

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR GREEN JOBS



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### 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

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### Introduction

## Wastewater Treatment Plant Helper

**SECTOR:** GREEN JOBS

**SUB-SECTOR:** Water Management

**OCCUPATION:** Operation & Maintenance

**REFERENCE ID:** SGJ/Q6602

**ALIGNED TO:** NCO-2004/ NIL

Wastewater Treatment Plant Helper assists in Operation and Maintenance of Industrial and Housing Societies Wastewater Treatment Plant.

**Brief Job Description:** Wastewater Treatment Plant Helper assists in Operation and Maintenance of Industrial and Housing Societies Wastewater Treatment Plant.

**Personal Attributes:** This job requires the individual to concentrate on the job at hand and complete it without any accidents so diligence and hardworking are desired attributes for individuals performing this role. He must also demonstrate strong work ethics, an ability to communicate courteously with co-workers, and must be good with following instructions of the supervisor.



Job Details	Qualifications Pack Code		SGJ/Q6602	
	Job Role		Wastewater Treatment Plant Helper This job role is applicable in both national and international scenarios	
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Green Jobs	Drafted on	26/11/2015
	Sub-sector	Water Management	Last reviewed on	10/12/2015
	Occupation	Operation & Maintenance	Next review date	01/12/2020
	NSQC Clearance on	19/12/2018		

Job Role	Wastewater Treatment Plant Helper
Role Description	Wastewater Treatment Plant Helper assists in Operation and Maintenance of Industrial and Housing Societies Wastewater Treatment Plant.
NSQF level	3
Minimum Educational Qualifications	8 <sup>th</sup> Pass
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><b>Compulsory:</b>  <a href="#">SGJ/N6604: Maintain the Wastewater Treatment Plant.</a>  <a href="#">SGJ/N6603: Assist the Supervisor in Wastewater Treatment Plant</a>  <a href="#">SGJ/N6605: Work Safety at Wastewater treatment plant.</a></p> <p><b>Optional:</b>            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.	

SGJ/ N 6604

Maintain the Wastewater Treatment Plant

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# National Occupational Standard



## Overview

This unit is about monitoring of the Wastewater Treatment Plant.

SGJ/ N 6604

Maintain the Wastewater Treatment Plant

National Occupational Standard

<b>Unit Code</b>	<b>SGJ / N6604</b>
<b>Unit Title (Task)</b>	<b>Maintain the Wastewater Treatment Plant</b>
<b>Description</b>	This unit is about monitoring and maintaining the Wastewater Treatment Plant.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Maintain the working of Wastewater Treatment Plant</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintain the working of Wastewater Treatment Plant</b>	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> <li>PC1. Measure and record all meter and gauge readings</li> <li>PC2. Perform maintenance on filters and valves.</li> <li>PC3. Perform Cleaning of Tanks.</li> <li>PC4. Perform the Cleaning of work area and equipment.</li> <li>PC5. Visually inspect the discharge at delivery point periodically for any anomalies.</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context (Knowledge of the company /organization and its processes)</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Company's Policy on quality and standards, design norms, safety hazards, integrity, codes, compliance and guidelines.</li> <li>KA2. The Purpose and Scope of the work to be carried out and its importance.</li> <li>KA3. Maintenance of a wastewater treatment plant.</li> <li>KA4. Company's reporting structure.</li> <li>KA5. Company's different department and concerned authority.</li> </ul>
<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand the following aspects: <ul style="list-style-type: none"> <li>KB1. Classification of different types of filters, valves &amp; tanks and how they are cleaned or replaced.</li> <li>KB2. Safety compliances while handling chemicals and organic matter.</li> <li>KB3. Maintenance schedule of different parts of a Wastewater Treatment Plant</li> <li>KB4. Importance of scheduled maintenance</li> </ul>
<b>Skill</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA1. Fill up documentation applicable to one's role.</li> </ul>
	<b>Reading Skills</b>
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA2. Read English and/or vernacular language.</li> <li>SA3. Read and understand manuals, health and safety instructions, memos, other company documents.</li> <li>SA4. Ability to read from different sources- books screens in machines and signage.</li> <li>SA5. Understand the various color codes, as per standard electrical, mechanical and civil nomenclature.</li> </ul>	

**SGJ/ N 6604**

**Maintain the Wastewater Treatment Plant**

	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Express statements or information clearly so that others can hear and understand.</p> <p>SA7. Participate in and understand the main points of simple discussions.</p> <p>SA8. Respond appropriately to any queries.</p> <p>SA9. Communicate with supervisor.</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></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>SB2. Take decision with systematic course of actions and/or response.</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to :</p> <p>SB3. Planning and organization of work to meet deadlines.</p> <p>SB4. Work constructively and collaboratively with others.</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>N.A</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Recognize problems and search for solutions.</p> <p>SB6. Choose best methods to complete assigned tasks.</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Apply domain knowledge, observations and data to select course of action to perform tasks related to Wastewater Treatment.</p>
	<p><b>Critical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Critically evaluate information obtained from customers, supervisor and co-workers to perform day to day activities.</p> <p>SB10. Ask questions for better understanding.</p>

**SGJ/ N 6604**

**Maintain the Wastewater Treatment Plant**

## **NOS Version Control**

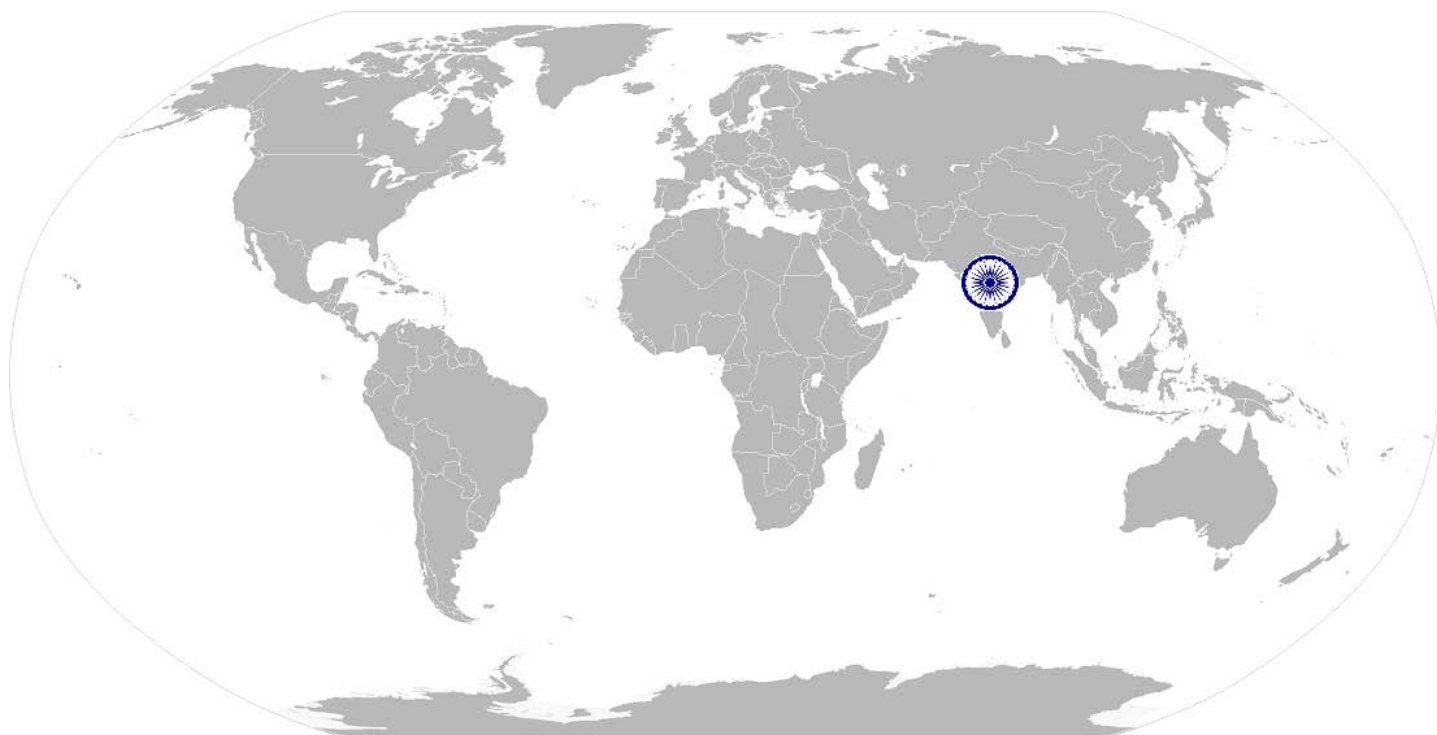
<b>NOS Code</b>	<b>SGJ/N6604</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry Sector</b>	<b>Green Jobs</b>	<b>Drafted on</b>	<b>26/11/2015</b>
<b>Industry Sub-sector</b>	<b>Water Management</b>	<b>Last reviewed on</b>	<b>10/12/2015</b>
<b>Occupation</b>	<b>Operation and Maintenance</b>	<b>Next review date</b>	<b>01/12/2020</b>



SGJ/ N 6603

Assist the Supervisor in Wastewater Treatment Plant

# National Occupational Standard



## Overview

This unit is about Assisting Supervisor in the Wastewater Treatment Plant.



SGJ/ N 6603

Assist the Supervisor in Wastewater Treatment Plant

National Occupational Standard

<b>Unit Code</b>	SGJ / N6603
<b>Unit Title (Task)</b>	Assist the Supervisor in Wastewater Treatment Plant
<b>Description</b>	This unit is about assisting supervisor in Wastewater Treatment Plant
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Assist supervisor in Wastewater Treatment Plant.</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Assist supervisor in Wastewater Treatment Plant.</b>	To be competent, the user/ individual must be able to: PC1. Assist in cleaning of different screens. PC2. Assist in operating different valves. PC3. Operate oil skimmer and fill drums as required PC4. Perform the addition of chemicals and microbes to treat water as required under the supervision of a senior. PC5. Assist in completing the documentation as required.
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context (Knowledge of the company /organization and its processes)</b>	The user/individual on the job needs to know and understand: KA1. Company's reporting structure. KA2. Company's different department and concerned authority. KA3. Obtain authorization from specified supervisor. KA4. Companies policies and process.
<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand the following aspects: KB1. Operations of wastewater treatment plant. KB2. Classification of different types of filters, screens, valves, pumps and how they are cleaned or replaced. KB3. Safety compliances while handling chemicals and organic matter.
<b>Skill</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA10. Maintaining Records of the readings of different instrument.
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA11. Read English and/or vernacular language. SA12. Read and understand manuals, health and safety instructions, memos, other company documents. SA13. Ability to read from different sources- books screens in machines and signage. SA14. Understand the various color codes, as per standard electrical, mechanical and civil nomenclature.
<b>A. Core Skills/ Generic Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA15. Express statements or information clearly so that others can hear and understand. SA16. Participate in and understand the main points of simple discussions. SA17. Respond appropriately to any queries. SA18. Communicate with supervisor.

**SGJ/ N 6603**

**Assist the Supervisor in Wastewater Treatment Plant**

<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB11. Follow organization rule-based decision making process. SB12. Take decision with systematic course of actions and/or response.
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to : SB13. Planning and organization of work to meet deadlines. SB14. Work constructively and collaboratively with others.
	<b>Customer Centricity</b>
	N/A
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB15. Recognize problems and search for solutions. SB16. Choose best methods to complete assigned tasks.
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB18. Apply domain knowledge, observations and data to select course of action to perform tasks related to wastewater treatment.
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB19. Critically evaluate information obtained from customers, supervisor and co-workers to perform day to day activities. SB20. Ask questions for better understanding.	

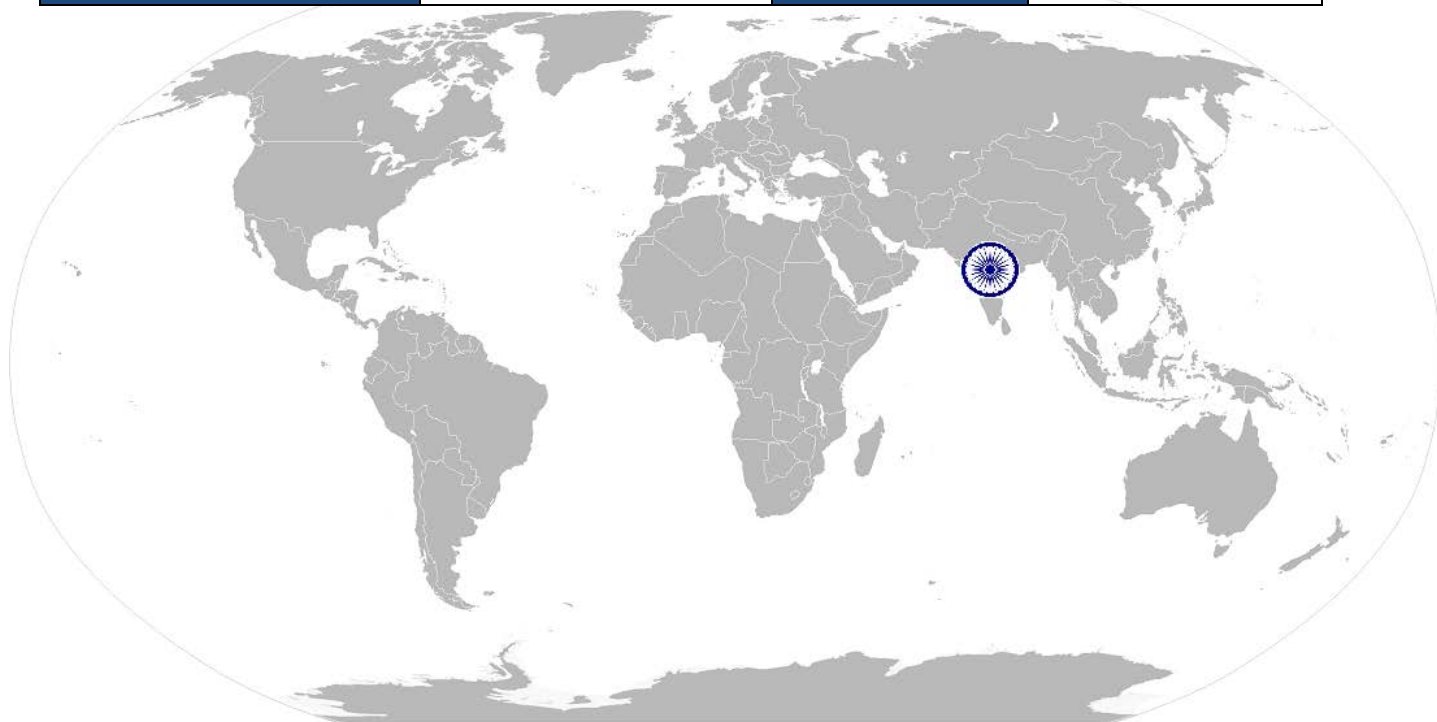
[Back to NOS List:](#)

**SGJ/ N 6603**

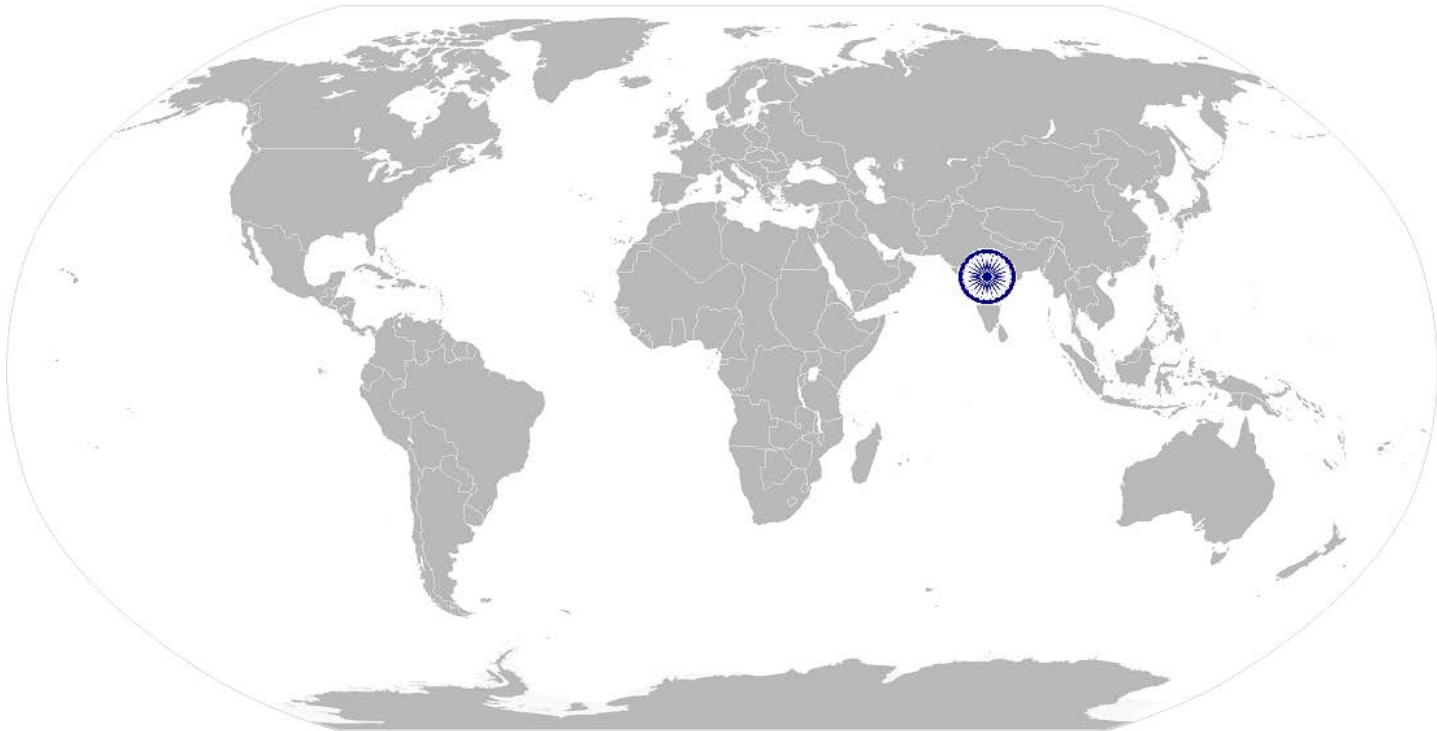
**Assist the Supervisor in Wastewater Treatment Plant**

## **NOS Version Control**

<b>NOS Code</b>	<b>SGJ/N6603</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry Sector</b>	<b>Green Jobs</b>	<b>Drafted on</b>	<b>26/11/2015</b>
<b>Industry Sub-sector</b>	<b>Water Management</b>	<b>Last reviewed on</b>	<b>10/12/2015</b>
<b>Occupation</b>	<b>Operation and Maintenance</b>	<b>Next review date</b>	<b>01/12/2020</b>



# National Occupational Standard



## Overview

This unit is about maintaining work safety at Wastewater Treatment Plant.

SGJ/ N 6605

## Work Safety at Wastewater treatment plant

National Occupational Standard

<b>Unit Code</b>	SGJ / N6605
<b>Unit Title (Task)</b>	Work Safety at Wastewater treatment plant
<b>Description</b>	This unit is about maintaining work safety at Wastewater Treatment Plant.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Work Safety at Wastewater treatment plant</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Work safety at Wastewater treatment plant</b>	To be competent, the user/ individual must be able to: <p>PC1. Identify the hazards associated with different tasks in a Wastewater Treatment Plant</p> <p>PC2. Inform the concerned person of the accident and hazard occurred</p> <p>PC3. Select the right Personal Protective equipment for different tasks in a Waste Treatment Plant</p> <p>PC4. Perform the changing of chlorine cylinders safely</p> <p>PC5. Ensure safe storage of corrosive substances</p> <p>PC6. Ensure Health &amp; Safety by following company policies &amp; processes and industry standards for work safety</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context (Knowledge of the company /organization and its processes)</b>	The user/individual on the job needs to know and understand: <p>KA1. Company's Policy on quality and standards, design norms, safety hazards, integrity, codes, compliance and guidelines.</p> <p>KA2. The Purpose and Scope of the work to be carried out and its importance.</p> <p>KA3. The Operations of a wastewater treatment plant.</p> <p>KA4. Company's reporting structure.</p> <p>KA5. Company's different department and concerned authority.</p>
<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand the following aspects: <p>KB5. Safety compliances while handling chemicals and organic matter.</p> <p>KB6. Different hazards associated with the operation of the Waste Treatment Plant</p> <p>KB7. Do's and Don'ts in operation of Waste Treatment Plant</p> <p>KB8. Understand the importance and know-how of Personal Protective Equipment</p> <p>KB9. Know-how on the procedure for safe handling of corrosive substances, chemicals, chlorine and chlorine equipment's</p> <p>KB10. Know-how and understanding of safe storage of corrosive substances</p> <p>KB11. Know-how of how to detect chlorine leakage and control</p>
<b>Skill</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: <p>SA19. Fill up documentation applicable to one's role.</p>
	<b>Reading Skills</b>
The user/individual on the job needs to know and understand how to: <p>SA20. Read English and/or vernacular language.</p> <p>SA21. Read and understand manuals, health and safety instructions, memos, other company documents.</p> <p>SA22. Ability to read from different sources- books screens in machines and signage.</p> <p>SA23. Understand the various color codes, as per standard electrical, mechanical and civil nomenclature.</p>	

**SGJ/ N 6605**

**Work Safety at Wastewater treatment plant**

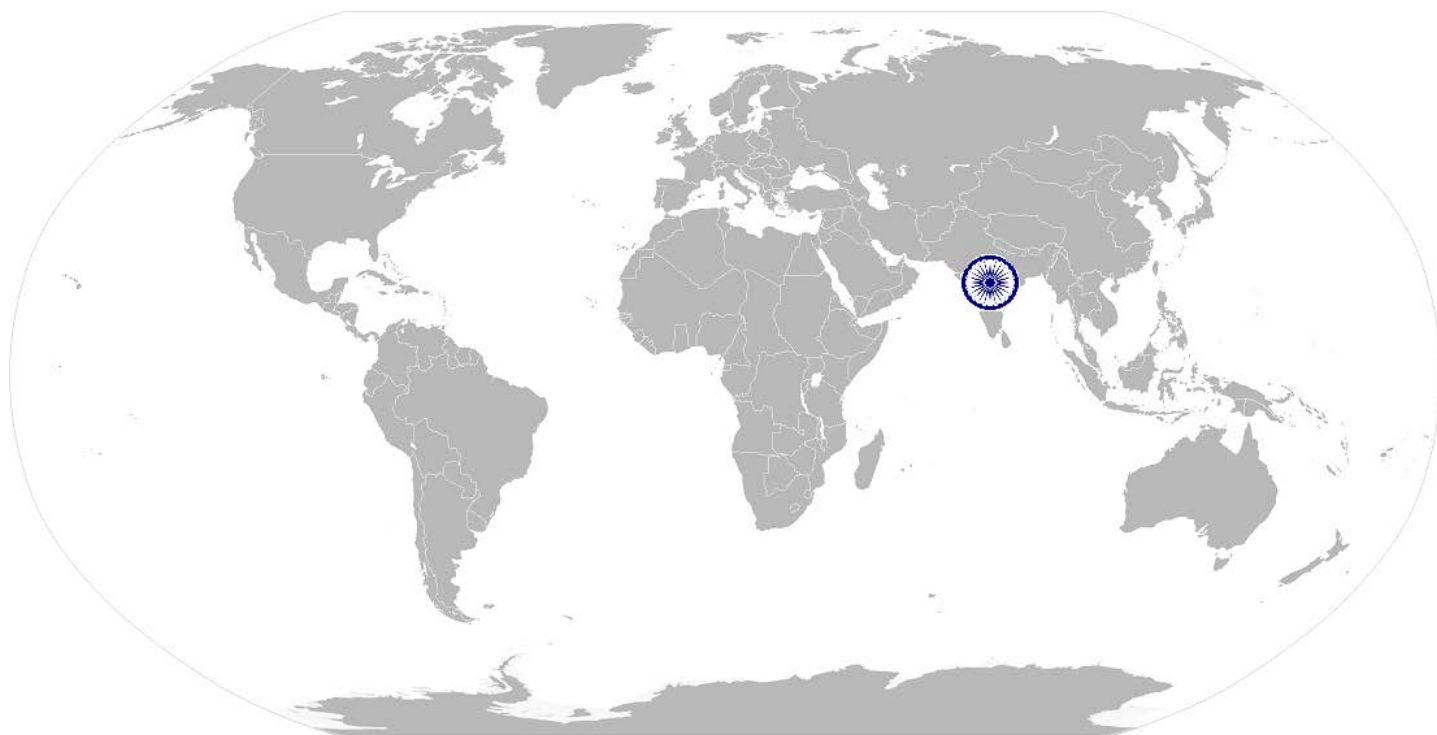
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA24. Express statements or information clearly so that others can hear and understand.</p> <p>SA25. Participate in and understand the main points of simple discussions.</p> <p>SA26. Respond appropriately to any queries.</p> <p>SA27. Communicate with supervisor.</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB21. Follow organization rule-based decision making process.</p> <p>SB22. Take decision with systematic course of actions and/or response.</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to :</p> <p>SB23. Planning and organization of work to meet deadlines.</p> <p>SB24. Work constructively and collaboratively with others.</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>N.A</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB25. Recognize problems and search for solutions.</p> <p>SB26. Choose best methods to complete assigned tasks.</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB28. Apply domain knowledge, observations and data to select course of action to perform tasks related to Wastewater Treatment.</p>
	<p><b>Critical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB29. Critically evaluate information obtained from customers, supervisor and co-workers to perform day to day activities.</p> <p>SB30. Ask questions for better understanding.</p>

**SGJ/ N 6605**

**Work Safety at Wastewater treatment plant**

## **NOS Version Control**

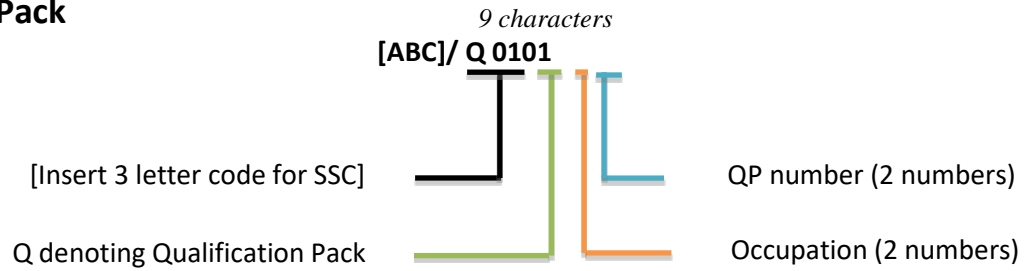
<b>NOS Code</b>	<b>SGJ/N6605</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry Sector</b>	<b>Green Jobs</b>	<b>Drafted on</b>	<b>26/11/2015</b>
<b>Industry Sub-sector</b>	<b>Waste Management</b>	<b>Last reviewed on</b>	<b>10/12/2015</b>
<b>Occupation</b>	<b>Health and Safety</b>	<b>Next review date</b>	<b>01/12/2020</b>



## Annexure

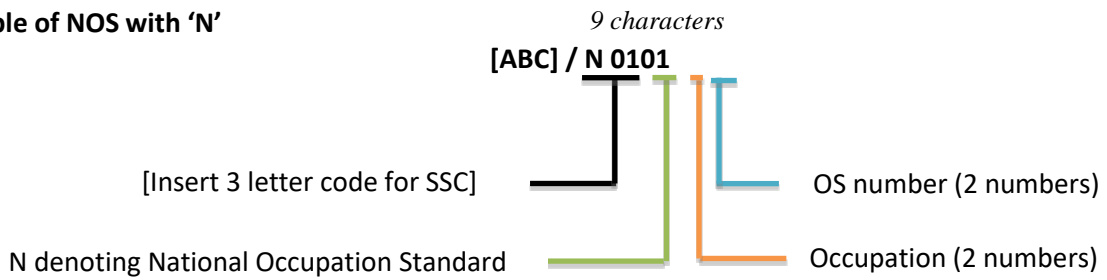
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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

Sub-sector	Range of Occupation numbers
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
Alternative Fuel Transportation	36-40
Bio-fuels and Farming	40-45
Environmental Compliance and Sustainability Planning	46-50
Green Buildings	51-55
Energy Efficiency	56-60
Waste Management	61-65
Water and Wastewater Management	66-70
Co-generation	71-75
Other Green Jobs	76-99

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

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**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role** Wastewater Treatment Plant Helper

**Qualification Pack** SGJ/Q6602

**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 70% 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	Out of	Theory	Practical
<b>SGJ/N6604</b> Maintain the Wastewater Treatment Plant	PC1. Measure and record all meter and gauge readings		6	3	3
	PC2. Perform maintenance on filters & valves.		6	2	4
	PC3. Perform Cleaning of Tanks		6	2	4
	PC4. Perform Cleaning of Work area and equipment.		6	3	3
	PC5. Visually inspect the discharge periodically at delivery point for any anomalies		6	2	4
	<b>Total</b>		<b>30</b>	<b>12</b>	<b>18</b>
<b>SGJ/N6603</b> Assist Supervisor in Wastewater Treatment Plant.	PC1. Assist cleaning of different screens.	<b>20</b>	6	3	3
	PC2. Assist in operating different valves.		6	3	3
	PC3. Operate oil skimmer and fil drums as required.		3	1	2
	PC4. Perform the addition of chemicals and microbes to treat water as required under the supervision of a senior.		2	1	1
	PC5. Assist in completing the documentation as required.		3	1	2
<b>Total</b>	<b>20</b>	<b>9</b>	<b>11</b>		



Qualifications Pack For  
“Wastewater Treatment Plant Technician”

<b>SGJ/N6605 Work Safety at Wastewater treatment plant</b>	PC1. Identify the hazards associated with different tasks in a Wastewater Treatment Plant	<b>50</b>	<b>12</b>	<b>5</b>	<b>7</b>
	PC2. Inform the concerned person of the accident and hazard occurred		<b>5</b>	<b>2</b>	<b>3</b>
	PC3. Select the right Personal Protective equipment for different tasks in a Waste Treatment Plant		<b>12</b>	<b>5</b>	<b>7</b>
	PC4. Perform the changing of chlorine cylinders safely		<b>8</b>	<b>3</b>	<b>5</b>
	PC5. Ensure safe storage of corrosive substances		<b>8</b>	<b>3</b>	<b>5</b>
	PC6. Ensure Health & Safety by following company policies & processes and industry standards for work safety		<b>5</b>	<b>2</b>	<b>3</b>
	<b>TOTAL</b>	<b>50</b>	<b>20</b>	<b>30</b>	

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