

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GREEN JOBS

What are Occupational Standards (OS)?

➤ OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

➤ OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

Skill Council for Green Jobs,

CBIP Building, Malcha Marg, Chanakyapuri
New Delhi – 110021
Ph. 011- 41792866

E-mail:
info@sscgi.in



Contents

1. Introduction and Contacts.....P1
2. Qualifications PackP2
3. Glossary of Key Terms.....P3
4. OS UnitsP4
5. Annexure: Nomenclature for QP & OS....P21
6. Assessment Criteria.....P23

Introduction

Qualifications Pack- Safai Karamchari

SECTOR: GREEN JOBS

SUB-SECTOR: Waste Management

OCCUPATION: Sanitation

REFERENCE ID: SGJ/Q6102

ALIGNED TO: NCO-2015/9613.0300

Safai Karamchari sweeps, cleans and removes garbage from public areas, roads and buildings while maintaining personal health and safety.

Brief Job Description: Safai Karamchari sweeps, cleans and removes garbage from public areas and buildings. In public areas and roads, Safai Karamchari sweeps with a broom and / or other suitable equipment to remove dust, debris and garbage and aggregate the garbage in the designated areas. 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. While undertaking the work he/she should maintain personal health and safety.

Personal Attributes: This job requires the individual to concentrate and undertake the work regularly and with periodicity. He/She must communicate courteously with public and co-workers.



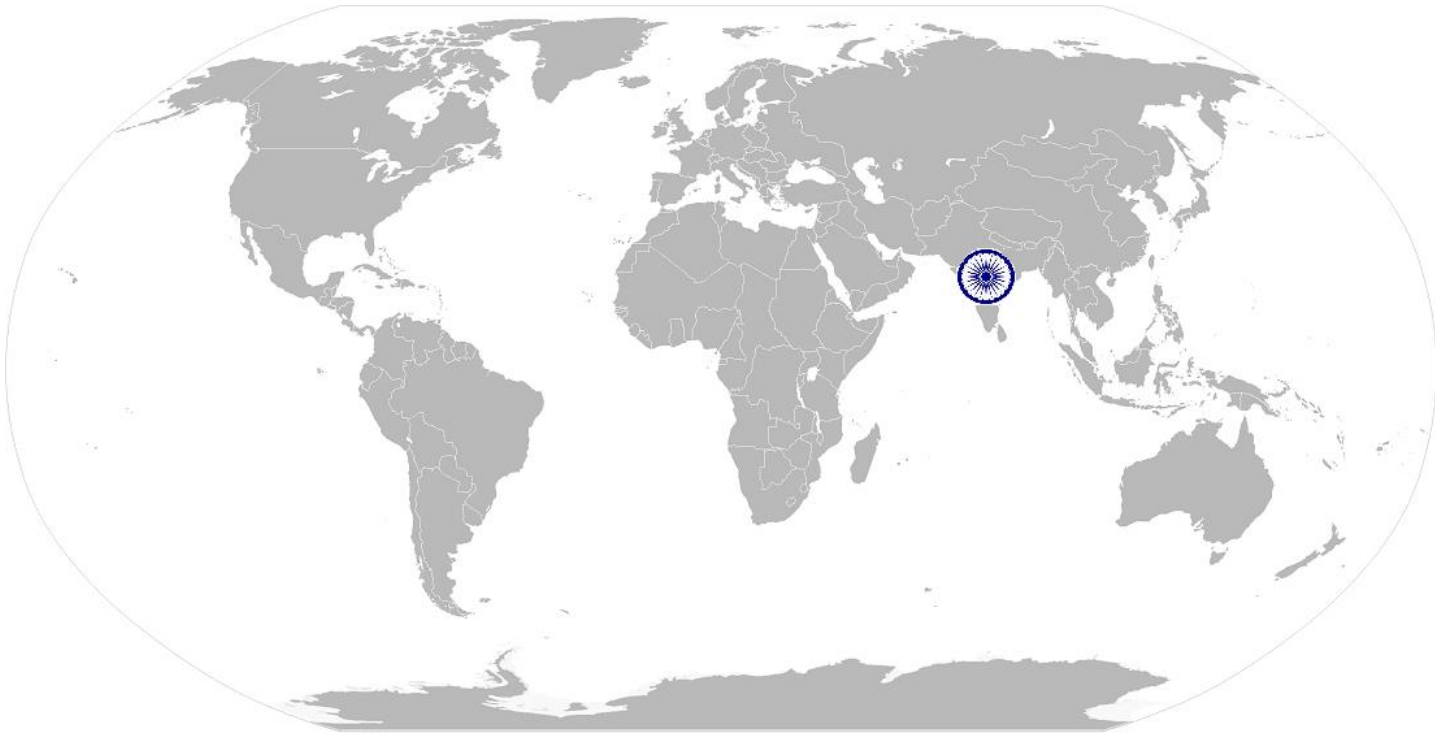
Job Details	Qualifications Pack Code	SGJ/Q6102		
	Job Role	Safai Karamchari This job role is applicable nationally only		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Green Jobs	Drafted on	03/01/2017
	Sub-sector	Waste Management	Last reviewed on	20/01/2017
	Occupation	Sanitation	Next review date	01/02/2019
	NSQC Clearance on	N.A		

Job Role	Safai Karamchari
Role Description	Safai Karamchari sweeps, cleans and removes garbage from public areas and buildings. He/She removes the garbage and aggregates the garbage in the designated areas. While undertaking the work he/she should maintain personal health and safety.
NSQF level	3
Minimum Educational Qualifications	5 th pass, preferably.
Maximum Educational Qualifications	Not Applicable.
Training (Suggested but not mandatory)	N/A
Minimum Job Entry Age	18 years.
Experience	Not Required.
Applicable National Occupational Standards (NOS)	<p>Compulsory: SGJ/N6105: Cleaning of roads, pavements and public areas SGJ/N6106: Cleaning of floor(s) of buildings SGJ/N6107: Maintain personal health & safety while cleaning SGJ/N6108: Work effectively with others while cleaning</p> <p>Optional: Not Applicable.</p>
Performance Criteria	As described in the relevant OS units.

Definitions

Keywords/Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an 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.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to conform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured And how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

National Occupational Standard



Overview

This unit is about properly cleaning Roads, Pavements, Streets, Lanes, Parks and Public Areas.

SGJ/ N 6105

Cleaning of roads, pavements and public areas

Unit Code	SGJ / N6105
Unit Title (Task)	Cleaning of roads, pavements and public areas.
Description	This unit is about properly cleaning Roads, Pavements, Streets, Lanes, Parks and Public Areas
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Sweeping/cleaning of Roads, Pavements etc. • Sweeping/cleaning of Parks and Public Areas • Collect and segregate garbage • Transportation of garbage/waste materials to designated area • Separate solid waste, plastics and recyclable waste from biodegradable waste.
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Sweeping/cleaning of Roads, Pavements etc.	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. Prepare the broom. PC2. Sweep the Roads, Pavements etc. PC3. Aggregate the waste at the designated place.</p>
Sweeping/cleaning of parks and public areas	<p>PC4. Sweep/ Clean Parks and Public areas PC5. Aggregate the collected garbage/waste at the designated place</p>
Collect and segregate garbage	<p>PC6. Collect the aggregated garbage/waste from the designated areas. PC7. Segregate the garbage/waste from biodegradable waste</p>
Transportation of garbage/ waste materials to designated areas	<p>PC8. Properly transport the garbage/waste to the designated collection point PC9. Prepare the waste for transportation from collection point to bigger unit PC10. Ensure proper transportation of the garbage/waste to bigger unit PC11. Properly Load and unload the garbage/waste</p>
Separate solid waste, plastics and recyclable waste from biodegradable waste.	<p>PC12. Open the bins containing garbage/ waste PC13. Separate plastics from different garbage/waste PC14. Separate recyclable waste i.e. Metal, paper PC15. Identify and dispose hazardous waste appropriately, in consultation with supervisor PC16. Keep and place different waste accordingly</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organizations culture and setup if working in a group/organization. KA2. Rules and Regulations of a gated community/ society.</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand the following aspects:</p> <p>KB1. Basic Knowledge of Addition and Subtraction. KB2. Different types of solid waste, including hazardous waste. KB3. Handling of tools requires for the operation. KB4. Dos and Don'ts while carrying and transportation of different types of waste, including handling of dry leaves.</p>
Skills	
A. Core Skills / Generic Skills	Writing Skills
	SA1. Fill up documentation applicable to one's role.

SGJ/ N 6105

Cleaning of roads, pavements and public areas

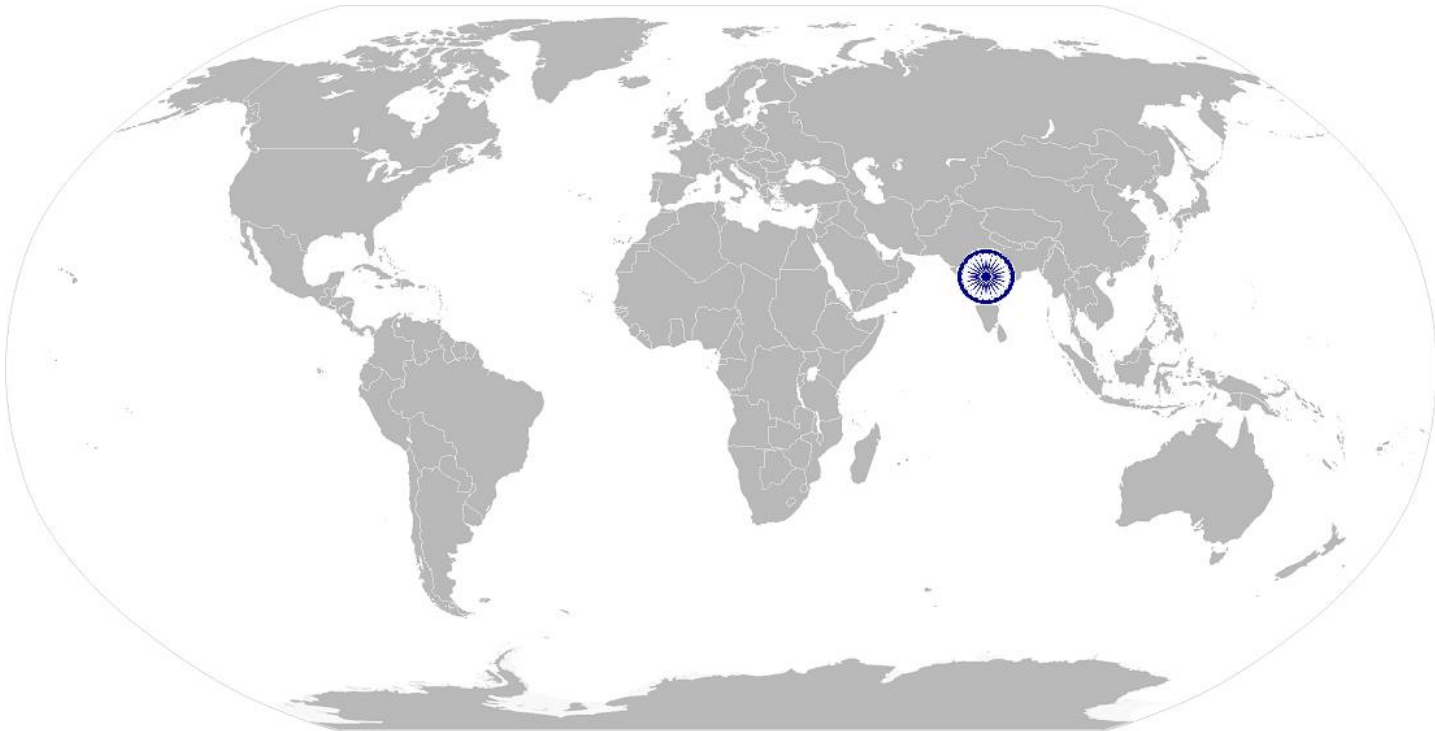
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read vernacular language. SA3. Understand various disposal signs used on objects.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Express statements or information clearly so that others can understand. SA5. Understand the main points of simple discussions.
B. Professional Skills	Decision Making
	N.A.
	Plan and Organize
	The user/individual on the job needs to know and understand how to : SB1. The local area from where he/she would work.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB2. Communicate courteously with others in a polite manner.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Approach local authorities, in case of emergency. (Police, Doctor, etc.).
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Analyse day to day experiences to correct future course of action.
Critical Thinking	
The user/individual on the job needs to know and understand how to: N.A.	

SGJ/ N 6105

Cleaning of roads, pavements and public areas

NOS Version Control

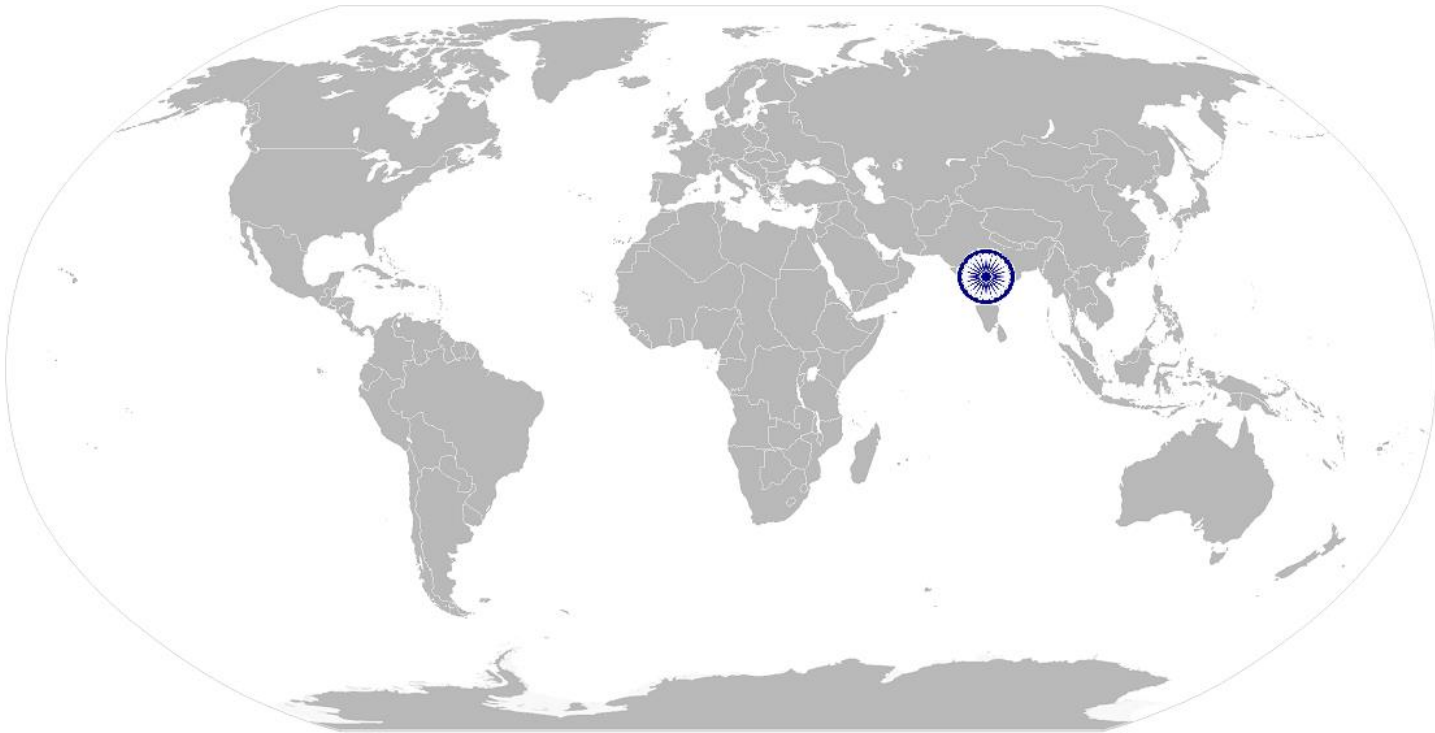
NOS Code	SGJ/N6105		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	03/01/2017
Industry Sub-sector	Waste Management	Last reviewed on	20/01/2017
Occupation	Sanitation	Next review date	01/02/2019



SGJ/ N 6106

Cleaning of floor(s) of buildings

National Occupational Standard



Overview

This unit is about properly cleaning of floor(s) of buildings.

SGJ/ N 6106

Cleaning of floor(s) of buildings

Unit Code	SGJ / N6106
Unit Title (Task)	Cleaning of floor(s) of buildings
Description	This unit is about cleaning of floor(s) of buildings.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Sweeping/ cleaning of floor(s) of buildings • Collect Garbage • Transportation of garbage/ waste materials to designated area
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Cleaning of buildings	To be competent, the user/ individual must be able to: PC1. Choose the proper broom to sweep the floor. PC2. Sweep the floor(s) of buildings. PC3. Wipe the floor with wet cloth to remove fine dust. PC4. Collect the garbage or waste in the designated bins
Collect and Segregate Garbage	PC5. Collect the garbage /waste from the designated bins PC6. Segregate the common recyclable waste such as paper and plastics
Transportation of garbage/waste materials to designated areas	PC7. Properly load the garbage to bigger unit PC8. Properly carry the garbage to the designated area for waste disposal from the building.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company /organization and its processes)	The user/individual on the job needs to know and understand: KA1. Organizations culture and setup if working in a group/organization. KA2. Rules and Regulations of a gated community/ society.
B. Technical Knowledge	The individual on the job needs to know and understand the following aspects: KB1. Basic Knowledge of Addition and Subtraction. KB2. Different types solid waste. KB3. Handling of tools requires for the operation. KB4. Dos and Don'ts while carrying and transportation of different types of waste.
Skills	
A. Core Skills / Generic Skills	Writing Skills
	SA1. Fill up documentation applicable to one's role.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read vernacular language. SA3. Understand various disposal signs used on objects.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Express statements or information clearly so that others can understand. SA5. Understand the main points of simple discussions.

SGJ/ N 6106

Cleaning of floor(s) of buildings

B. Professional Skills	Decision Making
	N.A.
	Plan and Organize
	The user/individual on the job needs to know and understand how to : SB1. The local area from where he/she would work.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB2. Communicate courteously with others in a polite manner.
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Approach local authorities, in case of emergency. (Police, Doctor, etc.).
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Analyse day to day experiences to correct future course of action.
	Critical Thinking
N.A.	

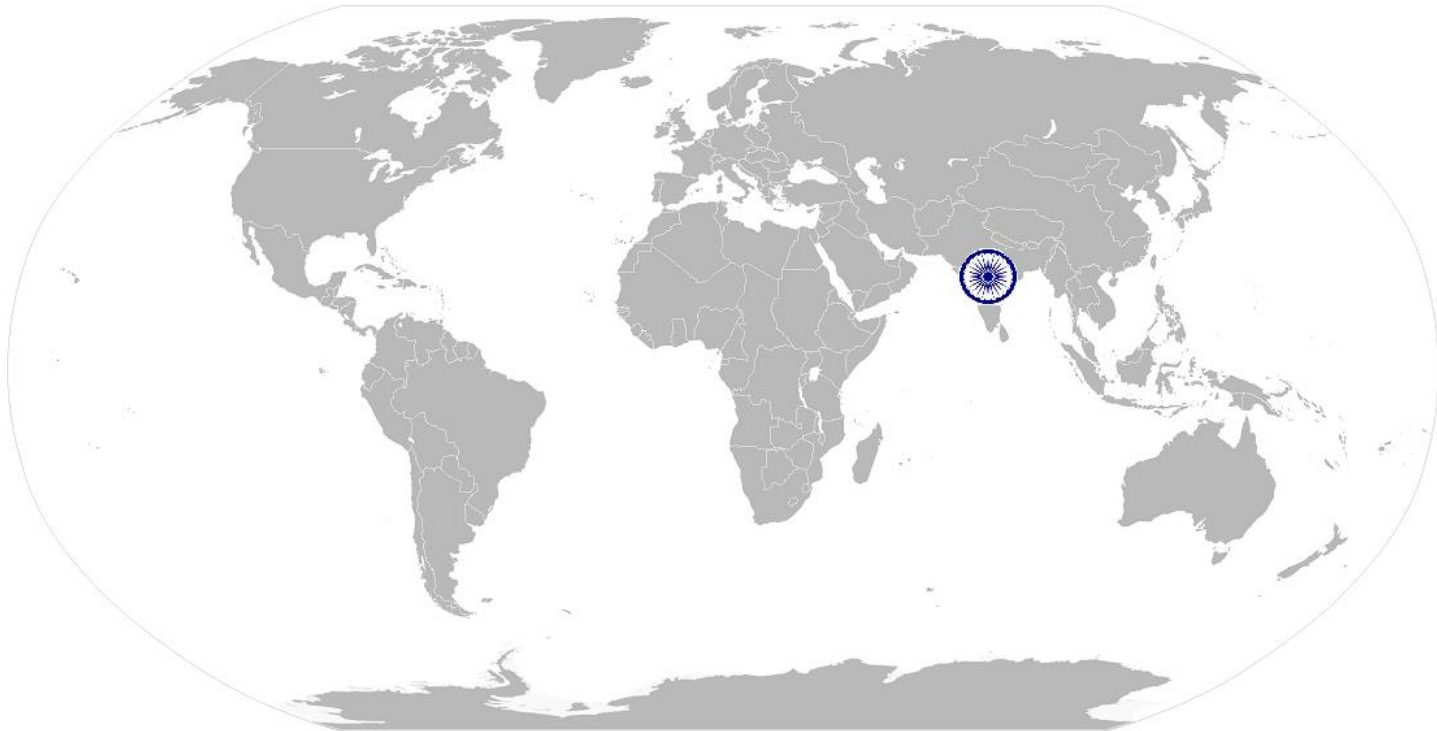


SGJ/ N 6106

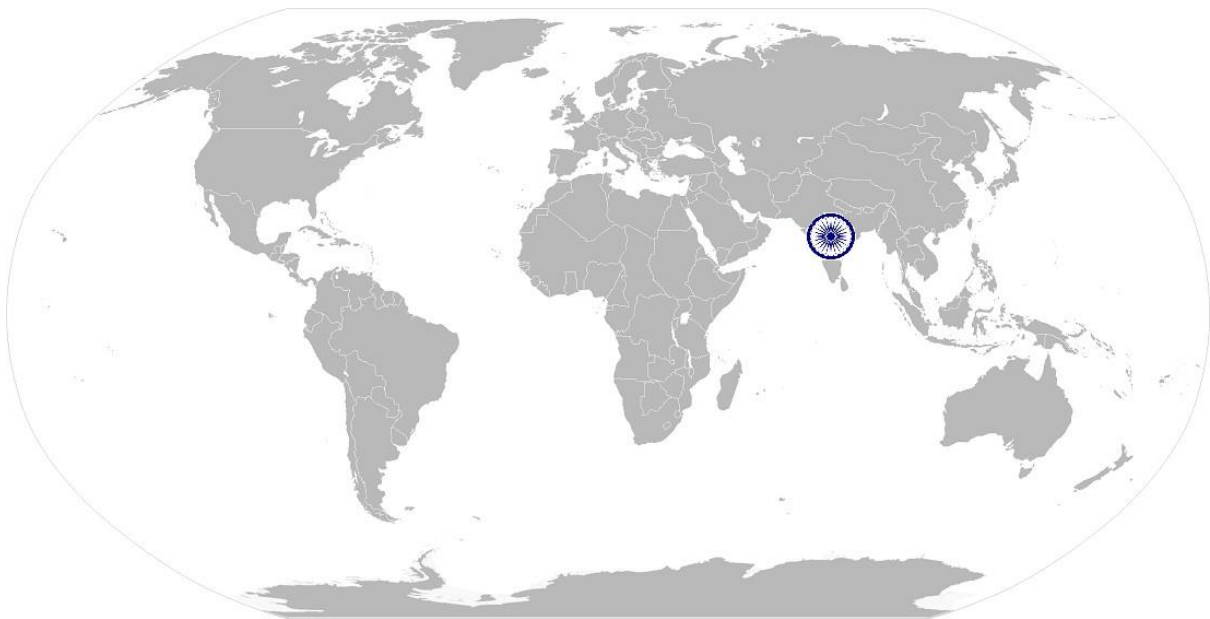
Cleaning of floor(s) of buildings

NOS Version Control

NOS Code	SGJ/N6106		
Credits (NSQF)	TBD	Version number	1.0
Industry Sector	Green Jobs	Drafted on	03/01/2017
Industry Sub-sector	Waste Management	Last reviewed on	20/01/2017
Occupation	Sanitation	Next review date	01/02/2019



National Occupational Standard



Overview

This unit is about maintaining health and work safety while working with Waste.

SGJ/N6107

Maintain Personal Health & Safety while Cleaning

National Occupational Standard	Unit Code	SGJ/ N6107
	Unit Title (Task)	Maintain Personal Health & Safety while Cleaning
	Description	This unit is about maintaining health and work safety while working with Waste
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Establish and follow safe work procedure Use and maintain personal protective equipment
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Establish and follow safe work procedure	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Identify contact person when workplace safety policies are violated. PC2. Provide information about incident/violation. PC3. Identify the location of first aid materials and administer first-aid. PC4. Identify personal safety hazards or work site hazards.
	Use and maintain personal protective equipment	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC5. Identify the personal protection equipment required for specific work activity and location. PC6. Demonstrate safe and accepted practices for personal protection. PC7. Demonstrate the Use of Masks and Gloves while sweeping Roads, Pavements , Public areas and Buildings.
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Organization’s documentation policy. KA2. Organization’s reporting structure & organization culture. KA3. Organization’s different department and concerned authority.
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Occupational health and safety (OHS) standards. KB2. Importance of Personal Protective Equipment (PPE). KB3. Application of Masks and gloves while sweeping roads. KB4. Importance of reflective materials while working on Roads. KB5. Know how of tools & tackles required to carry out the work. 	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Fill up documentation applicable to one’s role.
	Reading Skills	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Ability to read from different sources, books. SA3. Understand the various colour codes used in safety.

Maintain Personal Health & Safety while Cleaning

	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Participate in and understand the main points of simple discussions.</p> <p>SA5. Respond appropriately to any queries.</p> <p>SA6. Communicate with peers and supervisor.</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Follow organization rule-based decision making process.</p>
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB2. Plan and organize service work to meet deadlines.</p> <p>SB3. Plan to utilize time and equipment's effectively.</p> <p>SB4. Work constructively and collaboratively with others .</p>
	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Follow organization code of conduct.</p> <p>SB6. Manage relationships with public with intent on satisfying its requirements.</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Recognize problems and search for solutions.</p> <p>SB8. Choose best methods to complete assigned tasks.</p> <p>SB9. Approach relevant authority when required.</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Apply some knowledge & observations to select course of action to perform tasks .</p>
	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>N.A.</p>

Maintain Personal Health & Safety while Cleaning

NOS Version Control

NOS Code	SGJ/N6107		
Credits (NSQF)	TBD	Version number	1.0
Industry	Green Jobs	Drafted on	01/09/2016
Industry Sub-sector	Waste Management	Last reviewed on	30/09/2016
Occupation	Health and Safety	Next Review Date	01/02/2019



[Back to Top](#)

National Occupational Standard



Overview

This unit covers basic practices that improves the effectiveness of working with others in an organizational setup of waste management.

Unit Code	SGJ/ N6108
Unit Title (Task)	Work effectively with others while Cleaning
Description	This unit covers basic etiquette and competencies that a candidate is required to possess and demonstrate in their behavior and interactions with others at the workplace while cleaning.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Working with others
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Working with others	<p>The user/individual on the job should be able to:</p> <p>PC1. Assist other colleagues in performing tasks in a positive manner where required and possible.</p> <p>PC2. Consult and assist others to maximize effectiveness and efficiency in carrying out tasks.</p> <p>PC3. Demonstrate appropriate communication etiquette while working.</p> <p>PC4. Demonstrate active listening skills while interacting with others at work.</p> <p>PC5. Demonstrate responsible and disciplined behaviors at the workplace.</p> <p>PC6. Escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict.</p> <p>PC7. Ensure collaboration and group participation to achieve common goals.</p>
Knowledge and Understanding (K)	
A. Organizational context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Relevant people and their responsibilities within the work area.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Importance of effective communication in the workplace.</p> <p>KB2. Importance of teamwork in organizational and individual success.</p> <p>KB3. Various components of effective communication.</p> <p>KB4. Key elements of active listening.</p> <p>KB5. Value and importance of active listening and assertive communication Barriers to effective communication.</p> <p>KB6. Importance of tone and pitch in effective communication.</p> <p>KB7. Importance of avoiding casual expletives and unpleasant terms while communicating professional circles.</p> <p>KB8. How poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer.</p> <p>KB9. Key elements and importance of non-verbal communication.</p> <p>KB10. Importance of ethics for professional success.</p> <p>KB11. Importance of discipline for professional success.</p> <p>KB12. What constitutes disciplined behavior for a working professional.</p> <p>KB13. Common reasons for interpersonal conflict.</p> <p>KB14. Importance of developing effective working relationships for professional success.</p>

SGJ/ N 6108

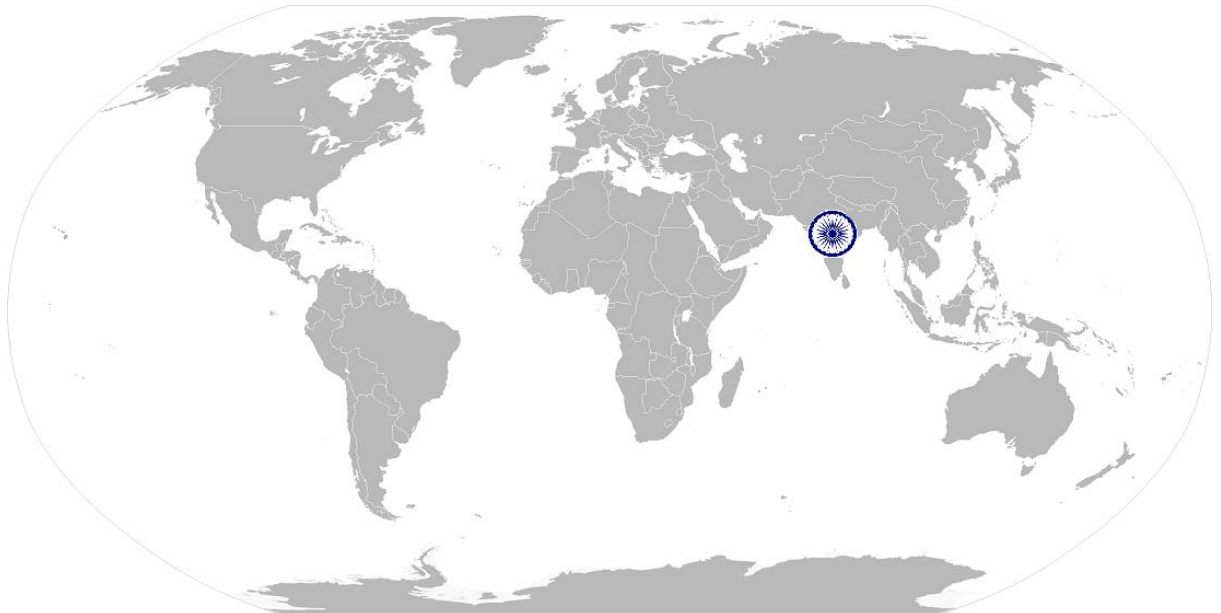
Work effectively with others while Cleaning

	KB15. Expressing and addressing grievances appropriately and effectively. KB16. Importance and ways of managing interpersonal conflict effectively. KB17. Importance of teamwork and collaboration.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Note the information communicated. SA2. Record the readings of various parameters in the prescribed format. SA3. Note down observations related to the activity. SA4. Write information documents to internal departments/ internal teams.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. Read from different sources- books, screens in machines and signage. SA6. Read internal information documents sent by internal teams.
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA7. Express statements or information clearly so that others can hear and understand. SA8. Participate in and understand the main points of simple discussions. SA9. Respond appropriately to any queries. SA10. Communicate effectively with supervisor, peers and subordinates.	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Follow organization rule-based decision making process. SB2. Analyze critical points in day to day tasks and identify control measures to solve the issue. SB3. Handle issues in case the superior is not available (as per the authority matrix defined by the organization).
	Plan and Organize
	The user/individual on the job needs to know and understand how to : SB4. Planning and organization of work to meet deadlines. SB5. Work constructively and collaboratively with others. SB6. Support the superiors in scheduling tasks .
	Customer Centricity
The user/individual on the job needs to know and understand how to: SB7. Follow organization code of conduct. SB8. Manage relationships with public with intent of satisfying its requirements for service delivery.	

SGJ/ N 6108

Work effectively with others while Cleaning

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. Recognize problems and search for solutions. SB10. Choose best methods to complete assigned tasks. SB11. Approach relevant authority when required.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Apply domain knowledge, observations and data to select course of action to perform tasks.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: N.A.



SGJ/ N 6108

Work effectively with others while Cleaning

NOS Version Control

NOS Code	SGJ/ N6108		
Credits (NSQF)	TBD	Version number	1.0
Industry	Green Jobs	Drafted on	01/09/2016
Industry Sub-sector	Waste Management	Last reviewed on	30/09/2016
Occupation	Team Management	Next review date	01/0/2019

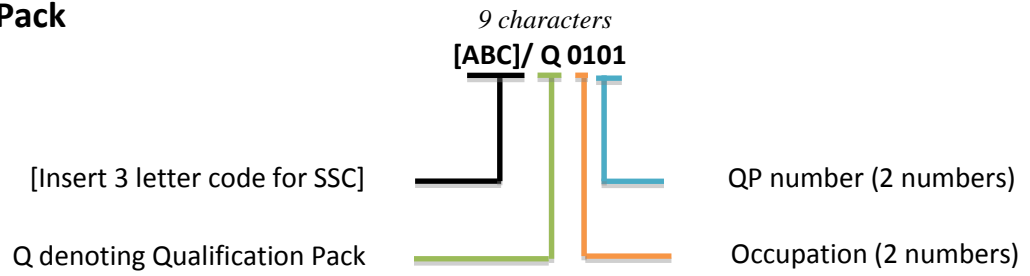


[Back to Top](#)

Annexure

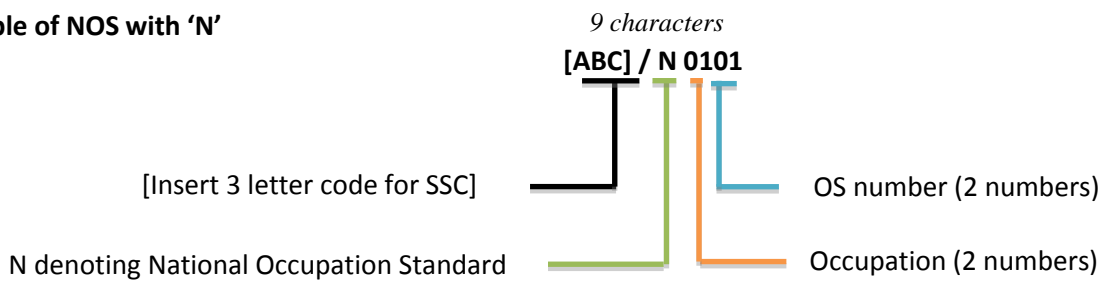
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

SGJ/ Q 6102

Safai Karamchari

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

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

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

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Safai Karamchari

Qualification Pack SGJ/Q6102

Sector Skill Council Green Jobs

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
SGJ/N6105: Cleaning of Roads, pavements and public areas	PC1. Prepare the Broom	75	5	2	3
	PC2. Sweep the Roads, Pavements etc.		5	2	3
	PC3. Aggregate the waste at designated Place		5	2	3
	PC4. Sweep/ Clean Parks and Public Areas		6	2	4
	PC5. Aggregate the Collected garbage/waste at the designated place.		4	2	2
	PC6. Collect the aggregated garbage/waste from designated areas		6	3	3
	PC7. Segregate the garbage / waste from biodegradable waste		5	2	3
	PC8. Properly transport the garbage /waste to the designated collection point.		5	2	3
	PC9. Prepare the waste for transportation from collection point to the bigger unit		5	2	3
	PC10. Ensure proper transportation of garbage/waste to bigger unit		6	2	4
	PC11. Properly Load and unload the garbage/waste.		4	1	3
	PC12. Open the bins containing garbage/waste.		3	1	2
	PC13. Separate plastics from different garbage/ waste		4	2	2
	PC14. Separate recyclable waste i.e Metal, paper		4	2	2
	PC15. Identify and dispose hazardous waste appropriately, in consultation with		4	2	2

SGJ/ Q 6102

Safai Karamchari

	supervisor				
	PC16. Keep and place different waste accordingly		4	1	3
		TOTAL	75	30	45
SGJ/N6106: Cleaning of Floor(S) of Buildings	PC1. Choose the proper broom to sweep to sweep the floor.	50	6	2	4
	PC2. Sweep the floor(s) buildings.		10	5	5
	PC3. Wipe the floor with wet cloth to remove fine dust		6	3	3
	PC4. Collect the garbage or waste in the designated place		6	2	4
	PC5. Collect the garbage / waste from the designated bins		6	2	4
	PC6. Segregate the common recyclable waste such as paper and plastics		6	2	4
	PC7. Properly load the garbage to bigger unit.		5	1	4
	PC8. Properly carry the garbage to the designated are for waste disposal from the building		5	1	4
			50	18	32
SGJ/N6107: Maintain personal health & safety while working with Waste	PC1. Identify contact person when workplace safety policies are violated	50	2	1	1
	PC2. Provide information about incident/violation.		3	2	1
	PC3. Identify the location of first aid materials and administer first-aid		10	5	5
	PC4. Identify personal safety hazards or work hazards		6	3	3
	PC5. Identify the personal protection equipment required for specific work activity		15	7	8
	PC6. Demonstrate safe and accepted practices for personal protection		7	2	5
	PC7. Demonstrate the use of Masks and gloves while sweeping roads, Pavements, public areas and buildings.		7	2	5
		TOTAL	50	22	28
SGJ/N6108: Work effectively with others while managing waste	PC1. Assist other colleagues in performing tasks in a positive manner where required and possible.	25	3	1	2
	PC2. Consult and assist others to maximize effectiveness and efficiency in carrying out tasks		3	1	2
	PC3. Demonstrate appropriate communication etiquette while working		5	2	3
	PC4. Demonstrate active listening skills while interacting with others at work		5	2	3
	PC5. Demonstrate responsible and disciplined behaviors at the workplace.		5	2	3
	PC6. Escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid them		2	1	1
	PC7. Ensure collaboration and group participation to achieve common goals.		2	1	1
		TOTAL	25	10	15