

NSQF QUALIFICATION FILE

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Indian Iron and Steel Sector Skill Council - IISSSC

Karigari Bhawan, 5th Floor, Room No-509, Plot No-B/7, Action Area-III, New Town, Rajarhat, Kolkata-700160

Name and contact details of individual dealing with the submission

Name: Mr. Sushim Banerjee

Position in the organization: Chief Executive Officer

Address if different from above: Same as above

Tel. number(s): 033 23247559

E-mail address: ceo@iisssc.org, sushim_banerjee@yahoo.com

List of documents submitted in support of the Qualifications File

1. Qualification Pack:- ISC/Q0704
2. Documents related to QP Development (Refer to folder “Common Files”)
 - (i) Labour Market Survey
 - (ii) About the sector
 - (iii) Occupational Map
 - (iv) List of Companies participating in QP Development Process
 - (v) Model Curriculum

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SUMMARY

1	Qualification Title: Assistant - Packaging & Marking Operation
2	Qualification Code, if any: ISC/Q0704
3	NCO code and occupation: NCO-2015/NIL Steel Making, Rerolling and Sponge Iron
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term): Performs manual packing of material and then mark necessary details on the finished pack with the correct identification code or tag.
5	Body/bodies which will award the qualification: Indian Iron and Steel Sector Skill Council - IIS SSC
6	Body which will accredit providers to offer courses leading to the qualification: Indian Iron and Steel Sector Skill Council - IIS SSC
7	Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy): Yes
8	Occupation(s) to which the qualification gives access: Steel Making, Rerolling and Sponge Iron
9	Job description of the occupation: The individual in this role performs manual packing of material and then mark necessary details on the finished pack with the correct identification code or tag.
10	Licensing requirements: N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided): N/A
12	Level of the qualification in the NSQF: Level 3
13	Anticipated volume of training/learning required to complete the qualification: 360 Hours
14	Indicative list of training tools required to deliver this qualification: Laptop, white board, marker, projector Sanitization kit, disinfectants, alcohol-based sanitizers, different types of face masks, shields etc. Different type of waste bins to collect and segregate waste for disposal Material handling equipment: Trolley, forklift Sample material/parts Packing material: boxes, trolleys, strapping, rope Protective material for rain/dust
15	Entry requirements and/or recommendations and minimum age: 8th Class Pass with 1 year of relevant experience OR 10th Class Pass

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	And 18 years		
16	Progression from the qualification (Please show Professional and academic progression):		
17	Arrangements for the Recognition of Prior learning (RPL): RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack by Indian Iron and Steel Sector Skill Council		
18	International comparability where known (research evidence to be provided): No		
19	Date of planned review of the qualification: 1st July 2026		
21	Formal structure of the qualification Mandatory components		
(i)	Title of component and identification code/NOSs /Learning outcomes	Estimated size (learning hours)	Level
	1. ISC/N0008: Use basic health and safety practices at the work place 2. ISC/N0009: Work effectively with others 3. ISC/N0708: Manually pack material and mark details on the wrap 4. ISC/N0709: Safely load the packed & marked material on to a vehicle	360	3
	Sub Total (A)	360	

SECTION 1 **ASSESSMENT**

1	<p>Body/Bodies which will carry out assessment: Indian Iron and Steel Sector Skill Council - IISSSC. Proposed Body/Bodies which will carry out assessment:</p> <table border="1" data-bbox="343 521 1351 1095"> <thead> <tr> <th>S.No</th><th>Name of the Assessment Agency</th></tr> </thead> <tbody> <tr><td>1</td><td>ACE Foundation</td></tr> <tr><td>2</td><td>Brisk Mind Pvt. Ltd.</td></tr> <tr><td>3</td><td>Demorgia Consulting Services</td></tr> <tr><td>4</td><td>EduVantage Private Limited</td></tr> <tr><td>5</td><td>GLOCAL THINKER'S PRIVATE LIMITED</td></tr> <tr><td>6</td><td>IRIS Corporate Solutions Private Limited</td></tr> <tr><td>7</td><td>MS Certification Services Pvt. Ltd.</td></tr> <tr><td>8</td><td>Nitya Skill Development Organization Samiti</td></tr> <tr><td>9</td><td>Palmary Project & Services Pvt. Ltd.</td></tr> <tr><td>10</td><td>STAR PROJECTS SERVICES PVT. LTD.</td></tr> <tr><td>11</td><td>Vedokt Skill & Consulting Pvt. Ltd.</td></tr> <tr><td>12</td><td>Vistaskills Pvt Ltd</td></tr> <tr><td>13</td><td>Vsquare Techsolutions Pvt. Ltd.</td></tr> </tbody> </table>	S.No	Name of the Assessment Agency	1	ACE Foundation	2	Brisk Mind Pvt. Ltd.	3	Demorgia Consulting Services	4	EduVantage Private Limited	5	GLOCAL THINKER'S PRIVATE LIMITED	6	IRIS Corporate Solutions Private Limited	7	MS Certification Services Pvt. Ltd.	8	Nitya Skill Development Organization Samiti	9	Palmary Project & Services Pvt. Ltd.	10	STAR PROJECTS SERVICES PVT. LTD.	11	Vedokt Skill & Consulting Pvt. Ltd.	12	Vistaskills Pvt Ltd	13	Vsquare Techsolutions Pvt. Ltd.
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2	<p>How will RPL assessment be managed and who will carry it out? The RPL assessment will be managed by selected assessment partners from the applications received</p>																												
3	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>The emphasis is on practical demonstration of skills and knowledge based on the performance criteria. The assessment papers are developed by Subject Matter Experts (SME) available with the Assessment Agency as per the performance and assessment criteria mentioned in the Qualification Pack. The assessment papers are also checked for the various outcome-based parameters such as quality, time taken, precision, tools & equipment requirement etc. The assessment results are backed by evidences collected by assessors.</p>																												

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	<ol style="list-style-type: none">1. The assessor needs to collect a copy of the attendance for the training done under the scheme. The attendance sheets are signed and stamped by the In-charge / Head of the Training Centre.2. The assessor needs to verify the authenticity of the candidates by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/Government. The same needs to be mentioned in the attendance sheet. In case of suspicion, the assessor should authenticate, and cross verify trainee's credentials in the enrolment form.3. The assessor needs to punch the trainee's roll number on all the test pieces.4. The assessor can take a photograph of all the students along with the assessor standing in the middle and with the centre name/banner at the back as evidence.5. The assessor also needs to carry a photo ID card. <p>The assessment agencies are instructed to hire assessors with integrity, reliability and fairness. Each assessor shall sign a document with its assessment agency by which they commit themselves to comply with the rules of confidentiality and conflict of interest, independence from commercial and other interests that would compromise impartiality of the assessments.</p>
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Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e. Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences**Title of Component:** – Assistant - Packaging & Marking Operation**CRITERIA FOR ASSESSMENT OF TRAINEES****Job Role** – Assistant - Packaging & Marking Operation**Qualification Pack** ISC/Q0704**Sector Skill Council** Indian Iron and Steel Sector Skill Council**Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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 centre (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

ISC/N0008: Use basic health and safety practices at the workplace

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain safe and secure working environment</i>	10	14	-	6
PC1. identify hazardous activities and the possible causes of risks or accidents in the workplace	2	2	-	1
PC2. follow safe working practices while dealing with hazards to ensure safety of self and others	2	3	-	1

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PC3. use appropriate protective clothing/ equipment for specific tasks and work	1	2	-	1
PC4. follow appropriate safety practices while working in and around trenches, elevated places and confined areas	2	1	-	-
PC5. lift heavy objects safely using correct procedures	1	2	-	1
PC6. carry out routine check of the machine for identifying potential hazards	1	2	-	1
PC7. report any identified breaches in health, safety and security policies and procedures to the designated person	1	2	-	1
<i>Emergencies, rescue and first aid procedures</i>	6	9	-	5
PC8. use appropriate type of fire extinguisher	1	1	-	1
PC9. apply appropriate rescue techniques during fire hazard	1	2	-	1
PC10. provide appropriate first aid procedure to victims wherever required eg.in case of bleeding, burns, choking, electric shock etc.	2	2	-	1
PC11. follow emergency procedures such as raising alarm, safe evacuation etc.	1	2	-	1
PC12. attend safety training and fire drills to respond promptly during an emergency	1	2	-	1
<i>Health and hygiene</i>	2	6	-	2
PC13. follow regular cleaning and disinfection practices at work place using appropriate techniques and materials	1	2	-	1
PC14. follow hand hygiene practices at work place using appropriate techniques and materials	1	2	-	1
PC15. report regarding the contagious illness of self or people in close contact	-	1	-	-
PC16. avoid contact with ill people and self-isolate in a similar situation	-	1	-	-
<i>Housekeeping and waste management</i>	7	12	-	5

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PC17. follow the fundamentals of 5S for housekeeping	2	3	-	2
PC18. ensure good housekeeping in order to prevent hazards and accidents	1	2	-	-
PC19. store the material, tools and equipment in the correct location and in good condition	1	2	-	-
PC20. segregate waste into different categories	1	2	-	1
PC21. identify recyclable, non-recyclable and hazardous waste	1	1	-	1
PC22. dispose non-recyclable, recyclable and reusable waste appropriately at identified location	1	2	-	1
<i>Material and energy conservation</i>	5	9	-	2
PC23. identify ways to optimize usage of material in various tasks/activities/processes	1	2	-	-
PC24. check for spills/leakages in various tasks/ activities/processes	1	2	-	1
PC25. plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	1
PC26. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
PC27. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	1	-	-
NOS Total	30	50	-	20

ISC/N0009: Work effectively with others

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively with colleagues and others</i>	13	20	-	9
PC1. coordinate with colleagues to share work, as per the workload in order to achieve team goals	3	5	-	2

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PC2. maintain clear communication with colleagues and others, wherever needed, through all means i.e. face-to-face, telephonic or written	5	7	-	3
PC3. adjust communication styles to reflect gender and persons with disability (PwD) sensitivity	3	4	-	2
PC4. respect all colleagues and co-workers	1	2	-	1
PC5. resolve conflicts by communicating with colleagues and other departments	1	2	-	1
<i>Interact with supervisor</i>	8	14	-	6
PC6. identify work requirements by receiving instructions from reporting supervisor	2	3	-	1
PC7. escalate problems to supervisors that cannot be handled	2	3	-	2
PC8. report the completed work	2	3	-	1
PC9. interact with the reporting supervisor about any possible hazards and safety concerns	2	5	-	2
<i>Follow appropriate behaviour at work place</i>	9	16	-	5
PC10. extend help to people with Disability (PwD) at workplace, if required	2	4	-	2
PC11. empathize with people with disability	2	4	-	1
PC12. adopt a gender neutral behavior	2	4	-	1
PC13. adopt responsible and disciplined behaviours at the workplace	3	4	-	1
NOS Total	30	50	-	20

ISC/N0708: Manually pack material and mark details on the wrap

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Pack the material manually</i>	18	27	-	11
PC1. coordinate with the supervisor for confirming packing/marketing tasks and plan the job as per job card and specified sequence	1	2	-	1

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PC2. use appropriate Personal Protective Equipment (PPE) for safe working in work area	1	2	-	1
PC3. identify and assess the materials that need to be packed	2	3	-	1
PC4. identify, select and arrange the appropriate packing material i.e. wrapping material, boxes, trolleys, strapping etc. and marking equipment or gadgets required during packing and marking as per the SOP/WI	6	7	-	3
PC5. check the packing and marking material and tools for any defects before use	3	5	-	2
PC6. pack the material safely to meet the shipment and production requirement as per WI, BOM and other applicable documentation	3	5	-	2
PC7. report to supervisor or appropriate person about any damage material identified or damage done during packing	2	3	-	1
<i>Perform marking of identification tag/code on the finished package</i>	12	23	-	9
PC8. mark the correct identification code/ number and necessary details neatly on the packed material by using the right tools and gadgets as per the SOP/WI	4	7	-	3
PC9. pick up right data for proper identification of the packed material	3	6	-	2
PC10. put right kind of tagging as required for different materials	3	6	-	2
PC11. inform supervisor on completion of the job	1	2	-	1
PC12. record the details in the log book	1	2	-	1
NOS Total	30	50	-	20

ISC/N0709: Safely load the packed & marked material on to a vehicle

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparing for loading work</i>	6	10	-	4

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PC1. coordinate with the supervisor for confirming loading tasks	2	3	-	1
PC2. carry out tasks such as applying protective plug, covers, anti-rust oil etc. on material, counting of material, stock collection, tagging etc. as per the supervisor instructions	3	5	-	2
PC3. follow safety practices during loading of material as per organisational SOP	1	2	-	1
<i>Loading of packed material</i>	24	40	-	16
PC4. select the loading method i.e. manually or by material handling equipment based on the weight of goods	3	5	-	2
PC5. take the trolley/forklift truck to stores and load the finished goods that are to be dispatched	3	5	-	2
PC6. move the trolley /forklift truck along with the goods and transfer them near to the transport	3	5	-	2
PC7. place the right kind of wedge/dunnage / scotch block under the vehicle to prevent any sort of unwanted movement of the same during loading	3	5	-	2
PC8. use proper wooden saddles to load the coil onto them	2	4	-	1
PC9. weld an isolation hook and/or U-hook on the wagon floor as per the SOP/SPI	3	5	-	2
PC10. lash a suitable steel strap/ chain around the packed coil/load	3	5	-	2
PC11. ensure that the strap/ chain is tightly wound around and secured with the welded structure on the floor	2	3	-	1
PC12. handover the documents (dispatch, insurance etc.) to the vehicle driver and jointly tally the details of material and shipment as per the organisational guidelines	2	3	-	2
NOS Total	30	50	-	20

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Provided in the above section	
Means of assessment 1 <ol style="list-style-type: none"> 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. The assessment for the theory part will be based on knowledge bank of questions created by the SSC. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below.) Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria. 	
Means of assessment 2 Add boxes as required.	
Pass/Fail <ol style="list-style-type: none"> To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS. 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. 	

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SECTION 2 EVIDENCE OF LEVEL

Title/Name of qualification/component: – Assistant - Packaging & Marking Operation			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Performs manual packing of material and then mark necessary details on the finished pack with the correct identification code or tag.	Job that requires work in familiar, predictable, routine, situation of clear choice. Hence, this level 3	3
Professional knowledge	Knowledge related to plant equipment and plant operations, basic measurements, basic packing and marking methods	Factual knowledge of field of knowledge or study and hence is level 3	3
Professional skill	Attaching utmost importance to safety and maintenance of material	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts. Hence this is level 4	3
Core skill	Reading and writing; addition, subtraction; hygiene and environment.	Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment. Hence this is level 3	3
Responsibility	Responsible for completing the assigned task, working with guidance of supervisor	Responsibility for own work and learning. and hence level 3	3

SECTION 3
EVIDENCE OF NEED

1	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?		
	Basis	In case of SSC	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	<p>Need of the qualification The Indian and Steel Sector is second largest steel producing nation in the world after China poised to grow from 110MT to 300 MT by 2030. It will undergo a substantial transformation.</p> <p>The sector employs a total of 2 million direct and indirect workers, as of 2018.</p>	<p>The SSC would undertake market study and would enclosed demand forecast for the proposed job role both on short-term and long-term basis to substantiate the requirement of the Qualification proposed. The SSC can produce the data from primary or authorized secondary sources as well.</p>	<p>The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports; occupational mapping or similar research carried out by Ministry/State/Any other authentic source forecasting the demand for the proposed qualification</p>
	<p>Industry Relevance We are in the process of taking industry validation.</p>	<p>The SSC would undertake validation of the job roles with actual end-user industry where such employment is going to be generated and absorbed instead of generic validation of industry. The SSC would submit the</p>	<p>The Submitting Body would submit the list of industry participation while preparation of the curriculum/ course content of the qualifications. These could include minutes of the meeting/ reports of these consultations</p>

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		endorsements from users/intended users of the qualification clearly supporting or otherwise the need for trained people against specific job role. (<i>The industry validation format to be used</i>)	
	Usage of the qualification: This Qualification Pack will be used across iron and steel industry which is organised as well as unorganised	<p>The SSC would submit details of the employment generated (wherever applicable) and realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment.</p> <p>In case of unorganized sector, case studies or evidences may be given</p>	<p>The submitting body would submit the details of trained and placed data in the proposed qualification (if an existing qualification is being proposed for NSQF alignment)</p> <p>Information about the success of the qualification should be given (e.g. uptake figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do not have placement tracking mechanism established in place would provide necessary endorsements by the state/ ministry stating that a tracking mechanism would be institutionalized and placement records shall be provided annually or later, depending on length of qualification.</p>
	Estimated uptake	The SSC would submit the estimated uptake of	The Submitting Body should submit the

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	<p>The Iron and Steel sector will require a series of non-routine tasks like social intelligence, complex critical thinking, and creative problem solving to remain relevant in the steel industry.</p>	<p>the qualification and What steps were carried out to test the likely uptake of the qualification? The basis of this estimate should include data about the number of jobs or places in courses of learning which will be available to people who are awarded the qualification.</p>	<p>estimated uptake by reflecting the number of the takers for this qualification for at least two years from submission of the qualification</p>
2	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>N/A</p>		
3	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>NSDC list of Approved and Under-Development QPs was checked prior to commencement the work.</p>		
4	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <ul style="list-style-type: none"> • Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation • Monitoring of results of assessments • Employer feedback will be sought post-placement • A formal review is scheduled by 2026 		

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4

EVIDENCE OF PROGRESSION

1	What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector? <ol style="list-style-type: none">1. Endorsed and accepted by the Industry players2. Formal recognition from the Industry players3. Horizontal and vertical mobility options are available
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