

# Model Curriculum

## Safai Karamchari

**SECTOR: GREEN JOBS**  
**SUB-SECTOR: WASTE MANAGEMENT**  
**OCCUPATION: SANITATION**  
**REF ID: SGJ/Q6102, V1.0**  
**NSQF LEVEL: 3**



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**SKILL COUNCIL FOR GREEN JOBS**

for the

**MODEL CURRICULUM**

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: '**Safai Karamchari**' QP No. '**SGJ/Q 6102 NSQF Level 3**'

Date of Issuance: **May 10<sup>th</sup>, 2017**

Valid up to: **Feb 1<sup>st</sup>, 2019**

\* Valid up to the next review date of the Qualification Pack

  
Authorised Signatory  
(Skill Council for Green Jobs)

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# Safai Karamchari

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Safai Karamchari”, in the “Green Jobs” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Safai Karamchari</b>		
<b>Qualification Pack Name &amp; Reference ID</b>	SGJ/Q6102, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	10 <sup>th</sup> May 2017
<b>Pre-requisites to Training</b>	5 <sup>th</sup> Pass Preferably		
<b>Training Outcomes</b>	<b>After completing this programme, participants will be able to:</b> <ul style="list-style-type: none"> <li>• Clean the roads, pavements and public areas</li> <li>• Clean the floor(s) of building</li> <li>• Maintain health and safety while cleaning</li> <li>• Work effectively with others</li> </ul>		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of "Safai Karamchari" Qualification Pack issued by "Skill Council for Green Jobs".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction to role of Safai Karamchari</b> <b>Theory Duration</b> (01:30) <b>Practical Duration</b> (06.30) <b>Corresponding NOS Code</b> SGJ/N6105	<ul style="list-style-type: none"> <li>Understand the role of Safai Karamchari in cleaning of roads, pavements, buildings and public areas;</li> <li>Understand the advantages of doing this course and possible job opportunities;</li> <li>Understand basic skills possessed by individuals working as Safai Karamchari;</li> <li>Acquire basic ability to read instructions, identify colour codes, signs and symbols used in waste management;</li> </ul>	
2	<b>Cleaning of Roads, Pavements, Public Area etc.</b> <b>Theory Duration</b> (09.00) <b>Practical Duration</b> (39.00) <b>Corresponding NOS Code</b> SGJ/N6105	<ul style="list-style-type: none"> <li>Identify different types of brooms</li> <li>Identify different types of other tools used in cleaning like buckets, dust pans, bags, bins, etc.;</li> <li>Select appropriate cleaning tools as per cleaning area</li> <li>Prepare different types of brooms and carry out their maintenance;</li> <li>Demonstrate efficient techniques for cleaning/sweeping;</li> <li>Demonstrate appropriate methods of handling tools for various operations;</li> <li>Identify color coding of waste bins as per types of waste</li> <li>Collect waste in small portions appropriately.</li> <li>Explain do's and don'ts while cleaning of roads, pavements, parks and public areas.</li> </ul>	Different types and sizes of brooms for demonstration. (Two Sets)  Hand gloves, appropriate cloth/mask to cover head and face, reflective vest. (One for each candidate).
3	<b>Transportation of waste collected from roads, pavements, parks and public areas.</b> <b>Theory Duration</b> (03.00) <b>Practical Duration</b> (13.00) <b>Corresponding NOS Code</b> SGJ/N6105	<ul style="list-style-type: none"> <li>Identify the broad category of waste normally encountered on roads, pavements, parks and public areas.</li> <li>Carry out broad segregation of collected waste, such as plastics, metals, other recyclable material, biodegradable waste, etc.</li> <li>Transport waste while maintaining segregation, using appropriate methods.</li> </ul>	Hand gloves, Appropriate cloth/mask to cover head and face, reflective vest. (One for each candidate).

Sr. No.	Module	Key Learning Outcomes	Equipment Required
4	<b>Cleaning of floor(s) of buildings</b>  <b>Theory Duration</b> (07.30)  <b>Practical Duration</b> (32.30)  <b>Corresponding NOS Code</b> SGJ/N6106	<ul style="list-style-type: none"> <li>Identify different types of brooms and mops</li> <li>Identify different types of other tools used in cleaning like buckets, dust pans, bags, bins, etc.;</li> <li>Identify different types of cleaning agents</li> <li>Select appropriate cleaning agents as per requirement cleaning area.</li> <li>Optimally use cleaning agents as per requirement cleaning area.</li> <li>Select and use appropriate safety signage.</li> <li>Demonstrate efficient techniques for cleaning/sweeping;</li> <li>Demonstrate appropriate handling of tools for various operations;</li> <li>Identify appropriate colour and signs of waste bins as per types of waste</li> <li>Collect waste from waste bins as per standard practice</li> <li>Explain Do's and don'ts while cleaning of floor(s) of buildings.</li> </ul>	Brooms, Mops, Wiper, tools used in cleaning, Cleaning Agents (Two sets for Demonstration)  Hand gloves, Appropriate cloth/mask to cover head and face, reflective vest. (One for each candidate).
5	<b>Transportation of waste collected from buildings.</b>  <b>Theory Duration</b> (03.00)  <b>Practical Duration</b> (13.00)  <b>Corresponding NOS Code</b> SGJ/N6106	<ul style="list-style-type: none"> <li>Identify the broad category of waste normally encountered in buildings.</li> <li>Carry out broad segregation of collected waste, such as plastics, metals, other recyclable material, biodegradable waste, etc.</li> <li>Use different types of bags/ bins/ carts used in carrying segregated waste.</li> <li>Carry waste while maintaining segregation, using appropriate methods to designated location.</li> </ul>	Bins, bags , carts . (Two sets for Demonstration)  Hand gloves, Appropriate mask to cover face, reflective vest. (One for each candidate).
6	<b>Maintain Personal Health &amp; Safety while Cleaning</b>  <b>Theory Duration</b> (04.30)  <b>Practical Duration</b> (19.30)  <b>Corresponding NOS Code</b> SGJ/N6107	<ul style="list-style-type: none"> <li>Understand the requirement of Personal Cleanliness and Hygiene.</li> <li>Identify proper personal Health and safety tools including gloves and masks.</li> <li>Demonstrate proper use of Gloves and Masks.</li> <li>Demonstrate steps to be followed to maintain personal cleanliness while working.</li> <li>Locate first aid box and take action in case of self-injury.</li> </ul>	Hand sanitizer/soap.  Hand gloves, Appropriate mask to cover face, reflective vest. (One for each candidate).

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>Identify the hazards associated waste/garbage handling;</li> <li>Identify work safety procedures and instructions while cleaning, collection, segregation and transportation of waste;</li> </ul>	
7	<p><b>Working effectively with others while cleaning</b></p> <p><b>Theory Duration</b> (01.30)</p> <p><b>Practical Duration</b> (06.30)</p> <p><b>Corresponding NOS Code</b> SGJ/N6108</p>	<ul style="list-style-type: none"> <li>Understand the importance of working in group;</li> <li>Present oneself properly at worksite</li> <li>Understand the importance of work culture</li> <li>Carry out cleaning activity with minimum disruption to surroundings.</li> </ul>	
	<p><b>Total Duration</b></p> <p><b>Theory Duration</b> <b>30.00</b></p> <p><b>Practical Duration</b> <b>130.00</b></p>	<p><b>Unique Equipment Required:</b> Different types and sizes of brooms for demonstration, Mops, Wiper, tools used in cleaning, Cleaning Agents (Two sets for Demonstration) Hand gloves, appropriate cloth/mask to cover head and face, reflective vest. (One for each candidate), hand sanitizer/soap, garbage bags, reflective jacket.</p>	

Grand Total Course Duration: **160 Hours, 00 Minutes**

(This syllabus/ curriculum has been approved by [Skill Council for Green Jobs](#))

## Trainer Prerequisites for Job role: “Safai Karamchari” mapped to Qualification Pack: “SGJ/Q6102, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>SGJ/Q6102, Version 1.0</u> ”.
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	10th Pass.
4a	<b>Domain Certification</b>	Certified for Job Role: “Safai Karamchari” mapped to QP: “SGJ/Q6102, Version 1.0”. Minimum accepted score as per SCGJ is 80%.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102, Version 1.0”. Minimum accepted score as per SCGJ is 80%.
5	<b>Experience</b>	Minimum 2 years of experience in supervising cleaning activity.



## Annexure: Assessment Criteria

Assessment Criteria for Safai Karamchari	
<b>Job Role</b>	<b>Safai Karamchari</b>
<b>Qualification Pack</b>	<b>SGJ/Q6102, Version 1.0</b>
<b>Sector Skill Council</b>	<b>Green Jobs</b>

Sr. No.	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/knowledge will be based on written test/viva-voice or both while skill test shall be hands on practical. Behaviour and attitude will be assessed while performing the task.
3	The assessment shall be done as per the assessment sheets devised by SCGJ and accordingly the assessment agencies in consultation with SCGJ will create unique question paper for theory/knowledge and attitude for each SCGJ accredited testing centres (as per assessment criteria below).
4	The assessment agencies will conduct the assessment as per the guidelines given by SCGJ having unique evaluations for skill practical for every student at each SCGJ accredited testing centre based on this criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 50% in the overall assessment.
6	The marks are allocated PC wise; however, every NOS will carry a weight age in the total marks allocated to the specific QP

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	<b>75</b>	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 supervisor		4	2	2
	PC16. Keep and place different waste accordingly		4	1	3
		<b>TOTAL</b>	<b>75</b>	<b>30</b>	<b>45</b>
SGJ/N6106: Cleaning of Floor(S) of Buildings	PC1. Choose the proper broom to sweep to sweep the floor.	<b>50</b>	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
			<b>50</b>	<b>18</b>	<b>32</b>
SGJ/N6107: Maintain personal health & safety while working with Waste	PC1. Identify contact person when workplace safety policies are violated	<b>50</b>	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
		<b>TOTAL</b>	<b>50</b>	<b>22</b>	<b>28</b>
SGJ/N6108: Work effectively	PC1. Assist other colleagues in performing tasks in a positive manner where required and possible.	<b>25</b>	3	1	2

with others while managing waste	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
		<b>TOTAL</b>	<b>25</b>	<b>10</b>	<b>15</b>