



Qualification Pack

Material Recovery Facility (MRF) Micro - Entrepreneur

QP Code: SGJ/Q4103

Version: 2.0

NSQF Level: 4

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SGJ/Q4103: Material Recovery Facility (MRF) Micro - Entrepreneur

Brief Job Description

A Material Recovery Facility (MRF) Micro - Entrepreneur sets up a MRF unit for segregating collected waste in the form of paper, cardboard, plastic, metal, glass, etc. He/she collaborates with waste collectors, aggregators, recyclers, etc for buying and selling waste material. During the same, ensures compliance related to setting up the business, statutory compliance for running the business and other type of environmental compliance that are required in the sector. He/she is responsible for financial management, people management, networking, market analysis and overall maintenance and sustenance of the business.

Personal Attributes

The individual is required to have good interpersonal and problem solving skills. The individual must be self-driven and organized with their work and act with integrity while performing multiple task for the customers with quality deliverables.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [SGJ/N4107: Basic of waste management and market survey for the waste supply chain](#)
2. [SGJ/N4108: set up and operation of Material Recovery Facility](#)
3. [SGJ/N4109: Assess various compliance with applicable statutory laws, policies and procedures in MRF](#)
4. [SGJ/N4110: Maintain Personal Health & Safety in Material Recovery facility](#)
5. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Green Jobs
Sub-Sector	Waste Management
Occupation	Entrepreneur
Country	India
NSQF Level	4

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Credits	14
Aligned to NCO/ISCO/ISIC Code	NCO-2015/1324.1201 Warehouse Supervisor
Minimum Educational Qualification & Experience	<p>12th grade Pass with NA of experience OR Completed 2nd year of the 3-year diploma after 10 with NA of experience OR Pursuing 2nd year of 3-year regular Diploma (after 10th) with NA of experience OR 10th grade pass (with two years of any combination of NTC/NAC/CITS or equivalent.) with NA of experience OR 8th Class pass (plus 2-year NTC plus 1-Year NAC plus 1-Year CITS) with NA of experience OR 10th grade pass and pursuing continuous schooling with NA of experience OR Previous relevant Qualification of NSQF Level (3.0) with 3 Years of experience relevant experience</p>
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	2.0
Reference code on NQR	QG-04-ES-00913-2023-V1-SCGJ
NQR Version	1.0

Remarks:

Total 420 Hours: i.e. 14 credits(75 hours of theory + 135 hours of practical+ 90 hours of employability skills + 120 hours of OJT)



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SGJ/N4107: Basic of waste management and market survey for the waste supply chain

Description

MRF Entrepreneur sets up a MRF unit for segregating collected waste in the form of paper, cardboard, plastic, metal, glass, etc. He/she collaborates with waste collectors, aggregators, recyclers, etc for buying and selling waste material. During the same, ensures compliance related to setting up the business, statutory compliance for running the business and other type of environmental compliance that are required in the sector. He/she is responsible for financial management, people management, networking, market analysis and overall maintenance and sustenance of the business.

Scope

The scope covers the following :

- Understanding of waste and process of waste management
- Assess the demand of the different types of waste
- Ability to develop a network with waste collectors

Elements and Performance Criteria

Basic of waste management and market survey for the waste supply chain

To be competent, the user/individual on the job must be able to:

- PC1.** explain different component of waste management from source to disposal
- PC2.** explain waste generation and its characterization at different sources and recognition of different types of waste material
- PC3.** explain different types of waste, its recyclability and market price
- PC4.** provide detail of vendor, supplier and buyers related to MRF operation and business
- PC5.** explain the potential market for the supply of recycled products
- PC6.** show how to identify different types of waste material
- PC7.** describe supply chain of waste material
- PC8.** show how to survey of demand of recycled products in the market
- PC9.** show how to do survey the other Recycling units operational in the nearby area and knowing their working

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations reporting structure
- KU2.** organizations documentation policy.
- KU3.** organizational culture
- KU4.** schedule of waste transportation vehicles



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- KU5.** signs, symbols and colour codes used for solid waste management
- KU6.** different ways of handling and collecting of recyclable waste
- KU7.** precautions in carrying and transportation of waste
- KU8.** basic skills required to perform the task of Plastic Recycling Entrepreneur

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** fill up relevant documents
- GS2.** read vernacular language.
- GS3.** understand the various colour codes used in waste management.
- GS4.** express statements or information clearly so that others can understand.
- GS5.** understand the main points of simple discussions.
- GS6.** follow organization rule-based decision making process.
- GS7.** planning and organization of work to meet schedule.
- GS8.** work constructively and collaboratively with others.
- GS9.** communicate and create awareness.
- GS10.** recognize problems & approach relevant authority.
- GS11.**
 - critically evaluate information obtained from supervisor and co-workers to perform day to
 - day activities.
- GS12.** ask questions for better understanding.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Basic of waste management and market survey for the waste supply chain</i>	31	19	-	-
PC1. explain different component of waste management from source to disposal	4	-	-	-
PC2. explain waste generation and its characterization at different sources and recognition of different types of waste material	4	-	-	-
PC3. explain different types of waste, its recyclability and market price	3	-	-	-
PC4. provide detail of vendor, supplier and buyers related to MRF operation and business	-	-	-	-
PC5. explain the potential market for the supply of recycled products	4	-	-	-
PC6. show how to identify different types of waste material	4	4	-	-
PC7. describe supply chain of waste material	4	5	-	-
PC8. show how to survey of demand of recycled products in the market	4	5	-	-
PC9. show how to do survey the other Recycling units operational in the nearby area and knowing their working	4	5	-	-
NOS Total	31	19	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	SGJ/N4107
NOS Name	Basic of waste management and market survey for the waste supply chain
Sector	Green Jobs
Sub-Sector	Waste Management
Occupation	Entrepreneur
NSQF Level	4.0
Credits	1
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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SGJ/N4108: set up and operation of Material Recovery Facility

Description

This unit explain about set up and operation of Material Recovery Facility

Scope

The scope covers the following :

- how to acquire license to start business
- Procure physical assets
- Manage MRF
- Oversee business marketing

Elements and Performance Criteria

Set up and operation of Material Recovery Facility

To be competent, the user/individual on the job must be able to:

- PC1.** discuss various licences/compliances required for setting-up MRF and how to obtain them
- PC2.** determine optimum area required to set up the unit
- PC3.** discuss and identify size and configuration of key tools and specific machinery / equipment required for the MRF
- PC4.** identify suitable vendors from where various components like tools, machinery etc. may be purchased by comparing technical and financial parameters
- PC5.** identify job roles and skill requirements for each job role
- PC6.** develop a strategy for evaluation of applications and interview
- PC7.** outline formal contract of employment for the selected candidate
- PC8.** develop a sequence of operation in the MRF for optimum utilization of workforce and material
- PC9.**
 - demonstrate how to ensure proper functioning and use of
 - o Conveyor belt
 - o Hydraulic baler
 - o Shredder
 - o Electric panel
 - o Composter
- PC10.** demonstrate how to segregate, pack and store waste
- PC11.** demonstrate recyclability of different waste material and its market value
- PC12.** explain case studies on waste to wealth
- PC13.** describe how to review production reports and resolve challenges encountered in daily operation
- PC14.** explain how to create hospitable, friendly and productive work environment
- PC15.** explain the value proposition of the products from the point of view of marketing
- PC16.** explain how to effectively market the products
- PC17.** show how to understand operations of a Material recovery facility

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- PC18.** show how to use machinery and equipment at the facility
- PC19.** show how to evaluate technical and financial bids and finalize the deal
- PC20.** show how to identify problem and seek solution within time
- PC21.** show how to manage time in Material recovery facility
- PC22.** show how to manage process in Material recovery facility
- PC23.** show how to identify quality standards applicable on products produced by the MRF
- PC24.** show networking for work and marketing of product

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations reporting structure
- KU2.** organizations documentation policy.
- KU3.** organizational culture
- KU4.** schedule of waste transportation vehicles
- KU5.** signs, symbols and colour codes used for solid waste management
- KU6.** different ways of handling and collecting of recyclable waste.
- KU7.** precautions in carrying and transportation of waste.
- KU8.** basic skills required to perform the task of Recyclable waste collector and Segregator

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** fill up relevant documents
- GS2.** read vernacular language
- GS3.** understand the various colour codes used in waste management.
- GS4.** express statements or information clearly so that others can understand.
- GS5.** understand the main points of simple discussions.
- GS6.** follow organization rule-based decision making process.
- GS7.** planning and organization of work to meet schedule.
- GS8.** work constructively and collaboratively with others.
- GS9.** communicate and create awareness.
- GS10.** recognize problems & approach relevant authority
- GS11.**
 - critically evaluate information obtained from supervisor and co-workers to perform day to
 - day activities.
- GS12.** ask questions for better understanding.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Set up and operation of Material Recovery Facility</i>	32	18	-	-
PC1. discuss various licences/compliances required for setting-up MRF and how to obtain them	1	-	-	-
PC2. determine optimum area required to set up the unit	1	-	-	-
PC3. discuss and identify size and configuration of key tools and specific machinery / equipment required for the MRF	1	-	-	-
PC4. identify suitable vendors from where various components like tools, machinery etc. may be purchased by comparing technical and financial parameters	2	-	-	-
PC5. identify job roles and skill requirements for each job role	2	-	-	-
PC6. develop a strategy for evaluation of applications and interview	2	-	-	-
PC7. outline formal contract of employment for the selected candidate	2	-	-	-
PC8. develop a sequence of operation in the MRF for optimum utilization of workforce and material	-	-	-	-
PC9. • demonstrate how to ensure proper functioning and use of • o Conveyor belt • o Hydraulic baler • o Shredder • o Electric panel • o Composter	2	-	-	-
PC10. demonstrate how to segregate, pack and store waste	2	-	-	-
PC11. demonstrate recyclability of different waste material and its market value	2	-	-	-
PC12. explain case studies on waste to wealth	2	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. describe how to review production reports and resolve challenges encountered in daily operation	2	-	-	-
PC14. explain how to create hospitable, friendly and productive work environment	2	-	-	-
PC15. explain the value proposition of the products from the point of view of marketing	2	-	-	-
PC16. explain how to effectively market the products	2	-	-	-
PC17. show how to understand operations of a Material recovery facility	1	3	-	-
PC18. show how to use machinery and equipment at the facility	-	3	-	-
PC19. show how to evaluate technical and financial bids and finalize the deal	-	3	-	-
PC20. show how to identify problem and seek solution within time	-	3	-	-
PC21. show how to manage time in Material recovery facility	2	-	-	-
PC22. show how to manage process in Material recovery facility	2	-	-	-
PC23. show how to identify quality standards applicable on products produced by the MRF	-	3	-	-
PC24. show networking for work and marketing of product	-	3	-	-
NOS Total	32	18	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SGJ/N4108
NOS Name	set up and operation of Material Recovery Facility
Sector	Green Jobs
Sub-Sector	Other Green Jobs
Occupation	Entrepreneur
NSQF Level	4.0
Credits	3
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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SGJ/N4109: Assess various compliance with applicable statutory laws, policies and procedures in MRF

Description

This unit explain about various compliance with applicable statutory laws, policies and procedures in MRF

Scope

The scope covers the following :

- understand various compliance with applicable statutory laws, policies and procedures in MRF

Elements and Performance Criteria

Assess various compliance with applicable statutory laws, policies and procedures in MRF

To be competent, the user/individual on the job must be able to:

- PC1.** discuss local authorities having a bearing on business process
- PC2.** explain waste management rules associated with the unit
- PC3.** explain hazardous waste management and trans boundary movement rule 2016
- PC4.** explain how to co-ordinate with government authorities/local authorities, corporations etc. to comply with their regulations relating to MRF
- PC5.** explain procedures to obtain clearance of pollution control board
- PC6.** demonstrate methods of completing business registration, associated legal formalities and compliances
- PC7.** show how to maintain records
- PC8.** illustrate applicable statutory laws, policies, standard, permissions and compliances to MRF

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations reporting structure
- KU2.** organizations documentation policy.
- KU3.** organizational culture
- KU4.** schedule of waste transportation vehicles
- KU5.** signs, symbols and colour codes used for solid waste management
- KU6.** different ways of handling and collecting of recyclable waste.
- KU7.** precautions in carrying and transportation of waste.
- KU8.** basic skills required to perform the task of Recyclable waste collector and Segregator

Generic Skills (GS)

User/individual on the job needs to know how to:



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- GS1.** fill up relevant documents.
- GS2.** read vernacular language.
- GS3.** understand the various colour codes used in waste management.
- GS4.** express statements or information clearly so that others can understand.
- GS5.** understand the main points of simple discussions
- GS6.** follow organization rule-based decision making process.
- GS7.** planning and organization of work to meet schedule.
- GS8.** work constructively and collaboratively with others.
- GS9.** communicate and create awareness.
- GS10.** recognize problems & approach relevant authority.
- GS11.**
 - critically evaluate information obtained from supervisor and co-workers to perform day to
 - day activities.
- GS12.** ask questions for better understanding.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assess various compliance with applicable statutory laws, policies and procedures in MRF</i>	30	20	-	-
PC1. discuss local authorities having a bearing on business process	4	-	-	-
PC2. explain waste management rules associated with the unit	5	-	-	-
PC3. explain hazardous waste management and trans boundary movement rule 2016	5	-	-	-
PC4. explain how to co-ordinate with government authorities/local authorities, corporations etc. to comply with their regulations relating to MRF	5	-	-	-
PC5. explain procedures to obtain clearance of pollution control board	5	-	-	-
PC6. demonstrate methods of completing business registration, associated legal formalities and compliances	3	6	-	-
PC7. show how to maintain records	3	7	-	-
PC8. illustrate applicable statutory laws, policies, standard, permissions and compliances to MRF	-	7	-	-
NOS Total	30	20	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SGJ/N4109
NOS Name	Assess various compliance with applicable statutory laws, policies and procedures in MRF
Sector	Green Jobs
Sub-Sector	Other Green Jobs
Occupation	Entrepreneur
NSQF Level	4.0
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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SGJ/N4110: Maintain Personal Health & Safety in Material Recovery facility

Description

This unit explain about how to Maintain Personal Health & Safety in Material Recovery facility

Scope

The scope covers the following :

- Maintain standard health and workplace safety
- Organize safety awareness sessions and participate in safety drills
- Use and maintain protective safety gears

Elements and Performance Criteria

Maintain Personal Health & Safety in manufacturing facility

To be competent, the user/individual on the job must be able to:

- PC1.** • identify the requirements for safe work
• area.
- PC2.** explain how to Administer first aid and demonstrate how to Administer first aid.
- PC3.** identify the personal protective equipment used for the specific purpose and illustrate the personal protective equipment used for the specific purpose
- PC4.** identify the heavy electrical and mechanical equipment's associated with manufacturing and show how to Identify the heavy electrical and mechanical equipment's associated with Material recovery facility
- PC5.** identify work safety procedures and instructions to operate Material recovery facility machines and demonstrate how to Identify and perform work safety procedures and instructions to operate Material recovery facility machines
- PC6.** explain occupational health & safety standards and regulations for biomass pellet manufacturing process
- PC7.** demonstrate good housekeeping practices and infection control guidelines
- PC8.** demonstrate how to Dispose- off any waste materials in accordance with safe working practices and procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizations reporting structure
- KU2.** organizations documentation policy
- KU3.** organizational culture
- KU4.** schedule of material recovery vehicles
- KU5.** signs, symbols and colour codes used for material recovery facility



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- KU6.** different ways of handling and collecting of recyclable waste
- KU7.** precautions in carrying and transportation of waste
- KU8.** basic skills required to perform the task of material recovery facility
- KU9.** Understanding about Material Recovery Facility

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** fill up relevant documents
- GS2.** read vernacular language
- GS3.** understand the various colour codes used in waste management
- GS4.** express statements or information clearly so that others can understand
- GS5.** understand the main points of simple discussions
- GS6.** follow organization rule-based decision making process.
- GS7.** planning and organization of work to meet schedule
- GS8.** work constructively and collaboratively with others
- GS9.** communicate and create awareness
- GS10.** recognize problems & approach relevant authority.
- GS11.**
 - critically evaluate information obtained from supervisor and co-workers to perform day to
 - day activities.
- GS12.** ask questions for better understanding

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain Personal Health & Safety in manufacturing facility</i>	25	25	-	-
PC1. • identify the requirements for safe work • area.	4	-	-	-
PC2. explain how to Administer first aid and demonstrate how to Administer first aid.	4	4	-	-
PC3. identify the personal protective equipment used for the specific purpose and illustrate the personal protective equipment used for the specific purpose	4	4	-	-
PC4. identify the heavy electrical and mechanical equipment's associated with manufacturing and show how to Identify the heavy electrical and mechanical equipment's associated with Material recovery facility	4	4	-	-
PC5. identify work safety procedures and instructions to operate Material recovery facility machines and demonstrate how to Identify and perform work safety procedures and instructions to operate Material recovery facility machines	4	4	-	-
PC6. explain occupational health & safety standards and regulations for biomass pellet manufacturing process	5	-	-	-
PC7. demonstrate good housekeeping practices and infection control guidelines	-	4	-	-
PC8. demonstrate how to Dispose- off any waste materials in accordance with safe working practices and procedures	-	5	-	-
NOS Total	25	25	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	SGJ/N4110
NOS Name	Maintain Personal Health & Safety in Material Recovery facility
Sector	Green Jobs
Sub-Sector	Other Green Jobs
Occupation	Entrepreneur
NSQF Level	4.0
Credits	1
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023



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DGT/VSQ/N0103: Employability Skills (90 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- PC6.** recognize the significance of 21st Century Skills for employment

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- PC7.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life
- PC8.** adopt a continuous learning mindset for personal and professional development

Basic English Skills

To be competent, the user/individual on the job must be able to:

- PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC11.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes
- PC13.** prepare a career development plan with short- and long-term goals

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- PC15.** use active listening techniques for effective communication
- PC16.** communicate in writing using appropriate style and format based on formal or informal requirements
- PC17.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
- PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
- PC22.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC23.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC24.** operate digital devices and use their features and applications securely and safely
- PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
- PC26.** display responsible online behaviour while using various social media platforms

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- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- KU2.** various constitutional and personal values
- KU3.** different environmentally sustainable practices and their importance
- KU4.** Twenty first (21st) century skills and their importance
- KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services



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- KU11.** components of salary and how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and write different types of documents/instructions/correspondence in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	25/02/2026
Next Review Date	25/02/2027
NSQC Clearance Date	25/02/2026

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC/AB will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC/AB.
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).

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5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

6. To pass the assessment, every trainee should score the Recommended Pass % aggregate for the Qualification.

7. If OJT is applicable to the course, Training Partner handover individual OJT completion letters to SCGJ for final certification.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SGJ/N4107.Basic of waste management and market survey for the waste supply chain	31	19	0	0	50	20
SGJ/N4108.set up and operation of Material Recovery Facility	32	18	0	0	50	20
SGJ/N4109.Assess various compliance with applicable statutory laws, policies and procedures in MRF	30	20	0	0	50	20
SGJ/N4110.Maintain Personal Health & Safety in Material Recovery facility	25	25	0	0	50	20
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	20
Total	138	112	-	-	250	100



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Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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Glossary

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 organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
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.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation 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 (GS)	Core skills or Generic Skills (GS) 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. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
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.