9. take action based on instructions in the event of emergencies or accidents</p> <p>PC10. follow organization procedures for evacuation when required</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. health and safety related practices applicable at workplace</p> <p>KA2. organizational procedures for safe handling of equipment and machine operations</p> <p>KA3. emergency exits plan, emergency equipment etc.</p> <p>KA4. reporting protocol and documentation required</p> <p>KA5. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA6. legal implications of health and safety violations</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. health and sanitation requirements and the importance of the same</p> <p>KB2. possible losses due to emergency situations</p> <p>KB3. occupational health and safety risks</p> <p>KB4. proper disposal system</p> <p>KB5. knowledge of first aid</p> <p>KB6. potential risks due to own actions and methods to minimize these risks</p>

SGJ/N6413

Health and safety of workplace while doing desludging services

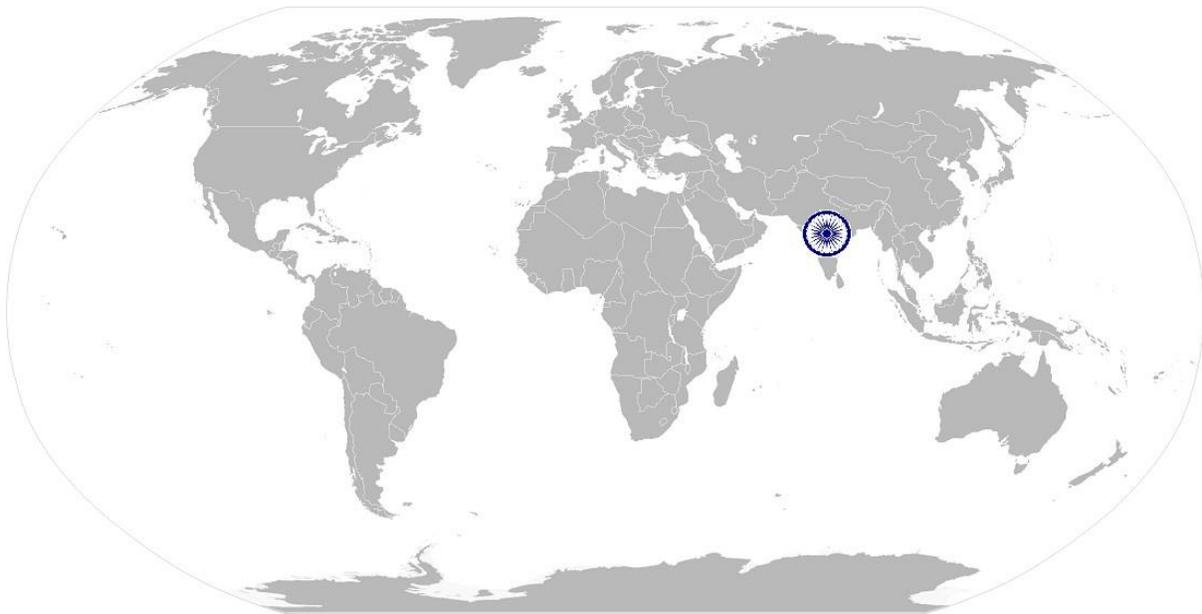
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: SA1. record data relevant to health and safety measures implemented SA2. complete statutory documents relevant to health and safety	
	Reading Skills	
	The user/individual on the job needs to know and understand how to: SA3. read statutory documents relevant to health and safety SA4. read and understand manuals, health and safety instructions, memos, and other company documents	
	Oral Communication skills (Listening and Speaking Skills)	
	The user/individual on the job needs to know and understand how to: SA5. communicate effectively with employees regarding the significance of health and safety at the workplace SA6. express statements or information clearly so that other can comprehend SA7. participate in and understand main points of simple discussion SA8. respond appropriately to queries	
	B. Professional Skills	Decision Making
		The user/individual on the jobs needs to know and understand how to: SB1: report potential sources of danger and emergency SB2: follow prescribed procedure in the event of an accident SB3: wear appropriate safety gear to avoid an accident
Plan and Organize		
The user/individual on the job needs to know and understand: SB4: the local area from where he/she would work		
Customer Centricity		
The user/individual on the job needs to know and understand how to: SB5: communicate courteously with others in a polite manner		
Problem Solving		
The user/individual on the job needs to know and understand how to: SB6: approach local authorities, in case of emergency		
Analytical Thinking		
The user/individual on the job needs to know and understand how to: SB7: analyze day to day experience to correct future course of action		
Critical Thinking		
The user/individual on the job needs to know and understand how to: SB8: analyze, review and decide on approval / rejection based on quality standards of the organization		
Reflective Thinking		
The user/individual on the job needs to know and understand how to: SB9: learn from past mistake regarding use of hazardous tools and equipment		

SGJ/N6413

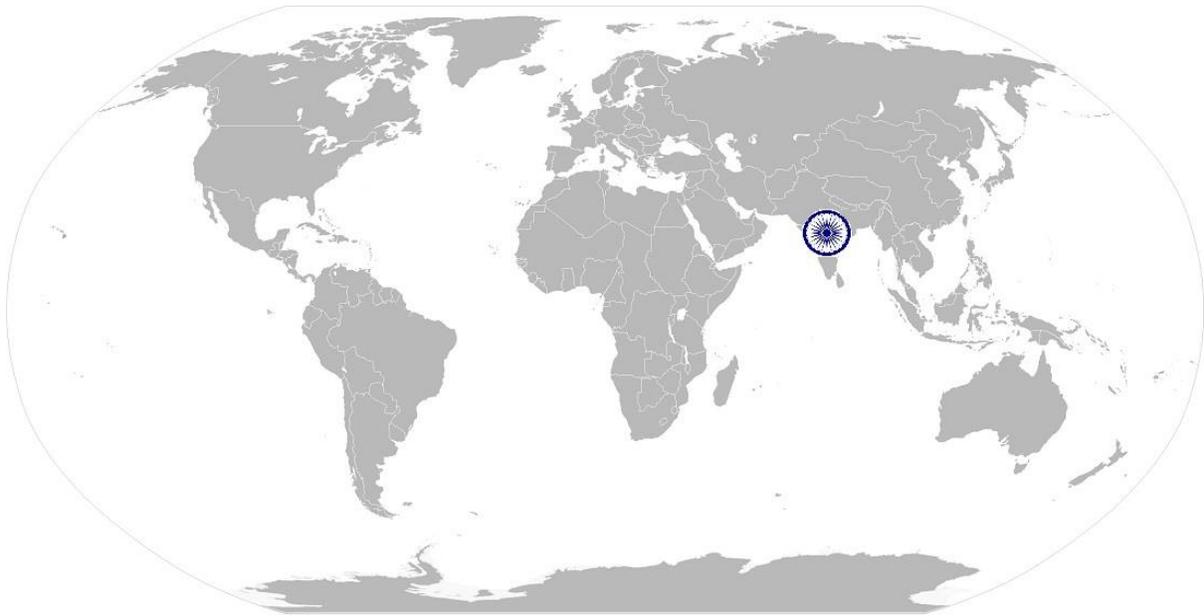
Health and safety of workplace while doing desludging services

NOS Version Control

NOS Code	SGJ/N6413		
Credits (NSQF)	TBD	Version number	1.0
Industry	Green Jobs	Drafted on	23/05/2018
Industry Sub-sector	Waste Management	Last reviewed on	30/11/2018
Occupation	Health and Safety	Next review date	29/11/2020



National Occupational Standard



Overview

This unit covers basic practices that improves the effectiveness of working with co-workers.

SGJ/N0120

Work Effectively with co-worker

National Occupational Standard

Unit Code	SGJ/N0120
Unit Title (Task)	Work effectively with co-workers
Description	This unit covers basic practices that improves the effectiveness of working with co-workers
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Working effectively with co-workers
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Working effectively with co-workers	To be competent, the user/ individual must be able to <ul style="list-style-type: none"> PC1. assist other colleagues in performing tasks in a positive manner where required and possible PC2. consult and assist others to maximize effectiveness and efficiency in carrying out tasks PC3. demonstrate appropriate communication etiquette while working PC4. demonstrate active listening skills while interacting with others at work PC5. demonstrate responsible and disciplined behaviors at the workplace PC6. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict PC7. ensure collaboration and group participation to achieve common goals
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. relevant people and their responsibilities within the work area
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. importance of effective communication in the workplace KB2. importance of teamwork in organizational and individual success KB3. various components of effective communication KB4. key elements of active listening KB5. value and importance of active listening and assertive communication barriers to effective communication KB6. importance of tone and pitch in effective communication KB7. importance of avoiding casual expletives and unpleasant terms while communicating professional circles KB8. how poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer KB9. key elements and importance of non-verbal communication KB10. importance of ethics for professional success KB11. importance of discipline for professional success KB12. what constitutes disciplined behavior for a working professional

SGJ/N0120

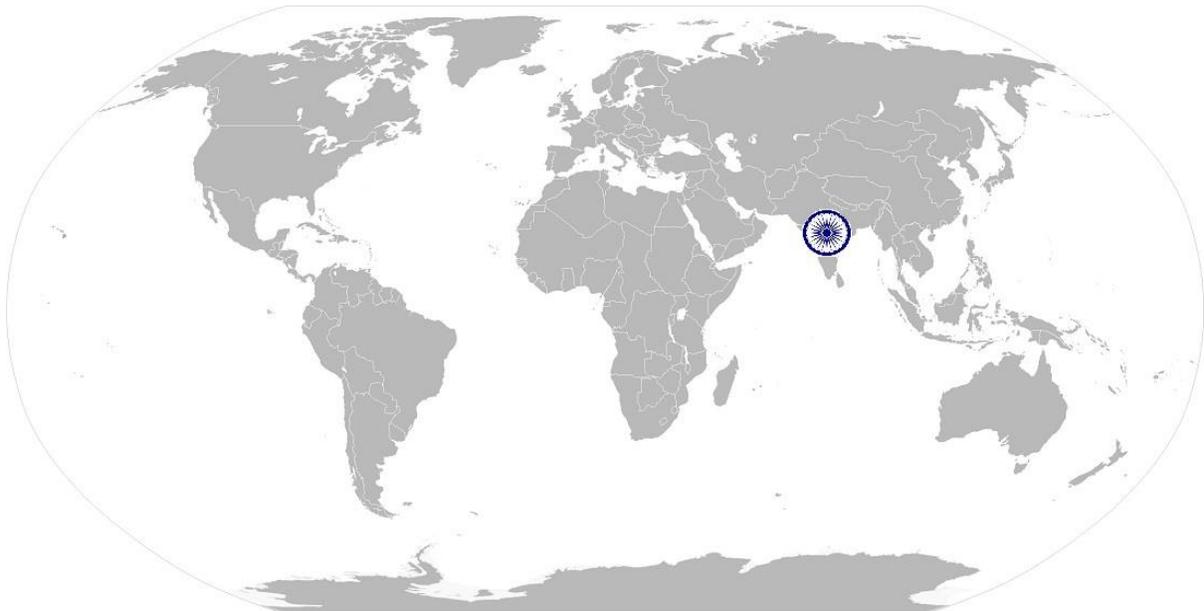
Work Effectively with co-worker

	<p>KB13. common reasons for interpersonal conflict</p> <p>KB14. importance of developing effective working relationships for professional success</p> <p>KB15. expressing and addressing grievances appropriately and effectively</p> <p>KB16. importance and ways of managing interpersonal conflict effectively</p> <p>KB17. importance of teamwork and collaboration</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. note the information communicated</p> <p>SA2. record the readings of various parameters in the prescribed format</p> <p>SA3. note down observations related to the activity</p> <p>SA4. write information documents to internal departments/ internal teams</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read from different sources- books, screens in machines and signage</p> <p>SA6. read internal information documents sent by internal teams</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>SA7. express statements or information clearly so that others can hear and understand</p> <p>SA8. participate in and understand the main points of simple discussions</p> <p>SA9. respond appropriately to any queries</p> <p>SA10. communicate effectively with supervisor, peers and subordinates</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow organization rule-based decision-making process</p> <p>SB2. analyze critical points in day to day tasks and identify control measures to solve the issue</p> <p>SB3. handle issues in case the superior is not available (as per the authority matrix defined by the organization)</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. plan and organize work to meet deadlines</p> <p>SB5. work constructively and collaboratively with others</p> <p>SB6. support the superiors in scheduling tasks</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. follow organization code of conduct</p> <p>SB8. manage relationships with public with intent of satisfying its requirements for service delivery</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. recognize problems and search for solutions</p>

SGJ/N0120

Work Effectively with co-worker

	SB10. choose best methods to complete assigned tasks SB11. approach relevant authority when required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB12. apply domain knowledge, observations and data to select course of action to perform tasks
	Critical Thinking
	N.A.
	Reflective Thinking
The user/individual on the job needs to know and understand how to SB13. learn from past mistake regarding use of hazardous tools and equipment	

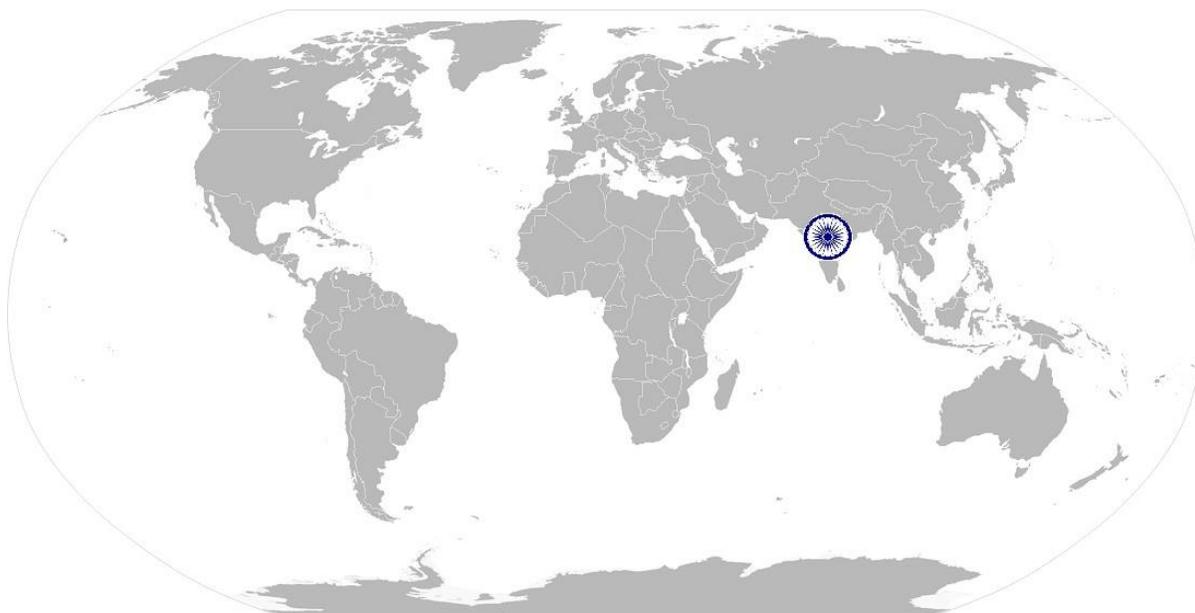


SGJ/N0120

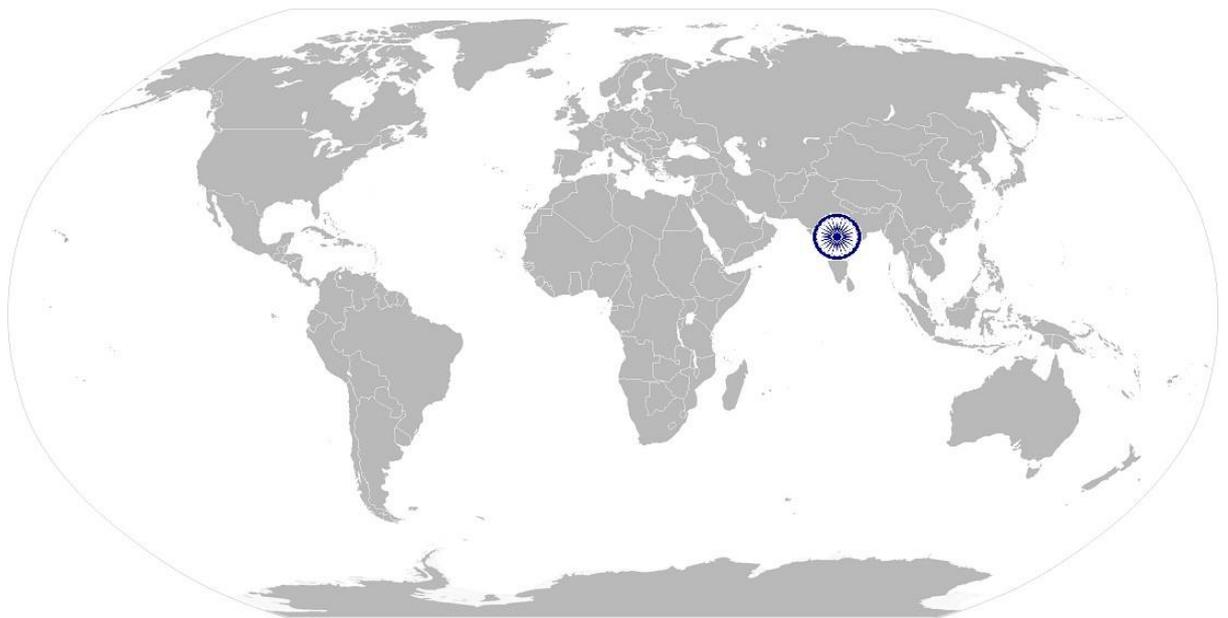
Work Effectively with co-worker

NOS Version Control

NOS Code	SGJ/N0120		
Credits (NSQF)	TBD	Version number	1.0
Industry	Green Jobs	Drafted on	23/05/2018
Industry Sub-sector	Waste Management	Last reviewed on	30/11/2018
Occupation	Human Resource Development	Next review date	29/11/2020



National Occupational Standard



Overview

This unit is about developing entrepreneurship skills for FSSM services for starting a new business and managing it.

SGJ/N6414

Entrepreneurship skills for FSSM services

National Occupational Standard

Unit Code	SGJ/N6414
Unit Title (Task)	Entrepreneurship skills for FSSM services
Description	This unit is about developing entrepreneurship skills for FSSM services for starting a new business and managing it.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Starting and maintaining FSSM business
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Starting and maintaining FSSM business	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. identify potential customers from residential commercial & institutional areas</p> <p>PC2. conduct a market research for to set-up the FSSM business</p> <p>PC3. recognize methods of emptying, transport and disposal of sludge and operational challenges</p> <p>PC4. identify key activities of desludging services</p> <p>PC5. identify size and configuration of key tools like sludge tank, truck and specific machinery / equipment's required for desludging services business</p> <p>PC6. purchase key resources required for establishment of FSSM services business</p> <p>PC7. identify and manage the technical challenges of desludging business</p> <p>PC8. establish tentative rate for desludging services in residential and commercial areas</p> <p>PC9. registration of vehicle with ULBs for desludging services</p> <p>PC10. repair and maintenance of vehicle and sludge vacuum tank</p> <p>PC11. maintain the log book of disposal site visit</p> <p>PC12. ensure safe disposal of sludge at the disposal site</p> <p>PC13. carry out cleaning of sludge vacuum tank after disposal</p> <p>PC14. identify avenues to recycle and reuse of sludge</p>
Knowledge and Understanding (K)	
C. 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. organizational culture and setup</p> <p>KA2. organization customer support policy</p> <p>KA3. organization's health and safety policy</p> <p>KA4. organization's documentation policy</p> <p>KA5. policies and procedures that impact the desludging business process</p> <p>KA6. knowledge of Legal formalities applicable for the desludging business</p>

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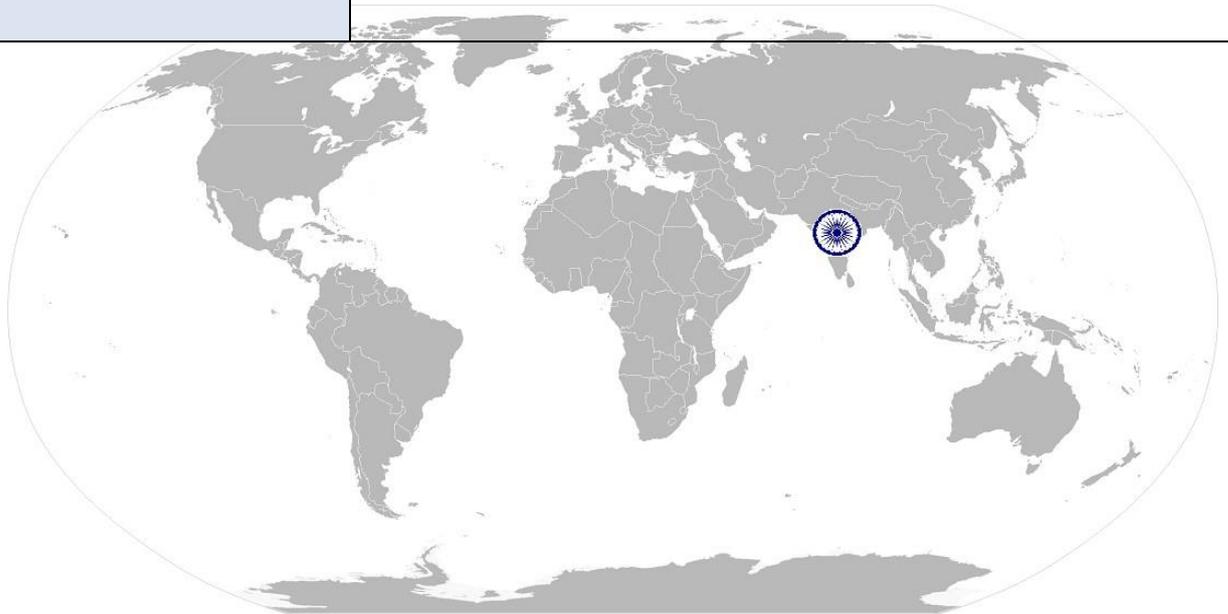
Entrepreneurship skills for FSSM services

<p>D. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. knowledge of functioning of Urban Local Bodies (ULBs) that have a bearing on the business process</p> <p>KB2. demonstrate leadership skills an effective resource management technique</p> <p>KB3. describe the way to effectively communicate to the customers</p> <p>KB4. technical specifications of sludge vacuum tanks and operation of sludge vacuum tank</p> <p>KB5. health and safety procedure while transportation and disposal of sludge</p> <p>KB6. sludge vacuum tanks and related equipment's</p> <p>KB7. operation of the sludge vacuum tank with truck</p> <p>KB8. operation and maintenance of sludge vacuum tank</p> <p>KB9. safe disposal procedure</p> <p>KB10. use of desludging equipment</p> <p>KB11. fixed and capital working requirements for running a business</p> <p>KB12. how to make a business plan</p>
<p>Skills</p>	
<p>B. Core Skills / Generic Skills</p>	<p>Writing Skills</p> <p>The individual on the job needs to know and understand how to:</p> <p>SA1. note the information communicated</p> <p>SA2. record the readings of various parameters in the prescribed format</p> <p>SA3. note down observations related to the activity</p> <p>SA4. write information documents to internal departments/ internal teams</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. read from different sources- books, screens in machines and signage.</p> <p>SA6. read internal information documents sent by internal teams</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>SA7. express statements or information clearly so that co-workers can hear and understand</p> <p>SA8. participate in and understand the main points of simple discussions.</p> <p>SA9. respond appropriately to any queries</p> <p>SA10. communicate effectively with supervisor, peers and subordinates</p>
<p>b. Professional Skills</p>	<p>Use of tools and machines</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow organization rule-based decision-making process</p> <p>SB2. take decisions with systematic course of actions and/or response</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. complete tasks efficiently and accurately within stipulated time</p> <p>SB4. delegate tasks to improve efficiencies</p> <p>SB5. coordinate with multidisciplinary stakeholders</p>

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	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. follow organization code of conduct
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. recognize problems and search for solutions SB8. choose best methods to complete assigned tasks SB9. approach relevant authority when required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. apply domain knowledge to acquire physical assets for business
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. critically evaluate the information obtained from other departments and stakeholder SB12. ask questions for better understanding

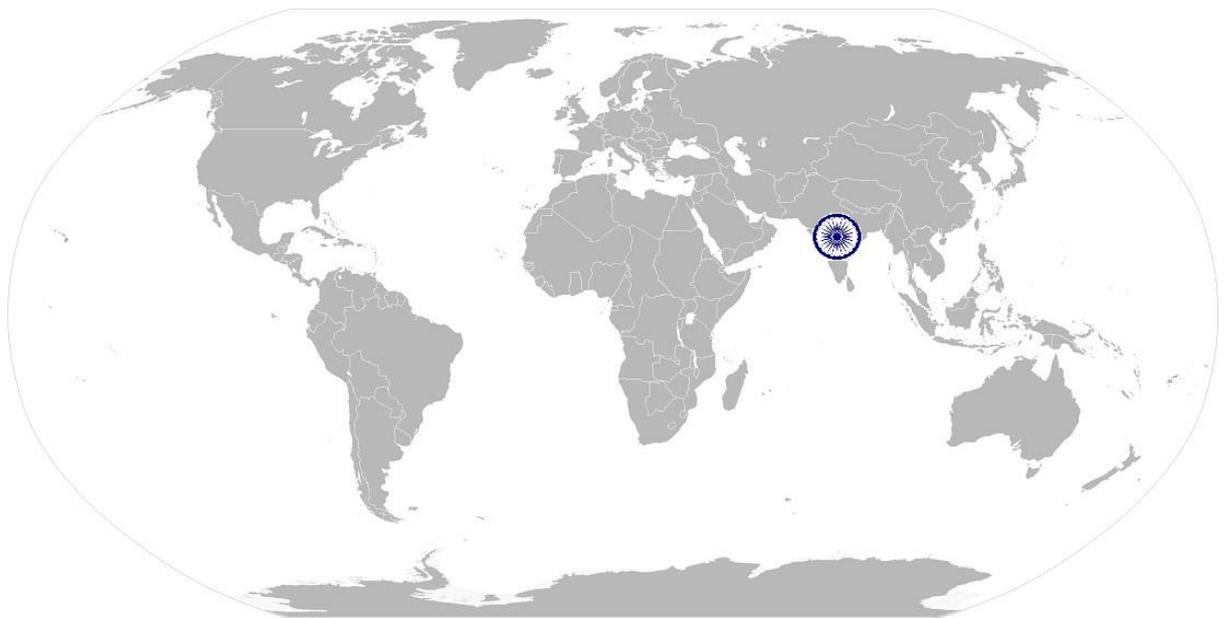


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Entrepreneurship skills for FSSM services

NOS Version Control

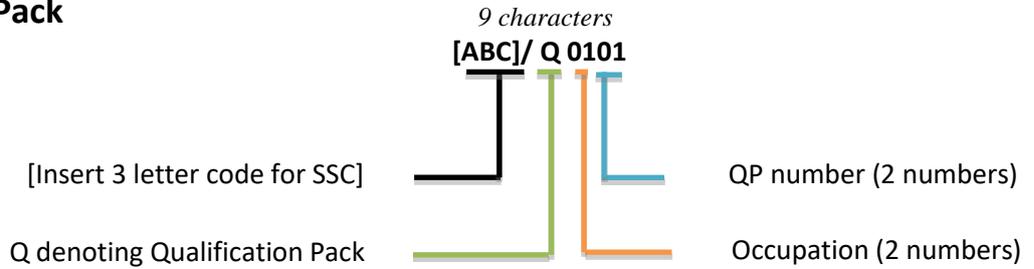
NOS Code	SGJ/N6414		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	23/05/2018
Industry Sub-sector	Waste Management	Last reviewed on	30/11/2018
Occupation	Business Development	Next review date	29/11/2020



Annexure

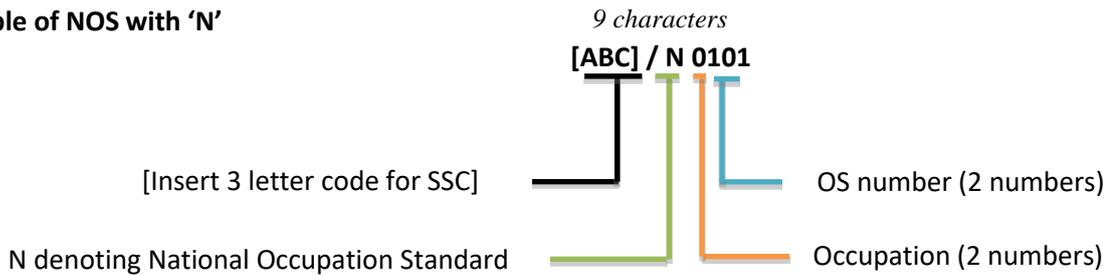
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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

Sub-sector		Range of Occupation numbers
Renewable Energy (01-35)	Solar Photovoltaic	01-05
	Solar Thermal	06-10
	Wind	11-15
	Hydro	16-20
	Biomass	21-25
	Geothermal	26-30
	All Renewables (Cross-cutting/ Enabling Activities)	31-35
Green Transportation (36 - 40)	Alternative Fuel Transportation	36-40
	Bio-fuels and Farming	40-45
	Other Green Transportation	46-50
Green Construction (51- 60)	Green Buildings	51-55
	Energy Efficiency	56-60
Waste Management (61- 65)	Waste Management	61-65
Water Management (66-70)	Water and Wastewater Management	66-70
Co- Generation (71 - 75)	Co-generation	71-75
Other Green Jobs (76- 99)	Carbon Sinks	76-80
	Environmental Compliance and Sustainability Planning	81-85
	Other Green Jobs	85-99

Sequence	Description	Example
Three letters	Industry name	SGJ
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Desludging Operator

Qualification Pack SGJ/Q6403

Sector Skill Council Green Jobs

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

Compulsory NOS		Marks Allocation			
Total Marks: 270		Total Mark	Out Of	Theory	Skills Practical
Assessment outcomes	Assessment Criteria for outcomes				
SGJ/N6411: Emptying of septic tank	PC1. visit and Identify the location of septic tank	50	3	1	2
	PC2. ensure the cover of the septic tank is left open for some time		3	1	2
	PC3. visual inspect the consistency of sludge and breakdown the solid sludge with water in case it is solid in consistency		5	2	3
	PC4. install pipe in the septic tank connecting with sludge tank		7	2	5
	PC5. ensure health and safety while installing the pipe in the septic tank for pumping out the sludge		5	2	3
	PC6. check the meter on the septic tank before pumping out the sludge		3	1	2
	PC7. ensure that deep sludge should be left in the bottom of septic tank as per the industry standard and government norms		5	2	3
	PC8. uninstall the suction pipes from the septic tank		5	2	3
	PC9. ensure that the septic tank is properly closed		4	1	3
	PC10. clean their surroundings and pipes before leaving the site		3	1	2
	PC11. ensure that sludge vehicle is not leaking during the transit process		7	2	5
	TOTAL	50	17	33	

SGJ/N6412: Preventive maintenance, transportation and safe disposal of sludge	PC1. check the oil levels in the vacuum pump, oil-cooling tank, hydraulic tank and tanker engine	65	5	2	3
	PC2. check the tanker fuel level, water levels in the tanker engine, windscreen water bottle, wash tank and water tank for the vacuum pump		5	2	3
	PC3. check the cooling radiator for the hydraulic oil and pump oil		5	2	3
	PC4. check if rear door closed and secured		5	2	3
	PC5. check tyre pressures, lights, indicators, horns		5	2	3
	PC6. prevent the tank from being overfilled		5	2	3
	PC7. check contacts between gaskets and seats and performance steel balls		5	2	3
	PC8. check leaks in the hydraulic system and power take-off shafts		5	2	3
	PC9. identify the dedicated route to the disposal site		5	2	3
	PC10. transport the sludge from source of sludge to disposal site		5	2	3
	PC11. maintain the log book of disposal site visit		5	2	3
	PC12. ensure safe disposal of sludge at the disposal site		5	2	3
	PC13. carry out cleaning of sludge vacuum tank after disposal		5	2	3
	TOTAL		65	26	39
SGJ/N6413: Health and safety of workplace while doing desludging services	PC1. acquire knowledge of ways and means to handle emergency situations like gas leakage, natural disasters etc.	50	5	2	3
	PC2. ensure health and safety Understand means to mitigate risks to people and property during emergencies		5	2	3
	PC3. minimize health and safety risks to self and others by following documented safety protocols		5	2	3
	PC4. monitor the workplace and work processes for potential risks and threats		5	2	3
	PC5. carry out periodic walk-through inspections to keep work area free from hazards and obstructions		5	2	3
	PC6. report hazards and potential risks/ threats to supervisors or other authorized personnel		5	2	3
	PC7. participate in mock drills/ evacuation procedures organized at the workplace		5	2	3
	PC8. undertake first aid, fire-fighting and emergency response training		5	2	3
	PC9. take action based on instructions in the event of emergencies or accidents		5	2	3

	PC10. follow organization procedures for evacuation when required		5	2	3
		TOTAL	50	20	30
SGJ/N0120: Work effectively with co-worker	PC1. assist other colleagues in performing tasks in a positive manner where required and possible	35	5	2	3
	PC2. consult and assist others to maximize effectiveness and efficiency in carrying out tasks		5	2	3
	PC3. demonstrate appropriate communication etiquette while working		5	2	3
	PC4. demonstrate active listening skills while interacting with others at work		5	2	3
	PC5. demonstrate responsible and disciplined behaviors at the workplace		5	2	3
	PC6. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict		5	2	3
	PC7. ensure collaboration and group participation to achieve common goals		5	2	3
		TOTAL	35	14	21
SGJ/N6414: Entrepreneurship skills for FSSM services	PC1. identify potential customers from residential commercial & institutional areas	70	3	1	2
	PC2. conduct a market research for to set-up the FSSM business		5	2	3
	PC3. recognize methods of emptying, transport and disposal of sludge and operational challenges		5	2	3
	PC4. identify key activities of desludging services		5	2	3
	PC5. identify size and configuration of key tools like sludge tank, truck and specific machinery / equipment's required for desludging services business		7	2	5
	PC6. purchase key resources required for establishment of FSSM services business		5	2	3
	PC7. identify and manage the technical challenges of desludging business		5	2	3
	PC8. establish tentative rate for desludging services in residential and commercial areas		7	2	5
	PC9. registration of vehicle with ULBs for desludging services		4	2	2
	PC10. repair and maintenance of vehicle and sludge vacuum tank		5	2	3
	PC11. maintain the log book of disposal site visit		5	2	3
	PC12. ensure safe disposal of sludge at the disposal site		4	2	2
	PC13. carry out cleaning of sludge vacuum tank after disposal		5	2	3
	PC14. identify avenues to recycle and reuse of sludge		5	2	3
		TOTAL	70	27	43