QUALIFICATION FILE

Safai Mitra

☒ **Short Term Training (STT)** ☐ **Long Term Training (LTT)** ☐ **Apprenticeship**

☐ **Upskilling** ☐ **Dual/Flexi Qualification** ☐ **For ToT** ☐ **For ToA**

☒ **General** ☐ **Multi-skill (MS)** ☐ **Cross Sectoral (CS)** ☐ **Future Skills**

NCrF/NSQF Level: 3

Submitted By:

Skill Council for Green Jobs

Chief Executive Officer
CBIP Building, Malcha Marg,
Chanakyapuri, New Delhi – 110021
Contact no. and mail: 9871119101, ceo@sscgj.in

Contents

Section 1: Basic Details

1.	Qualification Name	Safai Mitra		
2.	Sector/s	Waste Management		
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing/previous qualification: 2022/WSSWM/SCGJ/06727 & Version 3.0		Qualification Name of existing/previous version: Safai Karamchari
4.	a. OEM Name b. Qualification Name (Wherever applicable)			
5.	National Qualification Register (NQR) Code &Version	QG-03-ES-02634-2024-V2-SCGJ & Version 4.0	6. NCrF/NSQF Level: 3	
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other	Certificate		
8.	Brief Description of the Qualification	Safai Mitra sweeps, cleans and removes garbage from public areas and buildings. In public areas and roads, Safai Mitra sweeps with a broom and / or other suitable equipment to remove dust, debris and garbage. In buildings, he/she sweeps the floor, scrubs the floor using appropriate cleaning solution to remove the fine dust. He/She removes the garbage and aggregates the garbage in the designated areas.		
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience:		

a. Entry Qualification & Relevant Experience:

b. Age: 16

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1.	Ability to read and write	5 years of relevant experience
2.	Previous relevant Qualification of NSQF Level 2.5	1.5 years of relevant experience

10	**Credits Assigned to this Qualification, Subject to Assessment** (as per National Credit Framework (NCrF))	12	**10. Common Cost Norm Category:** III
11	**Any Licensing requirements for Undertaking Training on This Qualification** (wherever applicable)	NA	

| 12 | **Training Duration by Modes of Training Delivery** (Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification) | ☒Offline ☐Online ☐Blended |

Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
Classroom (offline)	150	150	60	0	360
Online					

(Refer Blended Learning Annexure for details)

13	**Aligned to NCO/ISCO Code/s** (if no code is available mention the same)	NCO-2015/5151.0201 Janitor / Housekeeping Attendant
14	**Progression path after attaining the qualification** (Please show Professional and Academic progression)	Vertical Progression: Assistant Sanitary Inspector (Level 4) Horizontal Progression: NA
15	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	**Nil**
16	**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**	☐ Yes ☒ No
17	**Is the Job Role Amenable to Persons with Disability**	☒ Yes ☐ No **If "Yes", specify applicable type of Disability:** ☒ **Deaf** ☒ **Hard of Hearing** ☒ **Acid Attack Victims** ☒ **Dwarfism**
18	**How Participation of Women will be Encouraged**	The programme would be proposed to be incorporated in municipalities for women candidates on the job role. TPs shall be encouraged to onboard at least a certain number of female candidates in each batch

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19	**Are Greening/ Environment Sustainability Aspects Covered** (Specify the NOS/Module which covers it)	☒ Yes ☐ No
20	**Is Qualification Suitable to be Offered in Schools/Colleges**	**Schools** ☒ **Yes** ☐ **No** **Colleges** ☒ **Yes** ☐ **No**
21	**Name and Contact Details of Submitting / Awarding Body SPOC** (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	**Name:** Dr. Praveen Saxena **Email:** ceo@sscgj.in **Contact No.:** 9871119101 **Website: https://sscgj.in/**

22	**Final Approval Date by NSQC: 30/05/2024**	**23. Validity Duration:** 3 years	**24. Next Review Date: 29/05/2027**

Section 2: Module Summary

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT Recommended	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	SGJ/ N6105: Cleaning of Roads, Pavements, Public Area etc.	SGJ/N6105 Version 4.0	Core	3	2	30:00	30:00			60	20	30			50	17
2.	SGJ/N6106: Cleaning of floor(s) of buildings	SGJ/N6106 Version 4.0	Core	3	2	30:00	30:00			60	25	25			50	17
3.	SGJ/N6107: Maintain Personal Health & Safety while Cleaning	SGJ/N6107 Version 4.0	Core	3	2	30:00	30:00			60	25	25			50	17
4.	SGJ/N6112: Cleaning of toilets	SGJ/N6112 Version 4.0	Core	3	1.5	15:00	30:00			45	25	25			50	17
5.	SGJ/N6113: Cleaning with Mechanized cleaning tools	SGJ/N6113 Version 4.0	Core	3	1.5	15:00	30:00			45	25	25			50	16
6.	Employability Skills	DGT/VSQ/ N0101 Version 1.0	Non-Core	2	1	30:00				30	20	30			50	16
7.	On the Job Training				2					60						
Duration (in Hours) / Total Marks					12	150	150	60		**360**	140	160			300	100

Note: Total 360 notional hours (including theory: 150 hours + Practical: 150 hours + OJT: 60 hours)

NOS/s of Qualifications
(In exceptional cases these could be described as components)

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Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory   *Pr.*-Practical **OJT**-On the Job **Man.**- Mandatory Training **Rec.**- Recommended **Proj.** -Project

Assessment - Minimum Qualifying Percentage

Minimum Pass Percentage – Aggregate at qualification level: 70 % (*Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.*)

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	10ᵗʰ Pass with 2 years' experience in supervising cleaning activity Or As per the Relevant Craft Instructor Training Scheme (CITS)
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	10ᵗʰ Pass with 5 years' experience post their ToT Certification in supervising cleaning activity
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure*)
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	Not Applicable

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	10th Pass with 3 years' experience in supervising cleaning activity Or Certified under relevant Craft Instructor Training Scheme (CITS) course. *** The education qualification can be relaxed in case of extraordinary relevant field experience.**
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	10th Pass with 3 years' experience in supervising cleaning activity Or Certified under relevant Craft Instructor Training Scheme (CITS) course. *** The education qualification can be relaxed in case of extraordinary relevant field experience.**

3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	10th Pass with 10 years' experience post their ToA Certification in supervising cleaning activity Or Certified under relevant Craft Instructor Training Scheme (CITS) course. *** The education qualification can be relaxed in case of extraordinary relevant field experience.**
4.	**Assessment Mode** *(Specify the assessment mode)*	Online and offline both
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☒ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** Yes available at https://sscgj.in/wp-content/uploads/2024/02/Municipal_Solid_Waste_Management_Sector-report.pdf
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** yes No
3.	**Government /Industry initiatives/ requirement (Yes/No):** Recent initiatives in the Indian context, such as "Smart Cities Mission" and "Swachh Bharat Abhiyan", provide a good opportunity for new job opportunities in the domain of waste management.
4.	**Number of Industry validation provided:** Up to 10 industry validations are expected to be received for the qualification.
5.	**Estimated nos. of persons to be trained and employed:** It is estimated that total number of persons employed in this job role would be at least 3 lakhs by 2025 which shall rise to 6 Lakhs by year 2030. Swatch Bharat Mission, the the flagship program to deal with waste collection and its effective management in the country, is expected to provide immense employment opportunities along with providing innovative solutions in the segment.
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** Concurrence has been requested from the Ministry of Housing and Urban Affairs.

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	Annexure: Evidence of Level
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	Annexure: Tools and Equipment (Lab Set-Up)
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	Annexure: Detailed Assessment Criteria (Mandatory)
4.	**Annexure:** Assessment Strategy *(Mandatory)*	Annexure: Assessment Strategy
5.	**Annexure:** Acronym and Glossary *(Optional)*	Annexure: Acronym and Glossary
6.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	Attached
7.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	Annexure: Career progression and OM
8.	**Supporting Document:** Occupational Map *(Mandatory)*	Annexure: Career progression and OM
9.	**Supporting Document:** Assessment SOP *(Mandatory)*	Annexure: Assessment Strategy

Annexure: Evidence of Level

Title/Name of qualification/component: Safai Mitra			Level:3
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relate to the NSQF level descriptors**	**NSQF Level**
Professional Theoretical Knowledge/ Process	The Safai Mitra is responsible for the following processes: • Cleaning of Roads, Pavements and public areas • Cleaning of floors of buildings • Maintain personal health and safety • Work effectively with others while cleaning	The individual carries out a limited range of activities which are routine and predictable in nature.	3
Professional and Technical Skills/ Expertise/ Professional Knowledge	The Safai MItra is able to perform his/her task properly while maintaining personal health and safety.	S/He knows the importance of cleaning and collecting waste.	3
Employment Readiness & Entrepreneurship	S/he performs the narrow range of work with punctuality regularly.	S/He does the narrow range of activities daily.	3

Title/Name of qualification/component: Safai Mitra			Level:3
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relate to the NSQF level descriptors**	**NSQF Level**
Skills & Mind-set/Professional Skill			
Broad Learning Outcomes/ Core Skill	S/He communicates with his peers and supervisors clearly and able to understand the general signs related to waste management.	S/He communicates with his peers and supervisors clearly and able to understand the general signs related to waste management.	3
Responsibility	Mostly s/he works in small groups where each other guides, so S/He works in a team and under the guidance of a Supervisor.	Under close supervision, Some responsibility for own work within defined limit.	3

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Different types and sizes of brooms for demonstration	Standard Make	1
2	Mops	Standard Make	1
3	Wiper	Standard Make	1
4	tools used in mechanized cleaning	Standard Make	1
5	Cleaning Agents	Standard Make	1
6	Hand gloves	Standard Make	30
7	appropriate cloth/mask to cover head and face	Standard Make	30
8	reflective vest	Standard Make	30
9	hand sanitizer/soap	Standard Make	1
10	garbage bags	Standard Make	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

Marker, chart and visual aid, Pellet production flowchart, raw material supply chain flow chart, Schematics of Compressed biogas waste to energy plant;

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*
1.	Conserve	Subham Prakash	Executive Director	A-116, Madhuban, Vikas Marg, Delhi - 110092	9810220556	subham@conserveindia.org	NA
2.	Distil Ventures India Limited	Arjun Mishra	Director	A-1, 3rd floor Fiee Complex, Okhla Industrial Phase-2, New delhi-110020	9212567826	arjun@distilgroup.com	NA
3.	G& G Manpower & Security Services Private Ltd.	Avinash Gaware	HOD	Maan Gawarewadi, Nr Megapolis bus stop, Hinjawadi,Ph-3. Tal, Mulshi, Distt-Pune-411057	7796429055	Sujatamane3105@gmail.com	NA
4.	GV Facility India Pvt Ltd.	Vijay Singh Shinde	Director	B-Madhav, Gate no-59,60,Shivajiwadi khed, Moshi,Pune-412105	7875389009	Gvfms09@gmail.com	NA
5.	Kam Foundation	Smita Singh	Chief Executive Officer	Plot no2, Survey no-255/1, Hinjawadi, Tal, Mulshi, Distt-Pune-411057	9881094109	ceo@kamfoundation.com	NA
6.	Alef Eco consulting LLP	John Thomas	Director	C 266, First Floor, Sector 63, Noida 201309, Uttar Pradesh, INDIA	9958176767	director.alefeco@gmail.com; director@alefeco.com	NA
7.	Banka Bioloo Limited	Sanjay Banka	Executive Chairman	A-109 Express Apartments, Lakdi ka	7207895814	sanjay.banka@bankabio.com	NA

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				Pool, Hyderabad - 500004			
8.	BVG India Ltd.	Ravindra Ghate	HOD	Midas Tower,4th Floor, Rajiv Ghandhi Infotech Park, Hinjawadi, Pune-411057	9822522333	ravighate@bvgindia.com	NA
9.	BVG Security Services Pvt Ltd.	Vikas Nipane	Director	BVG House, Premier Plaza, Mumbai Pune Road,chinchwad, Pune, 411019	7722075649	Vikas.nipane@bvgindia.com	NA
10.	Earthwatch Institute India	Mahesh kumar	Administrative Manager	Level-5, JMD Regent Square, MG Road, Gurgaon, -122001	9818605645	info@earthwatch.org.in	NA
11	Vone India Services(P) Ltd.	Vishal Chand	GM	Noida	9953675493	Acc.voseindia@gmail.com	NA
12	Hitesh Associates	Hitesh		Opposite Rupal Bus Stop, Harni Warsai Road, Near Bus Stop, Vadodara-390006	98242744731	hiteshassociates@yahoo.co.in	NA
13	Kam Marketing Pvt. Ltd.	Prakash Masalkhamb	Commercial Officer	Plot No. 2, Survey No. 255/1, Hinjawadi, Tal. Mulshi, Dist. Pune- 411057	9850090157	Kamcomm2@gmail.com	NA
14	Kargil Security Service & House Keeping	A. K. Mishra	Director	99, Vandana Enclave Khora Colony Ghaziabad	9312274587	kssindiafacilities@gmail.com	NA
15	MUNICIPAL CORPORATION ABOHAR	Kartar Singh	Chief Sanitary Inspector	Municipal Corporation Abohar, Punjab - 152116	8566924291	mcabohar12@gmail.com	NA
16	MUNICIPAL CORPORATION LUDHIANA	Amir Singh Bajwa	Chief Sanitary Inspector	Municipal Corporation Ludhiana Zone B,	9872350786	mclzoneb@gmail.com	NA

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				Harcharan Nagar, Ludhiana, Punjab- 141008			
17	MUNICIPAL CORPORATION MACHILIPATNAM	Krishnan	Municipal Commissioner	Municipal Corporation Machilipatnam, Krishna, Andhra Pradesh- 521001	7731087780	mcmtm21@gmail.com	NA
18	MUNICIPAL CORPORATION RAJAMAHENDRAVARAM	Vinuthna	Health Officer	Municipal Corporation Rajamahendravaram, Rajahmundry, East Godavari, AP- 533101	9346087887	mcrajamahendravaram@gmail.com	NA
19	NARSAPUR MUNICIPALITY	K Ramana	Municipal Commissioner	Narsapur Municipality, Roypeta, Narsapur, West Godavari, Andhra Pradesh - 534275	8247837992	narsapurmc315@gmail.com	NA
20	Sarika Safety Services	Dr. Amol Kamble	Manager-Marketing	D-403, Shreyash Vihar, Purandar Colony, Bhekrai Nagar, Phursungi - 412308	9175932101	Sarikasafety13@gmail.com	NA
21	.						
22							
23							
24							

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Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024-25	250		30		NIL	
2025-26	250		30			
2026-27	500		60			

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
1	2022-23	9691		9192									
2.	2023-24	7974		6704									

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. NA

Content availability for previous versions of qualifications:

☒ **Participant Handbook**   ☒ **Facilitator Guide** ☐ Digital Content   ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: Available in English

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:
https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☒Theory/ Lectures - Imparting theoretical and conceptual knowledge	Not Applicable	Not Applicable
2	☒Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☒Showing Practical Demonstrations to the learners		

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4	☒Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☒Tutorials/ Assignments/ Drill/ Practice		
6	☒Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☒On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/ Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SGJ/N6105: *Cleaning of roads, pavements, public areas etc.*	*Sweeping/cleaning of Roads, Pavements etc.*	6	12	-	-
	PC1. prepare the broom	2	4	-	-
	PC2. sweep the roads, pavements etc.	2	4	-	-
	PC3. aggregate the waste at the designated place	2	4	-	-
	Sweeping/cleaning of parks and public areas	4	4	-	-

PC4. sweep/ clean parks and public areas	2	2	-	-
PC5. aggregate the collected garbage/waste at the designated place	2	2	-	-
Collect and segregate garbage	5	10	-	-
PC6. collect the aggregated garbage/waste from the designated areas.	3	5	-	-
PC7. segregate the garbage/waste from biodegradable waste	2	5	-	-
Transportation of garbage/ waste materials to designated areas	7	17	-	-
PC8. properly transport the garbage/waste to the designated collection point	2	5	-	-
PC9. prepare the waste for transportation from collection point to bigger unit	2	5	-	-
PC10. ensure proper transportation of the garbage/waste to bigger unit	2	4	-	-
PC11. properly load and unload the garbage/waste	1	3	-	-
Separate solid waste, plastics and recyclable waste from biodegradable waste.	10	15	-	-
PC12. open the bins containing garbage/ waste	2	3	-	-
PC13. separate plastics from different garbage/waste	2	3	-	-
PC14. separate recyclable waste i.e. metal, paper	2	3	-	-

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		Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC15. identify and dispose hazardous waste appropriately, in consultation with supervisor	2	3	-	-
	PC16. keep and place different waste accordingly	2	3	-	-
	Effective waste management/recycling practices	**3**	**7**	**-**	**-**
	PC17. segregate waste into different categories	1	3	-	-
	PC18. dispose non-recyclable waste appropriately	1	2	-	-
	PC19. deposit recyclable and reusable material at identified location	1	2	-	-
NOS Total		**35**	**65**	**-**	**-**

NOS/ Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SGJ/N6106:	*Sweeping of floors(s) of buildings*	11	8	-	-
Cleaning of floor(s) of buildings	**PC1.** choose the proper broom to sweep the floor	2	2	-	-
	PC2. sweep the floor(s) of buildings	5	3	-	-
	PC3. wipe the floor with wet cloth to remove fine dust	4	3	-	-
	Collect and segregate garbage	5	6	-	-
	PC4. collect the garbage /waste from the designated bins	2	2	-	-

NOS/ Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC5. segregate the common recyclable waste such as paper and plastics	3	4	-	-
	Transportation of garbage/waste materials to designated areas	**2**	**8**	**-**	**-**
	PC6. properly load the garbage to bigger unit	1	4	-	-
	PC7. properly carry the garbage to the designated area for waste disposal from the building	1	4	-	-
	Effective waste management/recycling practices	**5**	**5**	**-**	**-**
	PC8. identify recyclable and non-recyclable, and hazardous waste generated	1	1	-	-
	PC9. segregate waste into different categories	1	1	-	-
	PC10. dispose non-recyclable waste appropriately	1	1	-	-
	PC11. deposit recyclable and reusable material at identified location	1	1	-	-
	PC12. follow processes specified for disposal of hazardous waste	1	1	-	-
NOS Total		**23**	**27**	**-**	**-**

NOS/ Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SGJ/N6107:	*Establish and follow safe work procedure*	**11**	**10**	**-**	**-**
Maintain personal health & safety while cleaning	**PC1.** identify contact person when workplace safety policies are violated	1	1	-	-

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PC2. provide information about incident/violation	2	1	-	-
PC3. identify the location of first aid materials and administer first-aid	5	5	-	-
PC4. identify personal safety hazards or work site hazards	3	3	-	-
Use and maintain personal protective equipment	**7**	**10**	-	-
PC5. identify the personal protection equipment required for specific work activity and location	3	4	-	-
PC6. demonstrate safe and accepted practices for personal protection	2	3	-	-
PC7. demonstrate the use of masks and gloves while sweeping roads, pavements, public areas and buildings	2	3	-	-
Follow good housekeeping practices and infection control guidelines	**4**	**8**	-	-
PC8. follow recommended personal hygiene, workplace hygiene and sanitation practices	1	2	-	-
PC9. clean and disinfect all material, tools and supplies before and after use	1	2	-	-
PC10. report immediately to concerned authorities regarding sign and symptoms of illness of self and other colleagues	1	2	-	-
PC11. follow processes specified for disposal of hazardous waste	1	2	-	-

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NOS/ Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total		22	28	-	-

NOS/ Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
DGT/VSQ/N0101:	*Introduction to Employability Skills*	1	1	-	-
Employability Skills	**PC1.** understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	PC3. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	2	3	-	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-	-
	Communication Skills	1	1	-	-
	PC5. follow good manners while communicating with others	-	-	-	-

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PC6. work with others in a team	-	-	-	-
Diversity & Inclusion	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
Essential Digital Skills	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
Entrepreneurship	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-

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	PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
	Customer Service	2	2	-	-
	PC16. identify different types of customers	-	-	-	-
	PC17. identify customer needs and address them appropriately	-	-	-	-
	PC18. follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	1	3	-	-
	PC19. create a basic biodata	-	-	-	-
	PC20. search for suitable jobs and apply	-	-	-	-
	PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total		20	30	-	-

NOS/ Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks

NOS/ Module Name	Assessment Criteria	Theory	Practical	Project	Viva
SGJ/N6112: *Cleaning of toilets*	*Prepare the material and tools required for wet cleaning*	**18**	**32**	-	-
	PC1. arrange and check the tools i.e. wiper, mop, spade, water, bucket, cloth etc.	2	3	-	-
	PC2. arrange liquid disinfectant / cleaning agent	2	3	-	-
	PC3. prepare the proper mixture of liquid disinfectant and water	2	3	-	-
	PC4. prepare the area to be cleaned	2	4	-	-
	PC5. clean lavatory basins, inside and outside surround of the sinks, taps	2	3	-	-
	PC6. clean tiles, mirrors etc.	2	4	-	-
	PC7. collect the garbage, waste etc. properly and place it in a designated area	2	4	-	-
	PC8. sweep and mop the floors/lavatories with mop or wet cloth	2	4	-	-
	PC9. remove the garbage, waste etc. collected and carried it to the dumping place	2	4	-	-
NOS Total		**18**	**32**	**-**	**-**

NOS/ Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SGJ/N6113:	*Clean with vacuum cleaner*	5	5	-	-

Cleaning with mechanised cleaning tools	**PC1.** identify the components of vacuum cleaner and demonstrate its starting and shutting down procedure	1	1	-	-
	PC2. identify and attach the appropriate suction hose, check the dirt container periodically and clean that while disposing the dirt	1	1	-	-
	PC3. ensure that the dirt container has been inserted properly	1	1	-	-
	PC4. carry out the drying of wet filter and change the filter if necessary	1	1	-	-
	PC5. ensure proper shut down of the appliance, clean the vacuum cleaner and visually inspect for any damages	1	1	-	-
	Clean with mechanical sweeper	6	6	-	-
	PC6. identify the components of mechanical sweeper	1	1	-	-
	PC7. check and remove any sharp objects and heavy debris in the cleaning area before using the sweeper	1	1	-	-
	PC8. adjust the brush according to low, medium and highly dusty place	1	1	-	-
	PC9. operate the mechanical sweeper	1	1	-	-
	PC10. clean the brush appropriately after the operation is completed and carry out proper disposal of the dust collected	1	1	-	-
	PC11. properly shut down the appliance and inspect the appliance for any damages	1	1	-	-

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	Clean with mechanized sweeper ride	**7**	**7**	-	-
	PC12. identify the components of mechanized sweeper ride	1	1	-	-
	PC13. demonstrate starting and shutting down procedure of the mechanical sweeper ride	1	1	-	-
	PC14. check and remove the area for sharp and heavy debris or obstacles	1	1	-	-
	PC15. demonstrate the opening and securing the cover of the machine as per manufacturer instructions	1	1	-	-
	PC16. check oil level / fuel level / battery level for smooth operation of the machine	1	1	-	-
	PC17. operate the mechanical sweeper and clean the brush appropriately after the operation is completed	1	1	-	-
	PC18. carry out proper disposal of the dust collected and properly shut down the appliance and inspect the appliance for any damages	1	1	-	-
	Clean with mechanized scrubbing machine	**7**	**7**	-	-
	PC19. Identify the components of mechanized scrubbing machine and demonstrate starting and shutdown procedure of the mechanised scrubbing machine	1	1	-	-
	PC20. visually inspect the machine for any damage and check the main cable regularly	1	1	-	-
	PC21. Inspect the area to be cleaned with no obstacles and fix the brush/pad appropriately	1	1	-	-

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	PC22. prepare the cleaning solution as per the requirement and refill the detergent tank	1	1	-	-
	PC23. adjust the water quantity according to the dirt	1	1	-	-
	PC24. operate the mechanized scrubbing machine and check the dirty water collection tank at regular intervals	1	1	-	-
	PC25. ensure proper shutdown after the operation is complete and clean the machine from inside & outside with a dry cloth	1	1	-	-
NOS Total		**25**	**25**	-	-

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. Assessment System Overview:

    - Batches assigned to the assessment agencies for conducting the assessment on SDSM/SID or email
    - Assessment agencies send the assessment confirmation to VTP/TC looping SCGJ
    - Assessment agency deploys the ToA certified Assessor for executing the assessment
    - SCGJ monitors the assessment process & records

2. Testing Environment:

    - Confirm that the centre is available at the same address as mentioned on SDMS or SIP
    - Check the duration of the training.

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- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

- Question papers created by the Subject Matter Experts (SME)
- Question papers created by the SME verified by the other subject Matter Experts
- Questions are mapped with NOS and PC
- Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
- Assessor must be ToA certified & trainer must be ToT Certified
- Assessment agency must follow the assessment guidelines to conduct the assessment

4. Types of evidence or evidence-gathering protocol:
- Time-stamped & geotagged reporting of the assessor from assessment location
- Center photographs with signboards and scheme specific branding
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:
- Surprise visit to the assessment location
- Random audit of the batch
- Random audit of any candidate

6. Method for assessment documentation, archiving, and access
- Hard copies of the documents are stored
- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage

- Soft copies of the documents & photographs of the assessment are stored in the Hard Drives

On the Job:

OJT Monitoring Report
- As in Green Jobs Sector, reproducing the evidence for assessment is not feasible due to constraints like cost, confidentiality and controlled environment, every
- Apprentice is required to record the evidences performed during the OJT and the same gets authorized by his/her supervisor.
- The evidence recording is done in a structured monitoring report, termed as OJT Monitoring report.
- During the OJT, every trainee is required to fill the OJT monitoring report which is required to be signed by his/her supervisor.
- Towards the end of OJT period these reports are submitted with the HR department of company
- These duly submitted reports are then verified by an Industry nominated assessor for verification of evidence.

Theory, Practical & Viva:
- Scope – Is used to test the knowledge and understanding and skills acquired during the OJT as well as to conform the OJT monitoring report.
- Some personality traits and generic skills (such as – promptness, sharpness, communication skills, depth of knowledge, comprehension, presentation, patience
- etc) can also be tested, which is also required for the QP.
- Tools – The assessment's questions should be aligned with the Qualification Pack, covering the PCs. There will be summative assessment at the end of the OJT.
- Method – Direct questions open and close ended questions, situation-based questions, analytical questions, and decision-making based questions for Viva,
- MCQ for the theory and performing QP related operations for practical. Different questions in theory, practical and viva are included to test relevant PCs from
- the QP
- Analysis – Assessor draws a spectrum of ready answers to be expected from trainee for Viva. This reduces effect of subjectivity of the assessor. Comparative
- Quality of trainees within a batch or different institutes can be gauged. The skill is gauged by observing the practical work.

Execution of OJT Assessment:
- HR department hands over the individual OJT monitoring report with Industry nominated assessor and schedules an assessment meeting for each trainee.
- Industry nominated assessor assesses each trainee based on OJT monitoring report, viva on each PC and also takes into account attendance of each trainee towards the end of the OJT period.

- The OJT marks are compiled for each NOS by the Industry nominated assessor and submitted with HR department of company.
- The OJT assessment results are then sent to SCGJ by HR department of company in a sealed envelope for compiling the assessment results in case of offline assessment.

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description

National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf

Annexure: Annexure: Career Progression and OM