

Jute Selector cum Assorter

- ☒ 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 ☐ OEM

NCrF/NSQF Level: 2

Submitted By:

Textile Sector Skill Council

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Table of Contents

Section 1: Basic Details	
Section 2: Module Summary	
NOS/s of Qualifications	
Mandatory NOS/s:	
Elective NOS/s:	
Optional NOS/s:	
Assessment - Minimum Qualifying Percentage	
Section 3: Training Related	
Section 4: Assessment Related	
Section 5: Evidence of the Need for the Qualification	
Section 6: Annexure & Supporting Documents Check List	
Annexure 1: Evidence of Level	
Annexure 2: Tools and Equipment	
Annexure 3: Industry Validations Summary	
Annexure 4: Training & Employment Details	
Annexure 5: Blended Learning - NA	
Annexure 6: Detailed Assessment Criteria	
Annexure 7: Assessment Strategy	
Annexure 8: Acronym and Glossary	

Section 1: Basic Details

1.	Qualification Name	Jute Selector cum Assorter	
2.	Sector/s	Textile & Handlooms	
3.	Type of Qualification ☐ New ☒ Revised ☐ Has Electives/ Options ☐ OEM	NQR Code & version of the existing /previous qualification: QG-02-TX-01882-2024-V1.1-TSC	Qualification Name of the existing/previous version: Jute Selector cum Assorter
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA NA	
5.	National Qualification Register (NQR) Code & Version	QG-02-TX-04111-2025-V2-TSC	6. NCrF/NSQF Level: 2
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate	
8.	Brief Description of the Qualification	The role of a Jute selector cum assorter is to open Jute bale & assort raw jute as per grade, to prepare jute morah of uniform size with due importance to defects & other quality parameters ensuring environmental health and safety aspects. A Jute selector cum assorter can seek employment in a Jute factory.	

9.	Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" data-bbox="793 233 1789 407"> <tr> <th data-bbox="793 233 898 370">S. No.</th> <th data-bbox="898 233 1360 370">Academic/Skill Qualification (with Specialization - if applicable)</th> <th data-bbox="1360 233 1789 370">Relevant Experience (with Specialization - if applicable)</th> </tr> <tr> <td data-bbox="793 370 898 407">1</td> <td data-bbox="898 370 1360 407">Ability to read and write</td> <td data-bbox="1360 370 1789 407">Nil</td> </tr> </table> 18 Years				S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	Ability to read and write	Nil						
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)															
1	Ability to read and write	Nil															
10.	Credits Assigned to this NOS-Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	9 Credits		11. Common Cost Norm Category (I/II/III) (wherever applicable): I													
12.	Any Licensing Requirements for Undertaking Training on This Qualification	Not Applicable															
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline Only ☐ Online Only ☐ Blended <table border="1" data-bbox="1073 1008 1759 1222"> <tr> <th data-bbox="1073 1008 1318 1117">Training Delivery Mode</th> <th data-bbox="1318 1008 1472 1117">Theory (Hours)</th> <th data-bbox="1472 1008 1625 1117">Practical (Hours)</th> <th data-bbox="1625 1008 1759 1117">Total (Hours)</th> </tr> <tr> <td data-bbox="1073 1117 1318 1182">Classroom (offline)</td> <td data-bbox="1318 1117 1472 1182">77</td> <td data-bbox="1472 1117 1625 1182">193</td> <td data-bbox="1625 1117 1759 1182">270</td> </tr> <tr> <td data-bbox="1073 1182 1318 1222">Online</td> <td data-bbox="1318 1182 1472 1222">-</td> <td data-bbox="1472 1182 1625 1222">-</td> <td data-bbox="1625 1182 1759 1222">-</td> </tr> </table> (Refer Blended Learning Annexure for details)				Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	77	193	270	Online	-	-	-
Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)														
Classroom (offline)	77	193	270														
Online	-	-	-														

14.	Aligned to NCO/ ISCO Code/s (if no code is available mention the same)	NCO-2015/7318.12	
15.	Progression Path After Attaining the Qualification, wherever applicable <i>(Please show Professional and Academic progression)</i>	Assistant Fitter - Jute	
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi	
17.	Is similar NOS available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:	
18.	Is the NOS Amenable to Persons with Disability	☐ Yes ☒ No If "Yes", specify applicable type of Disability:	
19.	How participation of women will be encouraged?	This Qualification/NOS is made suitable for all categories of learners including the individuals, Students, professionals with the prescribed entry qualification.	
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	☒ Yes ☐ No TSC/N9002 - Working in a team TSC/N9003 - Maintain health, safety and security at workplace TSC/N9009 - Maintain work area, tools, material handling equipment and machinery for jute processing TSC/N9010 - Comply with industry and organizational requirement in jute sector.	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☐ Yes ☒ No Colleges ☐ Yes ☒ No	
22.	Name and Contact Details Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Mr. Vignesh Raja Email: raja@texskill.in Contact No.: 7502954383 Website: https://texskill.in/	
23.	Final Approval Date by NSQC: 08.05.2025	24. Validity Duration: 3 years	25. Next Review Date: 08.05.2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

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

S. no	NOS Module Name	NOS/Module Code & Version (if applicable)	Core/ Non Core	NCrF/ NSQF Level	Credit as per NCrF	Training Duration					Assessment Marks					
						Th.	Pr.	OJT. Man	OJT. Rec	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (if applicable)
1	Handling jute bales and grade wise stacking	TSC/N0123,V 2.0	Core	2	0.5	5	10			15	22	28			50	10
2	Sort and cut raw Jute for further processing	TSC/N0124,V 2.0	Core	2	2.25	15	52.5			67.5	32	43			75	18
3	Up-gradation and down gradation of raw jute	TSC/N0125,V 2.0	Core	2	2.25	15	52.5			67.5	22	28			50	10
4	Maintain work area, tools, material handling equipment and machinery for jute processing	TSC/N9009,V 2.0	Non Core	3	0.5	5	10			15	20	30			50	10
5	Working in a team	TSC/N9002,V 6.0	Non Core	3	0.5	5	10			15	19	20		11	50	10
6	Maintain health, safety and security at workplace	TSC/N9003,V 5.0	Non Core	3	1.5	15	30			45	32	40		28	100	22
7	Comply with industry and organizational requirement in jute sector	TSC/N9010,V 2.0	Non Core	3	0.5	5	10			15	21	29			50	10
8	Employability Skills	DGT/VSQ/N0101, V 1.0	Non Core	2	1	12	18			30	20	30			50	10
Duration (in Hours) / Total Marks					9	77	193			270	188	248		39	475	100

Elective NOS/s:

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-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Optional NOS/s:

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-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.																
2.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

Minimum Pass Percentage – Aggregate at qualification level: **50%**

Pass Percentage of the Qualification is scheme specific, Unless specified by scheme, it is 50% or else scheme guidelines will override it.

(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)	• Ability to read & and write with 5 years of relevant experience (Min 1 year in production + Min 4 years as trainer +) • Grade 8 with two years of (NTC/ NAC) with Successfully passed Trainer Qualification MEP/Q2601, v2.0– Trainer (VET and Skills), Minimum pass percentage 80 percent and TSC/Q0107, v4.0 Jute Selector cum Assorter, Minimum pass percentage 80 per cent
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma/Degree/Masters/PhD in textile with at least 15/10/8/5 years of experience in textile sector with minimum 8/5/4/3 years in teaching/conducting training in Textile Research Associations, CoEs, Govt Textile organizations/ SIMA/ running textile mill
3.	Tools and Equipment Required for the Training	☐ Yes ☒ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised NOS, 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)	• Diploma (10th Class + 3 years) in the relevant trade with 4 years of relevant experience (or) • Diploma (12th Class +2 years) in the relevant trade with 3 year of relevant experience (or) • UG (3-years) in the relevant trade with 2 years of relevant experience with successfully passed MEP/Q2701, v2.0 – Assessor (VET and Skills), Minimum pass percentage 80 percent and TSC/Q0107, v4.0 Jute Selector cum Assorter, Minimum pass percentage 80 percent
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines), (wherever applicable)	UG in any field

3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Diploma/Degree/Masters/PhD in textile with at least 15/10/8/5 years of experience in textile sector with minimum 8/5/4/3 years in teaching/conducting training in Textile Research Associations, CoEs, Govt Textile organizations/ SIMA/ running textile mill
4.	Assessment Mode (Specify the assessment mode)	Offline
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. Link - https://texskill.in/map_22/map.html
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes Link - https://texskill.in/map_22/map.html
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 13
5.	Estimated number of people to be trained: 600
6.	Evidence of Concurrence/Consultation with Line/State Departments (In case of regulated sectors): (Yes/No): Yes If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrF/NSQF level justification based on NCrF/NSQF descriptors (Mandatory)	Attached. Annexure 1
2.	Annexure: List of tools and equipment relevant for NOS (Mandatory, except in case of online course)	Attached. Annexure 2
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Attached. Annexure 6
4.	Annexure: Assessment Strategy (Mandatory)	Attached. Annexure 6
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)	Attached. Annexure 5
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	No
7.	Annexure: Acronym and Glossary (Optional)	Attached. Annexure 8
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Attached. Annexure 9
9.	Supporting Document: Career Progression (Mandatory - Public view)	Attached. Annexure 10
10.	Supporting Document: Occupational Map (Mandatory)	Attached. Annexure 11
11.	Supporting Document: Assessment SOP (Mandatory)	Attached. Annexure 7
12.	Any other document you wish to submit:	NA

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	Fundamental knowledge • Basic working/ operational knowledge in the area of work. • Understands basic materials, tools, applications in a limited context. • For self-help group member/ micro-entrepreneur basic working knowledge of business activity, raw material, finished product/ service, and local market. • Able to understand and perform repetitive tasks under instructions and supervision. • Understand the basic quality, safety and general hygiene norms. Familiarity with environmental aspects.	A selector cum assorter <i>carry out process that are repetitive on regular basis</i> in a typical jute mill. The operator carries out selecting and assorting activity as per quality standards (with little application of understanding) selector cum assorter also knows how wrong grading may result in defective jute final product. The operator performs job of cutting and assorting the jute bales <i>with little application of understanding.</i> Hence NSQF Level is 2	NSQF Level 2
Professional and Technical Skills/ Expertise/ Professional Knowledge	Limited finite skills • Limited related skills in predefined context. • Performs structured tasks in a limited range of functional roles. • Uses known solutions to familiar problems.	A selector cum assorter must <i>understands context of work and quality</i> with respect to process flow and material flow in a typical jute mill, the selector cum assorter understands the color coding, consequences of mixing of different lots or grades of jute and also able to segregate defective jute morah. The operator applies <i>material tools</i>	NSQF Level 2

	• Skill to identify and use relevant tools and materials in a limited context of work and quality. • For self-help group members, micro-entrepreneurs working skills for making or manufacturing (handicraft, traditional items, etc) service & marketing etc.	and application in a limited context. Hence NSQF Level is 2	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Employment readiness • Ability to read and write and do simple computational math – numeracy and literacy. • Receive and transmit written and oral messages/ communication clearly. • Works within a team as assistant • Understanding of safety, hygiene and environment, social, political and religious diversity. • Have broader but basic Employability Skills including basic self-employment/ entrepreneurial Mind-set for mini businesses • Have understanding of use of Financial and Digital literacy, Aadhar and Mobile, digital payments etc.	A selector cum assorter must be able to receive and transmit written and oral messages in local/regional language, writes daily work report, is able to follow written instructions, communicates with the supervisor appropriately and with others to Convey information effectively. Also, comprehends the regulations, natural, social and political environment of a typical jute mill. Hence NSQF Level is 2	NSQF Level 2
Broad Learning Outcomes/Core Skill	Carry out the Predefined tasks	A selector cum assorter recalls and demonstrates practical skills required for	NSQF Level 2

	- The candidate may carry out a job requiring limited range of routine and predictable activities. - Tasks are mostly performed under instructions and supervision - Focus on practice of skill and work, both predefined and new. - For self-help group members, micro-entrepreneurs (JSS) end to end clear understanding of process and delivery. - Understands basic safety and general hygiene norms.	sorting and assessing Jute fibre which are routine and repetitive in nature for quality systems for the typical Jute mill. He/she does as per the quality criteria for Jute fibres. He/she works as per instructions from supervisor and ensures maximum utilization of jute fibre and minimum wastage using appropriate tools. Hence NSQF Level is 3	
Responsibility	Assistant - Works mostly under instruction and supervision. - Limited responsibility for delivery and quality of work. - For self-help group members, micro-entrepreneurs (JSS) end to end responsibility of production and marketing in local markets.	A selector cum assorter works under instruction with respect to the quality, production and safety, reports to his shift superior, maintains work area, tools and machines and contributes in making the workplace healthy, safe and secure and follows the industry & organizational compliance. He/she has no responsibility for his own work and works under close supervision for own learning. Hence NSQF Level is 2	NSQF Level 2

Annexure 2: Tools and Equipment***List of Tools and Equipment***

Sr. No	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)
1.	Jute fibre	200
2.	Raw Jute cutting tool Kit	30

Batch Size: 30***Classroom Aids***

The aids required to conduct sessions in the classroom are:

1. Charts
2. Posters
3. Projector
4. Writing Board
5. Seating capacity for 30 candidates
6. Computer/ Laptop Specification
7. Scanner
8. Printer

Annexure 3: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Birla Jute Mills	G R Verma	Jt President	Birlapur	033 66033112	birlajute@birlacorp.com	
2	Bowreah Jute Mills Pvt Ltd	P K Biswas	General Manager	Bawreah	8981005896	bjmplmill@gmail.com	
3	The Empire Jute Company Ltd	S N Lahoti	Group President	Titagarh	9163707015	—	
4	Evergreen Jute Mills Pvt Ltd	D N Charia	Director	Howrah	9933953097	evergreensk@rediffmail.com	
5	Gloster Limited	B L Kabra	Works Manager	Fort Gloster Howrah	033 26618940	gjmll@glosterjute.com	
6	Hooghly Jute Mill	R Singha Ray	Chief Executive	kolkata	033 24397476	hmcl@vsnl.com	
7	Howrah Mills Company Limited	N Das	President	Howrah	9831838257	howrahmill@mjindia.com	
8	Indian Jute Industries Research Association	Dr. Pradip Chakrabarti	HOD	kolkata	700397232	pradip@ijira.org.in	
9	Jankalyan Vinimay Pvt Ltd	O P Paresh	President	Shyamnagar	033 25815055	jpvl06@rediffmail.com	
10	Ludlow Jute & Specialities Ltd	I Haque	Manager	Howrah	8646819388	info@ludlowjute.com	
11	Murlidhar Ratanlal Exports Ltd	R K Mishra	General Manager	Serampore	033 22104821	kajaria@jute.india.com	
12	RDB Textiles Ltd	—	—	Hooghly	033 22255450	rdbtextilesLtd@gmail.com	
13	Tripura Jute Mills Ltd	Anjan Debnath	Mill Manager	Agartala	038148525468	tjml_agt@yahoo.co.in	

Annexure 4: Training & Employment Details

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability
2026	600	120	NA
2027	600	120	NA
2028	600	120	NA

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
2	2022	0	0	0	0	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	-	-	-	-
1	2021	14	13	12	6	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	-	-	-	-
1	2020	20	18	17	9	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	NA. Data Requested from NSDC	-	-	-	-

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. PMKVY
2. Digital India Corporation. Ministry of Electronics and Information Technology

Content availability for previous versions of qualifications:

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

Languages in which Content is available: English

Annexure 5: Blended Learning - NA**Blended Learning Estimated Ratio & Recommended Tools:**

Not Applicable

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&%20Skill%20i%20ng.pdf>

S. No.	Select the Components of the NOS	List Recommended Tools – for all Selected Components	Offline: Online Ratio
1	☐ Theory/ Lectures - Imparting theoretical and conceptual knowledge	Computer, CAD Software, Graph Paper, Fabric Sample, Sketch Pens	20:80
2	☐ Imparting Soft Skills, Life Skills and Employability Skills /Mentorship to Learners	Computer, Projector	20:80
3	☐ Showing Practical Demonstrations to the learners	Computer, Projector	20:80
4	☐ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Computer, Projector	20:80
5	☐ Tutorials/ Assignments/ Drill/ Practice	Computer, CAD Software, Graph Paper, Fabric Sample, Sketch Pens	20:80
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Computer, CAD Software, Graph Paper, Fabric Sample, Sketch Pens	20:80
7	☐ On the Job Training (OJT)/ Project Work Internship/ Candidate Training	Computer, CAD Software, Graph Paper, Fabric Sample, Sketch Pens	20:80

Annexure 6: Detailed Assessment Criteria

Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N0123: Handling Jute bales and grade wise stacking	Handling Jute bales and grade wise stacking	22	28	-	-
	1. bring the following tools/equipment required for the task Tools/ Equipment: Chopper/Knife- for root cutting, wooden block- for chopping, set of spikes- for hackling, nose mask, hook for bale movement, trolley-for bring the bales from godown and for stacking grade-wise selected jute (barrow)	5	2	-	-
	2. bring the jute bales from godown to the selection spot using the specified material handling equipment	2	3	-	-
	3. remove the bale ropes using the specified tool/knife, cut them to open the bales without damaging jute fibres	2	4	-	-
	4. open the knots of ropes and place them separately for further processing	2	3	-	-
	5. dispose the jute bale ropes to the specified place as per Sardar's/Supervisor's instruction	2	3	-	-
	6. keep separately the entangled jute fibres (Habijabi), if found within the bale	2	4	-	-
	7. keep Marka (a written tag for grade of jute and its mokam) at the appropriate place for reference	2	3	-	-
	8. transport the specified number of bales of selected grade from one place to another as per the instruction of Sardar (Jobber) or Supervisor	3	3	-	-
	9. weigh the bales, if necessary, as per supervisor's instruction	2	3	-	-
	NOS Total	22	28	-	-

Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N0124: Sort and cut raw Jute for further processing	Sort and cut raw Jute for further processing	32	43	-	-
	1. identify the approximate root portion (approximate weight %) in bundles of raw jute strand (Reed) in morah and chop the root portion (correct length of root portion is to be ensured) by a chopper or knife, depending on next process whether to Softener or Spreader and yarn quality to make (as per instruction received) and keep the root portion at appropriate place for further processing	6	6	-	-
	2. hackle the entangled jute reed/strand for proper cleaning and opening each bundle for proper selection and grading	3	5	-	-
	3. select raw jute bundles in proper manner giving due importance to each quality parameter and defects etc	4	6	-	-
	4. ensure by hand and eye method the following quality parameters of raw jute fibres during selection, Strength, Root content, Defects, Colour, Fineness, Bulk- Density	3	5	-	-
	5. ensure that after proper selection of jute bundle, each morah (approx. 1500 200 gms) is half twisted and folded at the middle before stacking for further processing to keep grade-wise	6	6	-	-
	6. ensure that raw jute after selection is to be kept in dry and clean conditions	3	5	-	-
	7. ensure that barrows with selected morahs be marked with proper identification mark, to avoid mixing up of one quality of jute fibre morahs with other quality morahs	4	5	-	-
	8. any anomalies to be reported to the Sardar (Jobber) or Supervisor, e.g. the unavailability of jute bales of a particular grade as required for processing of a specific yarn count, has to be reported to the next senior	3	5	-	-
	NOS Total	32	43	-	-

Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N0125: Up-gradation and down gradation of raw jute	Up-gradation and down gradation of raw jute	22	28	-	-
	1. downgrade/upgrade the jute bundle, if there is incorrectly assigned grade in marka, even for few bundles	5	5	-	-
	2. ensure that after up-gradation and down- gradation the jute bundle has been separately stacked with identification mark	4	6	-	-
	3. ensure that after down-gradation/ up- gradation, the bigger bundle of raw jute is to be splitted into smaller and uniform weight of morah (approx. 1500 200 gms each)	5	5	-	-
	4. ensure that after up-gradation and down- gradation the weight of the jute bundles (up- graded & down-graded) has been done separately for claim purpose	4	6	-	-
	5. ensure that the moisture content of jute morah has been taken properly for future reference	4	6	-	-
	NOS Total	22	28	-	-
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N9002: Working in a team	Commitment and trust	5	4	-	2
	1. be accountable to the own role in whole process	2	1	-	1
	2. perform all roles with full responsibility	2	1	-	1
	3. be effective and efficient at workplace	1	2	-	-
	Communication	6	7	-	4
	4. properly communicate about company policies	1	2	-	1
	5. report all problems faced during the process	1	2	-	1
	6. talk politely with other team members and colleagues	2	1	-	1
	7. submit daily report of own performance	2	2	-	1
	Adaptability	5	4	-	3
	8. adjust in different work situations	1	1	-	1

	9. give due importance to other's point of view	2	1	-	1
	10. avoid conflicting situations	2	2	-	1
	Creative freedom	3	5	-	2
	11. develop new ideas for work procedures	1	3	-	1
	12. improve upon the existing techniques to increase process efficiency	2	2	-	1
	NOS Total	19	20	-	11
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N9003: Maintain health, safety and security at workplace	Comply with health, Safety and security requirements at work	27	35	-	23
	1. comply with health and safety related instructions applicable to the workplace	2	2	-	2
	2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol	2	2	-	2
	3. carry out own activities in line with approved guidelines and procedures	2	2	-	2
	4. maintain a healthy lifestyle and guard against dependency on intoxicants	2	2	-	2
	5. follow environment management system related procedures	2	2	-	2
	6. identify and correct (if possible) malfunctions in machinery and equipment	2	2	-	1
	7. report any service malfunctions that cannot be rectified	2	2	-	1
	8. store materials and equipment in line with organisational requirements	2	2	-	1
	9. safely handle and remove waste	2	2	-	1
	10. minimize health and safety risks to self and others due to own actions	1	2	-	1
	11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	1	2	-	2
	12. monitor the workplace and work processes for potential risks	1	2	-	1

	and threat				
	13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	1	2	-	1
	14. report hazards and potential risks/ threats to supervisors or other authorized personnel	1	2	-	1
	15. participate in mock drills/ evacuation procedures organized at the workplace	1	2	-	-
	16. undertake first aid, fire-fighting and emergency response training, if asked to do so	1	2	-	1
	17. take action based on instructions in the event of fire, emergencies or accidents	1	2	-	1
	18. follow organisation procedures for shutdown and evacuation when required	1	1	-	1
	Recognizing the hazards	2	2	-	2
	19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	1	1	-	1
	20. recognise other possible security issues existing in the workplace	1	1	-	1
	Planning the safety techniques Implementing the programs	3	3	-	3
	21. recognise different measures to curb the hazards	1	1	-	1
	22. communicate the safety plan to everyone	1	1	-	1
	23. attach disciplinary rules with the implementation	1	1	-	1
	NOS Total	32	40	-	28
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N9009: Maintain work area, tools, material handling	Maintain work area, tools, material handling equipment and machinery for jute processing	20	30	-	-
	1. maintain personal hygiene and human safety, machine safety and specific dress code	1	1	-	-

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

	15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine	1	1	-	-
	16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing	1	2	-	-
	17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly	1	1	-	-
	18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed	1	2	-	-
	NOS Total	20	30	-	-
Module	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
TSC/N9010: Comply with industry and organizational requirement in jute sector	Comply with industry and organizational requirement in jute sector	21	29	-	-
	1. perform assigned duties effectively section- wise / machine-wise	1	3	-	-
	2. take full responsibility for desired performance	1	3	-	-
	3. be accountable towards the job role and assigned duties	2	2	-	-
	4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors	2	2	-	-
	5. take drive on self-learning for improving efficiency	2	2	-	-
	6. co-ordinate with all the team members and colleagues	2	2	-	-
	7. communicate politely	1	2	-	-
	8. avoid conflicts and miscommunication	1	2	-	-
	9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle	2	2	-	-

	10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them	3	2	-	-
	11. implement the collection of wastage in a proper method (as instructed) for further processing	2	2	-	-
	12. follow specific environmental regulation for jute industry	1	3	-	-
	13. keep area of work and machine clean	1	2	-	-
	NOS Total	21	29	-	-
DGT/VSQ/N0101 – Employability Skills	Introduction to Employability Skills	1	1	-	-
	understand the significance of employability skills in meeting the job requirements				
	Constitutional values – Citizenship	1	1	-	-
	identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.				
	Becoming a Professional in the 21st Century	1	3	-	-
	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	-	-
	speak with others using some basic English phrases or sentences				
	Communication Skills	1	1	-	-
	follow good manners while communicating with others				
	work with others in a team				
	Diversity & Inclusion	1	1	-	-
	communicate and behave appropriately with all genders and PwD				
	report any issues related to sexual harassment				
	Financial and Legal Literacy	3	4	-	-
	use various financial products and services safely and securely				
	calculate income, expenses, savings etc.				
	approach the concerned authorities for any exploitation as per				

	legal rights and laws				
	Essential Digital Skills	4	6	-	-
	operate digital devices and use its features and applications securely and safely				
	use internet and social media platforms securely and safely				
	Entrepreneurship	3	5	-	-
	identify and assess opportunities for potential business				
	identify sources for arranging money and associated financial and legal challenges				
	Customer Service	2	2	-	-
	identify different types of customers				
	identify customer needs and address them appropriately.				
	follow appropriate hygiene and grooming standards.				
	Getting ready for apprenticeship & Jobs	1	3	-	-
	create a basic biodata				
	search for suitable jobs and apply				
	identify and register apprenticeship opportunities as per requirement				
	NOS Total	20	30	-	-

Annexure 7: 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.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC 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.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.

- If the batch size is more than 30, then there should be 2 Assessors.
 - 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
 - Centre 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

Annexure 8: Acronym and Glossary**Acronym**

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework

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.