



# Machine Operator Basic(Ayurveda Siddha Unani)

QP Code: HSS/Q3704

Version: 1.0

NSQF Level: 4

Healthcare Sector Skill Council || 520, DLF Tower A, 5th Floor, Jasola District Centre  
New Delhi - 110025 || email:anshu.verma@healthcare-ssc.in

## Contents

HSS/Q3704: Machine Operator Basic(Ayurveda Siddha Unani) .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
HSS/N3712: Perform preprocedural activities required for machine operator in ASU. ....	5
HSS/N3713: Carry out procedural activities related to machine operation in ASU. ....	10
HSS/N3714: Perform post-procedural requirements in ASU. ....	14
HSS/N9624: Maintain a safe and secure working environment .....	18
HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols .....	22
DGT/VSQ/N0101: Employability Skills (30 Hours) .....	28
Assessment Guidelines and Weightage .....	33
<i>Assessment Guidelines</i> .....	33
<i>Assessment Weightage</i> .....	34
Acronyms .....	36
Glossary .....	37

## HSS/Q3704: Machine Operator Basic(Ayurveda Siddha Unani)

### Brief Job Description

The machine operator prepares and sets up machinery used in the manufacturing of Ayurvedic, Siddha, or Unani products and ensures raw materials and tools for the process. The candidate is skilled in operating basic machines used for grinding, mixing, filtering, tablet making, and packaging in traditional medicine production, following Standard Operating Procedures (SOPs) to ensure accurate operations.

### Personal Attributes

They should exhibit good coordination, self-discipline, dedication, persistence, ethical behaviour and the ability to deal empathetically with clients and their families. They should have good communication skills in Hindi, English or any other local language.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [HSS/N3712: Perform preprocedural activities required for machine operator in ASU.](#)
2. [HSS/N3713: Carry out procedural activities related to machine operation in ASU.](#)
3. [HSS/N3714: Perform post-procedural requirements in ASU.](#)
4. [HSS/N9624: Maintain a safe and secure working environment](#)
5. [HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Healthcare
<b>Sub-Sector</b>	AYUSH
<b>Occupation</b>	Ayurveda-Pharmacy
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	16

<b>Aligned to NCO/ISCO/ISIC Code</b>	NC0/2015/8131.8700
<b>Minimum Educational Qualification &amp; Experience</b>	12th grade Pass with NA of experience OR 10th grade pass with 3 Years of experience relevant experience OR 8th grade pass with 2 year NTC plus 1 year NAC plus 1 year CITS
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	NA
<b>NSQC Approval Date</b>	
<b>Version</b>	1.0

**Remarks:**

NA
----

## HSS/N3712: Perform preprocedural activities required for machine operator in ASU.

### Description

The Ayurveda, Siddha, and Unani (ASU) manufacturing system represents a traditional medicinal practice deeply rooted in India's cultural heritage. These systems, which have been practiced for centuries, utilize natural resources like herbs and minerals to formulate remedies.

### Scope

The scope covers the following :

- The scope covers pre-procedural requirements , GMP and schedule T, Monitor laws and regulations.

### Elements and Performance Criteria

#### *Pre-Procedural requirements*

To be competent, the user/individual on the job must be able to:

- PC1.** Wear Personal Protective Equipment (PPE)
- PC2.** Discuss Ayurveda, Siddha and Unani manufacturing systems.
- PC3.** Maintain a conducive ambience, environment and cleanliness in the setup.
- PC4.** Maintain personal hygiene.
- PC5.** Discuss the importance of safe work practices.
- PC6.** Monitor quality for raw materials.

#### *GMP and schedule T*

To be competent, the user/individual on the job must be able to:

- PC7.** Identify the GMP rule and schedule T.
- PC8.** Coordinate FEFO and FIFO.
- PC9.** Classify potential safety hazards, like spills, leaks, or damaged equipment.

#### *Monitor laws and regulations*

To be competent, the user/individual on the job must be able to:

- PC10.** Check for periodical checks.
- PC11.** Monitor the Process of inspecting the machine for any wear and tear.
- PC12.** Implement quality control measures at each stage of manufacturing.
- PC13.** Maintain clean and sanitary manufacturing environments.
- PC14.** Assist in maintaining documentation and records.
- PC15.** Coordinate workflow for monitoring production.
- PC16.** Identify requirements in terms of labelling of the product.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Relevant protocols, good practices, standards, policies, and procedures related to manufacturing.
- KU2.** Basic Knowledge of proper donning, doffing, and disposal procedures for each type of PPE kit.
- KU3.** Principles of Good Manufacturing Practices (GMP) concerning environmental control.
- KU4.** Cleaning and sanitizing equipment and work areas to prevent contamination.
- KU5.** Relevant safety regulations and organizational policies related to the unit.
- KU6.** Concept of environmental factors (temperature, humidity, ventilation, etc.) that affect ASU product quality.
- KU7.** Waste management and disposal procedures for ASU manufacturing by-products.
- KU8.** Concept of pest control and prevention measures.
- KU9.** The moral, legal, and ethical responsibility towards the organisation.

### **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** Write instructions as per the customized plan.
- GS2.** Complete all activities accurately and on time.
- GS3.** Interact and convey information effectively to clients and others.
- GS4.** Build interpersonal relationships that foster inter- and intra-departmental unity.

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Pre-Procedural requirements</i>	<b>35</b>	<b>30</b>	<b>20</b>	<b>10</b>
<b>PC1.</b> Wear Personal Protective Equipment (PPE)	-	-	-	-
<b>PC2.</b> Discuss Ayurveda, Siddha and Unani manufacturing systems.	-	-	-	-
<b>PC3.</b> Maintain a conducive ambience, environment and cleanliness in the setup.	-	-	-	-
<b>PC4.</b> Maintain personal hygiene.	-	-	-	-
<b>PC5.</b> Discuss the importance of safe work practices.	-	-	-	-
<b>PC6.</b> Monitor quality for raw materials.	-	-	-	-
<i>GMP and schedule T</i>	<b>35</b>	<b>30</b>	<b>20</b>	<b>20</b>
<b>PC7.</b> Identify the GMP rule and schedule T.	-	-	-	-
<b>PC8.</b> Coordinate FEFO and FIFO.	-	-	-	-
<b>PC9.</b> Classify potential safety hazards, like spills, leaks, or damaged equipment.	-	-	-	-
<i>Monitor laws and regulations</i>	<b>35</b>	<b>30</b>	<b>10</b>	<b>20</b>
<b>PC10.</b> Check for periodical checks.	-	-	-	-
<b>PC11.</b> Monitor the Process of inspecting the machine for any wear and tear.	-	-	-	-
<b>PC12.</b> Implement quality control measures at each stage of manufacturing.	-	-	-	-
<b>PC13.</b> Maintain clean and sanitary manufacturing environments.	-	-	-	-
<b>PC14.</b> Assist in maintaining documentation and records.	-	-	-	-
<b>PC15.</b> Coordinate workflow for monitoring production.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC16. Identify requirements in terms of labelling of the product.	-	-	-	-
<b>NOS Total</b>	<b>105</b>	<b>90</b>	<b>50</b>	<b>50</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HSS/N3712
<b>NOS Name</b>	Perform preprocedural activities required for machine operator in ASU.
<b>Sector</b>	Healthcare
<b>Sub-Sector</b>	
<b>Occupation</b>	Ayurveda-Pharmacy
<b>NSQF Level</b>	4
<b>Credits</b>	6
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## HSS/N3713: Carry out procedural activities related to machine operation in ASU.

### Description

This unit is about effective machine maintenance and quality assurance to ensure consistent, reliable operation and product quality through planned inspections, repairs, and process controls.

### Scope

The scope covers the following :

- The scope covers maintenance of the machines, classify potential hazards in the unit and periodical checks

### Elements and Performance Criteria

#### *Maintenance of the Machine*

To be competent, the user/individual on the job must be able to:

- PC1.** Monitor preventive maintenance planning and execution.
- PC2.** Maintain machinery functioning for tablet presses, capsule fillers, granulation, coating etc.
- PC3.** Coordinate for inspecting the machine for any wear and tear.
- PC4.** Maintain Predictive maintenance and monitoring in the unit.
- PC5.** Identify calibration and measurement procedures for the machines.

#### *Classify Potential Hazards in the unit*

To be competent, the user/individual on the job must be able to:

- PC6.** Sanitize all exposed surfaces of the machine.
- PC7.** Classify potential safety hazards, like spills, leaks, or damaged equipment.

#### *Periodical checks*

To be competent, the user/individual on the job must be able to:

- PC8.** Maintain the quality of the product throughout production.
- PC9.** Maintain documentation and record keeping
- PC10.** Calibrate the machine by letting weight controls, pressure gauges, or temperature settings.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Preventive maintenance, planning, and Execution of the unit.
- KU2.** The quality of the product throughout production.
- KU3.** The concept of measurement accuracy, precision, and error.
- KU4.** How to interpret inspection and test results against quality criteria.
- KU5.** Concept of record-keeping best practices and regulatory requirements.
- KU6.** Inspection methods (e.g., visual, dimensional, functional, destructive/non-destructive testing).

**KU7.** Predictive maintenance and monitoring in the unit.

### **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** Read instructions and pamphlets provided by organization.
- GS2.** Keep abreast of the latest knowledge by reading relevant materials.
- GS3.** Communicate in a polite, calm, empathetic and congenial manner.
- GS4.** Adopt a communication style to reflect gender, cultural, and religious sensitivities.

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintenance of the Machine</i>	<b>27</b>	<b>30</b>	<b>20</b>	<b>20</b>
<b>PC1.</b> Monitor preventive maintenance planning and execution.	-	-	-	-
<b>PC2.</b> Maintain machinery functioning for tablet presses, capsule fillers, granulation, coating etc.	-	-	-	-
<b>PC3.</b> Coordinate for inspecting the machine for any wear and tear.	-	-	-	-
<b>PC4.</b> Maintain Predictive maintenance and monitoring in the unit.	-	-	-	-
<b>PC5.</b> Identify calibration and measurement procedures for the machines.	-	-	-	-
<i>Classify Potential Hazards in the unit</i>	<b>32</b>	<b>30</b>	<b>17</b>	<b>20</b>
<b>PC6.</b> Sanitize all exposed surfaces of the machine.	-	-	-	-
<b>PC7.</b> Classify potential safety hazards, like spills, leaks, or damaged equipment.	-	-	-	-
<i>Periodical checks</i>	<b>30</b>	<b>30</b>	<b>10</b>	<b>20</b>
<b>PC8.</b> Maintain the quality of the product throughout production.	-	-	-	-
<b>PC9.</b> Maintain documentation and record keeping	-	-	-	-
<b>PC10.</b> Calibrate the machine by letting weight controls, pressure gauges, or temperature settings.	-	-	-	-
<b>NOS Total</b>	<b>89</b>	<b>90</b>	<b>47</b>	<b>60</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HSS/N3713
<b>NOS Name</b>	Carry out procedural activities related to machine operation in ASU.
<b>Sector</b>	Healthcare
<b>Sub-Sector</b>	
<b>Occupation</b>	Ayurveda-Pharmacy
<b>NSQF Level</b>	4
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## HSS/N3714: Perform post-procedural requirements in ASU.

### Description

This unit is about ensuring that operations are conducted securely and ethically by proactively identifying and mitigating hazards while strictly adhering to all relevant laws, regulations, and standards.

### Scope

The scope covers the following :

- The scope covers organizational safety protocols , risk management methodologies and regulatory compliance framework.

### Elements and Performance Criteria

#### *Organizational safety protocols*

To be competent, the user/individual on the job must be able to:

- PC1.** Identify safety procedures for routine and non-routine operations.
- PC2.** Utilize personal protective equipment (PPE) correctly and ensure its proper maintenance.
- PC3.** Identify and follow emergency response procedures, including evacuation routes and first aid protocols.

#### *Risk management methodologies*

To be competent, the user/individual on the job must be able to:

- PC4.** Identify potential hazards and risks associated with specific tasks, equipment, and the work environment.
- PC5.** Monitor basic risk assessments.
- PC6.** Check for the effectiveness of implemented risk control measures.

#### *Regulatory compliance framework*

To be competent, the user/individual on the job must be able to:

- PC7.** Identify all applicable local, national, and industry-specific laws, regulations, and standards (e.g., factory acts, environmental protection laws, labor laws, quality standards, product-specific regulations).
- PC8.** Coordinate regulatory requirements into standard operating procedures (SOPs) for manufacturing processes, machinery operation, and facility management.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Safety policies, procedures, and best practices within an organizational context.
- KU2.** Incident reporting, investigation processes.
- KU3.** Various hazard identification techniques (e.g., job safety analysis, hazard and operability studies - HAZOP, safety checklists).
- KU4.** Concept of national and international standards and certifications.
- KU5.** The importance of permits, licenses, and statutory registrations required for operations.

## **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** Communicate in polite, calm, empathetic and congenial manner.
- GS2.** Keep abreast of the latest knowledge by reading relevant materials.
- GS3.** Be-sensitive to the non-verbal communication of the client and relatives.

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Organizational safety protocols</i>	<b>35</b>	<b>30</b>	<b>10</b>	<b>10</b>
<b>PC1.</b> Identify safety procedures for routine and non-routine operations.	-	-	-	-
<b>PC2.</b> Utilize personal protective equipment (PPE) correctly and ensure its proper maintenance.	-	-	-	-
<b>PC3.</b> Identify and follow emergency response procedures, including evacuation routes and first aid protocols.	-	-	-	-
<i>Risk management methodologies</i>	<b>35</b>	<b>30</b>	<b>20</b>	<b>20</b>
<b>PC4.</b> Identify potential hazards and risks associated with specific tasks, equipment, and the work environment.	-	-	-	-
<b>PC5.</b> Monitor basic risk assessments.	-	-	-	-
<b>PC6.</b> Check for the effectiveness of implemented risk control measures.	-	-	-	-
<i>Regulatory compliance framework</i>	<b>35</b>	<b>20</b>	<b>10</b>	<b>20</b>
<b>PC7.</b> Identify all applicable local, national, and industry-specific laws, regulations, and standards (e.g., factory acts, environmental protection laws, labor laws, quality standards, product-specific regulations).	-	-	-	-
<b>PC8.</b> Coordinate regulatory requirements into standard operating procedures (SOPs) for manufacturing processes, machinery operation, and facility management.	-	-	-	-
<b>NOS Total</b>	<b>105</b>	<b>80</b>	<b>40</b>	<b>50</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HSS/N3714
<b>NOS Name</b>	Perform post-procedural requirements in ASU.
<b>Sector</b>	Healthcare
<b>Sub-Sector</b>	
<b>Occupation</b>	Ayurveda-Pharmacy
<b>NSQF Level</b>	4
<b>Credits</b>	3.5
<b>Version</b>	1.0
<b>Next Review Date</b>	NA

## HSS/N9624: Maintain a safe and secure working environment

### Description

This OS unit is about the ensuring a safe and secure working environment

### Scope

The scope covers the following :

- Workplace safety and security

### Elements and Performance Criteria

#### *Workplace safety and security*

To be competent, the user/individual on the job must be able to:

- PC1.** identify potential hazards of safe work practices
- PC2.** use various hospital codes for emergency situations
- PC3.** comply with safety, and security procedures within the defined scope of competence and authority
- PC4.** provide Basic Life Support (BLS) and first aid whenever applicable under defined scope of work
- PC5.** follow organizations' procedures related to any emergency efficiently
- PC6.** report any identified breaches in health, safety, and security procedures to the designated person
- PC7.** complete any health and safety records accurately

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of health, safety, and security in the workplace
- KU2.** how to identify safety and security hazards
- KU3.** the importance of identifying individual responsibilities in relation to maintaining workplace safety and security requirements
- KU4.** the relevant up-to-date information on safety, and security that applies to the workplace
- KU5.** how to report any emergency
- KU6.** various hospital codes for emergency situations
- KU7.** how to create safety records and maintain them
- KU8.** concept of first aid and BLS
- KU9.** the importance of raising alarm about hazards for safety of others

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and understand organization policies and procedures
- GS2.** prepare status and progress reports
- GS3.** • communicate information (for example, facts, ideas, or messages) in a brief, clear, and  
• organized manner
- GS4.** make decisions pertaining to the area of work
- GS5.** plan for safety of the work environment
- GS6.** identify hazards, evaluate possible solutions and suggest effective solutions
- GS7.** analyze the seriousness of hazards

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Workplace safety and security</i>	<b>10</b>	<b>10</b>	-	<b>10</b>
<b>PC1.</b> identify potential hazards of safe work practices	-	-	-	-
<b>PC2.</b> use various hospital codes for emergency situations	-	-	-	-
<b>PC3.</b> comply with safety, and security procedures within the defined scope of competence and authority	-	-	-	-
<b>PC4.</b> provide Basic Life Support (BLS) and first aid whenever applicable under defined scope of work	-	-	-	-
<b>PC5.</b> follow organizations’ procedures related to any emergency efficiently	-	-	-	-
<b>PC6.</b> report any identified breaches in health, safety, and security procedures to the designated person	-	-	-	-
<b>PC7.</b> complete any health and safety records accurately	-	-	-	-
<b>NOS Total</b>	<b>10</b>	<b>10</b>	-	<b>10</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HSS/N9624
<b>NOS Name</b>	Maintain a safe and secure working environment
<b>Sector</b>	Healthcare
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	12/03/2026
<b>Next Review Date</b>	12/03/2029
<b>NSQ Clearance Date</b>	12/03/2026

## HSS/N9618: Follow infection control policies & procedures including biomedical waste disposal protocols

### Description

This OS unit is about the safe handling and management of health care waste and following infection control policies

### Scope

The scope covers the following :

- Classification of the Waste Generated, Segregation of Biomedical Waste, Proper collection and storage of Waste

### Elements and Performance Criteria

#### *Classification of the Waste Generated, Segregation of Biomedical Waste, Proper collection and storage of Waste*

To be competent, the user/individual on the job must be able to:

- PC1.** handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release
- PC2.** store clinical or related waste in an area that is accessible only to authorized persons
- PC3.** minimize contamination of materials, equipment and instruments by aerosols and splatter

#### *Complying with an effective infection control protocols*

To be competent, the user/individual on the job must be able to:

- PC4.** apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control
- PC5.** identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization
- PC6.** follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate
- PC7.** follow protocols for care following exposure to blood or other body fluids as required
- PC8.** remove spills in accordance with the policies and procedures of the organization
- PC9.** clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled
- PC10.** demarcate and maintain clean and contaminated zones in all aspects of health care work
- PC11.** confine records, materials and medicaments to a well designated clean zone
- PC12.** confine contaminated instruments and equipment to a well designated contaminated zone
- PC13.** decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols
- PC14.** replace surface covers where applicable
- PC15.** maintain and store cleaning equipment

**PC16.** report and deal with spillages and contamination in accordance with current legislation and procedures

*Maintaining personal protection and preventing the transmission of infections from person to person*

To be competent, the user/individual on the job must be able to:

**PC17.** maintain hand hygiene following hand washing procedures before and after patient contact /or after any activity likely to cause contamination

**PC18.** cover cuts and abrasions with waterproof dressings and change as necessary

**PC19.** change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact

**PC20.** perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** relevant up-to-date information on health, safety, and security that applies to the organization

**KU2.** organizations emergency procedures and responsibilities for handling hazardous situations

**KU3.** person(s) responsible for health, safety, and security in the organization

**KU4.** good personal hygiene practice including hand care

**KU5.** importance of and how to handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release

**KU6.** the importance to adhere to the organizational and national waste management principles and procedures

**KU7.** the hazards and risks associated with the disposal and the importance of risk assessments and how to provide these

**KU8.** the required actions and reporting procedures for any accidents, spillages and contamination involving waste

**KU9.** the requirements of the relevant external agencies involved in the transport and receipt of your waste

**KU10.** the importance of organizing, monitoring and obtaining an assessment of the impact the waste may have on the environment

**KU11.** The current national legislation, guidelines, local policies and protocols which affect work practice

**KU12.** the policies and guidance that clarify scope of practice, accountabilities and the working relationship between yourself and others

**KU13.** identification and management of infectious risks in the workplace

**KU14.** aspects of infectious diseases including opportunistic organisms & pathogens

**KU15.** basic microbiology including bacteria and bacterial spores, fungi, viruses

**KU16.** the path of disease transmission including direct contact and penetrating injuries, risk of acquisition

**KU17.** how to clean and sterile techniques

- KU18.** susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and the very young or very old
- KU19.** routine surface cleaning procedures at the start and end of the day, managing a blood or body fluid spill
- KU20.** sharps handling and disposal techniques
- KU21.** effective hand hygiene including hand wash, surgical hand wash, when hands must be washed
- KU22.** good personal hygiene practice including hand care
- KU23.** how to use personal protective equipment such as: The personal clothing and protective equipment required to manage the different types of waste generated by different work activities

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** report and record incidents
- GS2.** read and understand company policies and procedures to managing biomedical waste and infection control and prevention
- GS3.** listen patiently
- GS4.** report hazards and incidents clearly with the appropriate level of urgency
- GS5.** take in to account opportunities to address waste minimization, environmental responsibility and sustainable practice issues
- GS6.** apply additional precautions when standard precautions are not sufficient
- GS7.** consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate)
- GS8.** consistently follow the procedure for washing and drying hands
- GS9.** consistently maintain clean surfaces and limit contamination
- GS10.** how to make exceptional effort to keep the environment and work place clean
- GS11.** identify hazards and suggest effective solutions to identified problems pertaining to hospital waste and related infections
- GS12.** analyze the seriousness of hazards pertaining to hospital waste and related infections
- GS13.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to act
- GS14.** take into account opportunities to address waste minimization, prevent infection, environmental responsibility and sustainable practice issues

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Classification of the Waste Generated, Segregation of Biomedical Waste, Proper collection and storage of Waste</i>	5	-	3	10
<b>PC1.</b> handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release	-	-	-	-
<b>PC2.</b> store clinical or related waste in an area that is accessible only to authorized persons	-	-	-	-
<b>PC3.</b> minimize contamination of materials, equipment and instruments by aerosols and splatter	-	-	-	-
<i>Complying with an effective infection control protocols</i>	8	-	5	10
<b>PC4.</b> apply appropriate health and safety measures following appropriate personal clothing & protective equipment for infection prevention and control	-	-	-	-
<b>PC5.</b> identify infection risks and implement an appropriate response within own role and responsibility in accordance with the policies and procedures of the organization	-	-	-	-
<b>PC6.</b> follow procedures for risk control and risk containment for specific risks. Use signs when and where appropriate	-	-	-	-
<b>PC7.</b> follow protocols for care following exposure to blood or other body fluids as required	-	-	-	-
<b>PC8.</b> remove spills in accordance with the policies and procedures of the organization	-	-	-	-
<b>PC9.</b> clean and dry all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled	-	-	-	-
<b>PC10.</b> demarcate and maintain clean and contaminated zones in all aspects of health care work	-	-	-	-
<b>PC11.</b> confine records, materials and medicaments to a well designated clean zone	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> confine contaminated instruments and equipment to a well designated contaminated zone	-	-	-	-
<b>PC13.</b> decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilization protocols	-	-	-	-
<b>PC14.</b> replace surface covers where applicable	-	-	-	-
<b>PC15.</b> maintain and store cleaning equipment	-	-	-	-
<b>PC16.</b> report and deal with spillages and contamination in accordance with current legislation and procedures	-	-	-	-
<i>Maintaining personal protection and preventing the transmission of infections from person to person</i>	<b>8</b>	-	<b>5</b>	<b>10</b>
<b>PC17.</b> maintain hand hygiene following hand washing procedures before and after patient contact /or after any activity likely to cause contamination	-	-	-	-
<b>PC18.</b> cover cuts and abrasions with waterproof dressings and change as necessary	-	-	-	-
<b>PC19.</b> change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact	-	-	-	-
<b>PC20.</b> perform additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection	-	-	-	-
<b>NOS Total</b>	<b>21</b>	-	<b>13</b>	<b>30</b>

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HSS/N9618
<b>NOS Name</b>	Follow infection control policies & procedures including biomedical waste disposal protocols
<b>Sector</b>	Healthcare
<b>Sub-Sector</b>	Social Work & Community Health, Healthcare Management, Allied Health & Paramedics
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	0.5
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	12/03/2026
<b>Next Review Date</b>	12/03/2029
<b>NSQ Clearance Date</b>	12/03/2026

## DGT/VSQ/N0101: Employability Skills (30 Hours)

### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

### Elements and Performance Criteria

#### *Introduction to Employability Skills*

To be competent, the user/individual on the job must be able to:

**PC1.** understand the significance of employability skills in meeting the job requirements

#### *Constitutional values - Citizenship*

To be competent, the user/individual on the job must be able to:

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

#### *Becoming a Professional in the 21st Century*

To be competent, the user/individual on the job must be able to:

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

#### *Basic English Skills*

To be competent, the user/individual on the job must be able to:

**PC4.** speak with others using some basic English phrases or sentences

#### *Communication Skills*

To be competent, the user/individual on the job must be able to:

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

#### *Diversity & Inclusion*

To be competent, the user/individual on the job must be able to:

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

#### *Financial and Legal Literacy*

To be competent, the user/individual on the job must be able to:

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

#### *Essential Digital Skills*

To be competent, the user/individual on the job must be able to:

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

#### *Entrepreneurship*

To be competent, the user/individual on the job must be able to:

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

#### *Customer Service*

To be competent, the user/individual on the job must be able to:

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

#### *Getting ready for apprenticeship & Jobs*

To be competent, the user/individual on the job must be able to:

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services

**KU10.** how to compute income and expenses

**KU11.** importance of maintaining safety and security in financial transactions

- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

### **Generic Skills (GS)**

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	12/03/2026
<b>Next Review Date</b>	12/03/2029
<b>NSQC Clearance Date</b>	12/03/2026

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

#### 1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the Assessor as per the minimum entry criteria for executing the assessment
- SSC monitors the assessment process & records

#### 2. Testing Environment:

- Check the Assessment location, date and time
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

#### 3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME

- Questions are mapped to the specified assessment criteria
  - Assessors need to be ToA certified/minimum entry criteria
4. Types of evidence or evidence-gathering protocol:
- Time-stamped & geotagged reporting of the assessor from assessment location
  - Centre photographs with signboards and scheme specific branding
5. Method of verification or validation:
- Surprise visit to the assessment location
6. Method for assessment documentation, archiving, and access
- Hard/Soft copies of the documents are stored

**Minimum Aggregate Passing % at QP Level : 70**

**(Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

**Assessment Weightage**

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HSS/N3712.Perform preprocedural activities required for machine operator in ASU.	105	90	50	50	295	20
HSS/N3713.Carry out procedural activities related to machine operation in ASU.	89	90	47	60	286	30
HSS/N3714.Perform post-procedural requirements in ASU.	105	80	40	50	275	20
HSS/N9624.Maintain a safe and secure working environment	10	10	-	10	30	10

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HSS/N9618.Follow infection control policies & procedures including biomedical waste disposal protocols	21	-	13	30	64	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>350</b>	<b>300</b>	<b>150</b>	<b>200</b>	<b>1000</b>	<b>100</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

<p><b>Organisational Context</b></p>	<p>Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p>
<p><b>Technical Knowledge</b></p>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<p><b>Core Skills/ Generic Skills (GS)</b></p>	<p>Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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.</p>
<p><b>Electives</b></p>	<p>Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.</p>
<p><b>Options</b></p>	<p>Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.</p>