

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/Q0410
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: Helper - Utility Hand Plant Operations
2	Qualification Code, if any: ISC/Q0410
3	NCO code and occupation: NCO-2015/3122.02 Mechanical Maintenance
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term): Carrying tools and tackles to job site as per requirement, assisting for smooth and safe operation/repair/maintenance of the equipment at site, cleaning the assembly/equipment before dismantling and providing necessary help during dismantling/assembling operation of different manual valves.
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: Mechanical Maintenance
9	Job description of the occupation: The job is all about carrying tools and tackles to job site as per requirement, assisting for smooth and safe operation/repair/maintenance of the equipment at site, cleaning the assembly/equipment before dismantling and providing necessary help during dismantling/assembling operation of different manual valves.
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 2
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 optical/ digital pyrometer, thermo couple and manometers PPTs for various types of drawings,

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	Hand tools and machines, various measuring instruments, hot and cold blast valve, blowers, chimney valves, control and measuring instruments and automatic regulators, mud gun, tap hole drill machine, overhead crane		
15	Entry requirements and/or recommendations and minimum age: Able to read and write and 18 years		
16	Progression from the qualification (Please show Professional and academic progression): Rigger : Rigging with heavy Material – Level 3 Safety Supervisor – Level 5		
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/N0431: Arrange tools and tackles from stores / department 4. ISC/N0432: Assist supervisor/ operators during work 5. ISC/N0433: Clean equipment and worksite	360	2
	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"> <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: Helper - Utility Hand Plant Operations

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Helper - Utility Hand Plant Operations

Qualification Pack ISC/Q0410

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

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PC2. follow safe working practices while dealing with hazards to ensure safety of self and others	2	3	-	1
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	-	-

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PC16. avoid contact with ill people and self-isolate in a similar situation	-	1	-	-
<i>Housekeeping and waste management</i>	7	12	-	5
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
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<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
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/N0431: Arrange tools and tackles from stores / department

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Arrange tools and tackles from stores/department as per job requirement</i>	15	25	-	10

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PC1. identify the work to be done by interpreting the instructions received from supervisor	1	2		1
PC2. identify the tools, equipment and materials required for the job to be carried out	5	4		2
PC3. collect the required tools, equipment and materials from the stores and ensure that all the items required for work are available as per SOP	2	5		2
PC4. check the required material, tools and equipment for any defects and that they are as per the required quality standards	3	5		2
PC5. clean the tools and equipment properly and ensure that they are free from oil, grease and dust particles	2	5		2
PC6. use appropriate Personal Protective Equipment (PPE) for safe working in workshop	1	2		1
PC7. report to stores / supervisor in case of non-availability of tools, tackles and spares	1	2		
NOS Total	15	25	-	10

ISC/N0432: Assist supervisor/ operators during work

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspect worksite before starting the job</i>	5	9	-	2
PC1. inspect the worksite to ensure that it is clear from all obstructions	2	4		1
PC2. check that workplace is properly illuminated and have adequate ventilation	1	2		
PC3. maintain cleanliness at the work site before starting the job	2	3		1
<i>Support technician during work</i>	25	41		18
PC4. support the supervisor/operator in setting of the tools, fixtures/jigs and equipment on the machine as per the process requirement	4	6		3
PC5. support the technician during loading/unloading of the components on the machine by manually or using pulleys, chains and other hoisting mechanisms	3	5		2

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PC6. ensure that there is no damage done to the work pieces and machine auxiliaries during loading/unloading	2	3		1
PC7. provide appropriate consumables and accessories to operator during process	3	5		3
PC8. support the supervisor/operators during dismantling, assembling and maintenance activities	4	6		3
PC9. hold the tools during operations in the correct manner as specified by the operator using appropriate PPE	3	5		2
PC10. carry out lubrication of the parts of the equipment post completion of the job	2	4		2
PC11. clean and store all the tools, machine and equipment after completion of work	3	5		2
PC12. report to supervisor after completion of the assigned tasks	1	2		
NOS Total	30	50	-	20

ISC/N0433: Clean equipment and worksite

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Clean the worksite</i>	9	15	-	6
PC1. identify and arrange the cleaning materials, chemicals, tools and equipment required for the job	2	3		2
PC2. inspect the work area visually and plan the sequence of cleaning tasks to be perform	1	2		1
PC3. place the signages at the worksite to inform others about cleaning and sanitation work is in progress	1	2		1
PC4. follow safety practices recommended by organisation during cleaning activities	1	2		
PC5. clean the workplace and make it free from dust, oil, grease, scraps etc. before starting the job	3	5		2
PC6. ensure that the worksite is free from all obstacles	1	1		
<i>Clean tools and equipment</i>	6	10		4
PC7. clean the tools and equipment properly and ensure that they are free from oil,	3	5		2

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grease and dust particles				
PC8. ensure all tools, tackles, scraps and hardware are removed from the work place and returned to the department/stores as per company procedure	1	2		1
PC9. dispose scrap or waste material into the disposal area in accordance with the company's policies and environmental regulations	1	2		1
PC10. report to supervisor after completion of the assigned tasks	1	1		
NOS Total	15	25	-	10

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Provided in the above section	
Means of assessment 1 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 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.	
Means of assessment 2 Add boxes as required.	
Pass/Fail 1. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.	

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2. 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: Helper - Utility Hand Plant Operations			Level: 2
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Supporting hand to operator/ fitter/ welder/ technicians/electrician/driver etc. for performing the job safely, smoothly and within given time frame. The job is all about carrying tools and tackles to job site as per requirement, assisting for smooth and safe operation/repair/maintenance of the equipment at site, cleaning the assembly/equipment before dismantling and providing necessary help during dismantling/assembling.	Job that requires prepares person to/carry out processes that are repetitive, on a regular basis, with little application of understanding, more of practice. This level 2	2
Professional knowledge	Knowledge related to basic plant equipment and plant operations, basic measurements, basic iron and steel casting processes and methods	Factual knowledge of field of knowledge or study and hence is level 2	2
Professional skill	Attaching utmost importance to safety and housekeeping, maintenance of cast house	demonstrate practical skill, routine and repetitive in narrow range of application and Hence this is level 2	2
Core skill	Reading and writing; addition, subtraction; hygiene and environment.	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles. Hence this is level 2	2
Responsibility	Responsible for completing the repetitive assigned task, working under continuous and supervision of supervisor	Responsibility for own work and learning. and hence level 2	2

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 endorsements from</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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		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 Iron and Steel sector will require	The SSC would submit the estimated uptake of the qualification and	The Submitting Body should submit the estimated uptake by

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	<p>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>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>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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