

FUNCTIONAL ANALYSIS – Traditional Hand Embroiderer

Occupation	Hand Embroidery, Designing and Finishing
Key purpose	A Traditional Hand Embroiderer embroiders various types of designs on fabric by hand, using different types of needle and thread. The Traditional Hand Embroiderer should have the skill to embroider stitches typical to the traditional repertoire on different types of fabrics as per specifications/ design details provided.
Job Role	Traditional Hand Embroiderer
NSQF level	4
Key Functions	Traditional Hand Embroiderer
NOS Title	<ol style="list-style-type: none"> 1. Prepare and carry out Phulkari embroidery as per given specifications 2. Prepare and carry out Chikankari embroidery as per given specifications 3. Prepare for carrying out Zari-Zardozi embroidery as per given specifications
Key Performance Criteria	<ul style="list-style-type: none"> • analyse the given design specification or design artwork or design sample of the embroidered product • understand the embroidery stitches to be used • check with supervisor when in doubt about new product details • check the fabric and ensure that it meets the requirements provided • select the appropriate quality, colours, and quantity of the threads to be used for embroidery • select the appropriate needle as per the fabric and threads to be used • ensure that the tracing/ block printing of design on the fabric is appropriately done • attach the embroidery frame to the fabric appropriately • estimate the time required to complete the given embroidery work • report defective materials to the authority concerned • minimise wastage and dispose the waste materials in the approved manner • carry out operations at a rate which maintains workflow • ensure that the raw materials are prepared as per requirements • carry out long and short darning stitch

	<p>(locally known as phulkari stitch)</p> <ul style="list-style-type: none">• carry out phulkari stitch to fill the given motif/ shape as per requirement• ensure that the phulkari stitch length is about cm or inch or as per requirement• carry out chain stitch• carry out herringbone stitch• carry out satin stitch• carry out stem stitch• carry out blanket stitch• carry out cross stitch• embroider designs using phulkari stitch and other above mentioned stitches• ensure that the correct colour threads are used to embroider the design as per specifications• avoid damage to fabric/ product while carrying out embroidery• start and end the embroidery thread neatly• cut the extra threads appropriately while embroidering• analyse the given design specification or design artwork or design sample of the embroidered product• understand the chikankari stitches to be used in the given design• check with supervisor when in doubt about new product details• check the fabric and ensure that it meets the requirements provided• select the appropriate quality, colours and quantity of the threads to be used for embroidery• select the appropriate needle as per the fabric and threads to be used• ensure that the tracing/ block printing of design on the fabric is appropriately done• attach the embroidery frame to the fabric appropriately• estimate the time required to complete the given embroidery work• report defective materials to the concerned authority• minimise wastage and dispose the waste materials in the approved manner• carry out operations at a rate which maintains workflow• ensure that the raw materials are prepared as per requirements
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- carry out tepchi or running stitch
- carry out rahet or stem stitch
- carry out zanjeera or chain stitch
- carry out kaaj or buttonhole stitch
- carry out pechni stitch
- carry out ulta bakhiya stitch
- carry out kangan
- carry out keel
- carry out bijli
- carry out phanda
- carry out murri
- carry out hathkati
- carry out hool
- carry out the different types of jaalis used in Chikankari embroidery
- carry out the making of embroidery designs using a combination of the above stitches
- ensure that the embroidery stitches are even
- avoid damage to fabric/ product while carrying out embroidery
- select the appropriate size of adda
- attach the fabric to the wooden beams (farad) appropriately
- maintain appropriate tension while rolling and attaching the fabric to the beam
- fix all the four beams of the adda with opposite beams parallel to each other
- ensure that the fabric is not damaged during the above process
- analyse the given design specification or design artwork or design sample of the embroidered product
- understand the embellishments and stitches to be used in the given design
- check with supervisor when in doubt about new product details
- check the fabric and ensure that it meets the requirements provided
- select the appropriate quality, colours and quantity of the embellishments to be used for embroidery
- select and prepare the appropriate needle/aari as per the technique to be used
- prepare the different kinds of metallic wires like dabka, gizai as per design requirements
- prepare the different kinds of metallic wires like dabka, gizai as per design

	<p>requirements</p> <ul style="list-style-type: none"> • prepare the tilla/kasab and other threads • ensure that the tracing of design on the fabric is appropriately done • estimate the time required to complete the given embroidery work • identify and report defective materials to the concerned authority • minimise wastage and dispose the waste materials in the approved manner • carry out operations at a rate which maintains workflow • ensure that the raw materials are prepared as per requirements • handle the aari appropriately to carry out chain stitch • ensure appropriate tension of threads and evenness while carrying out chain stitch using aari • carry out couching using aari/needle • carry out satin stitch using aari/needle • carry couching of different metallic springs like dabka, gizai, etc • carry out embroidery using different types of beads (moti, cutdan, etc) • carry out couching of metallic threads (tilla, kasab, etc) • carry out embroidery using different varieties and shapes of sequins • carry out embroidery using chain stitch with different threads to make decorative designs • carry out the use of different sizes of aari needles for attaching different beads & sequins • make decorative designs using a combination of different techniques and embellishments as per given specifications and design • ensure that the correct colour of embellishments and threads are used to embroider the design as per specifications • avoid damage to fabric/ product while carrying out embroidery
<p>Key Knowledge and Understanding of</p>	<ul style="list-style-type: none"> • the organization's policies, procedures, guidelines and standards for quality • safe working practices and organisational procedures • quality systems and other processes

	<p>practiced in the organization</p> <ul style="list-style-type: none">• guidelines for storage and disposal of waste materials• different types of quality problems that can occur in an embroidered product and how to report them to concerned authority• the importance of complying with written instructions• who to refer problems to when they are outside the purview of one's authority• the organization's tools, templates and processes for Phulkari embroidery in production• protocol to seek more information on work related tasks• the concerned authority in case of queries related to procedure or products and for resolving issues related to own/ other processes, defective machines, tools and/or equipment• details of the job role and responsibilities• work target and review mechanism with your supervisor• method of obtaining/ giving feedback related to performance• process for offering/ obtaining work related assistance• process of doing Phulkari embroidery• types of threads used in Phulkari embroidery• different types of fabrics and their usage• about the embroidery frame and its usage• basics of colour and colour combinations• the embroidering of long and short darning stitch (also known as phulkari stitch) in different phulkari designs• the other stitches used in phulkari namely, chain stitch, herringbone, satin stitch, stem stitch and blanket stitch• the usage of the above embroidery stitches• different motifs and designs used in Phulkari• the uniqueness of Phulkari embroidery• appropriate use of tools like thread clipper, scissors, etc• the quality aspects of Phulkari embroidery• the organization's policies, procedures, guidelines and standards for quality
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	<ul style="list-style-type: none">• safe working practices and organisational procedures• quality systems and other processes practiced in the organization• guidelines for storage and disposal of waste materials• different types of quality problems that can occur in an embroidered product and how to report them to concerned authority• the importance of complying with written instructions who to refer problems to when they are outside the purview of one's authority• the organization's tools, templates and processes for Chikankari embroidery in production• protocol to seek more information on work related tasks• the concerned authority in case of queries related to on procedure or products and for resolving issues related to own/ other processes, defective machines, tools and/or equipment• details of the job role and responsibilities• work target and review mechanism with your supervisor• method of obtaining/ giving feedback related to performance• process for offering/ obtaining work related assistance• process of producing Chikankari embroidery• types of threads used in Chikankari embroidery• different types of fabrics and their usage• tools used for embroidery like needles, clippers, scissors, etc• about the embroidery frame and its usage• basics of colour and combinations• the different stitches used in Chikankari, such as - tepchi or running stitch, rahet or stem stitch, zanjeera or chain stitch, kaaj or buttonhole stitch, pechni stitch, ulta bakhiya stitch, seedha bakhiya stitch, kaudi stitch, ghas patti, kangan, keel, bijli, phanda, murri, hathkati, hool• the usage of the above embroidery stitches in different designs• different motifs and designs embroidered
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	<p>in Chikankari</p> <ul style="list-style-type: none">• the uniqueness of Chikankari embroidery• the quality aspects of Chikankari embroidery• the organization's policies, procedures, guidelines, and standards for quality• safe working practices and organisational procedures• quality systems and other processes practiced in the organization• guidelines for storage and disposal of waste materials• different types of quality problems that can occur in an embroidered product and how to report them to concerned authority• the importance of complying with written instructions• who to refer problems to when they are outside the purview of one's authority• the organization's tools, templates and processes for Zari-Zardozi embroidery in production• protocol to seek more information on work related tasks• the concerned authority in case of queries related to on procedure or products and for resolving issues related to own/ other processes, defective machines, tools and/or equipment• details of the job role and responsibilities• work target and review mechanism with your supervisor• method of obtaining/ giving feedback related to performance• process for offering/ obtaining work related assistance• process of producing Zari-Zardozi embroidery• about the adda, its type, parts, sizes and other details• step by step process of preparing the adda• about aari and its appropriate use• different metallic wires used• different embellishments used like sequins, beads, etc.• different metallic springs like dabka, gizai and their varieties used• types of threads used in Zari-Zardozi embroidery
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	<ul style="list-style-type: none"> • properties of different embellishments used like sequins, beads, etc. • different types of fabrics and their usage • different designs used in Zari-Zardozi embroidery • basics of colour and combinations • techniques and stitches used such as - chain stitch using aari, satin stitch using aari • design tracing process • the uniqueness of Zari-Zardozi embroidery
<p>Key Skills Related to</p>	<ul style="list-style-type: none"> • write in local language • read a instructions/specifications in local language • listen effectively and effectively communicate information orally • seek clarification and advice from team members, supervisors in case of any job-related query • follow organization's rule-based decision-making process • take decision in line with standard operating procedures of the organisation • plan and organize your work to achieve targets and meet deadlines • manage relationships with customers and team members • think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) • pre-empt problems and identify immediate or temporary solutions to prevent delays • analyse data and activities • pass on work relevant information to others • apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action • write in local language • read instructions/specifications in local language • listen effectively and effectively communicate information orally • seek clarification and advice from team members, supervisors in case of any job-related query

	<ul style="list-style-type: none">• follow organization's rule-based decision-making process• take decision in line with standard operating procedures of the organisation• plan and organize your work to achieve targets and meet deadlines• manage relationships with customers and team members• build customer and team relationships and use customer centric approach• think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)• pre-empt problems and identify immediate or temporary solutions to prevent delays• analyse data and activities• pass on relevant work information to others• apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action• write in local language• read instructions/specifications in local language• listen effectively and effectively communicate information orally• seek clarification and advice from team members, supervisors in case of any job-related query• follow organization's rule-based decision-making process• take decision in line with standard operating procedures of the organisation• plan and organize your work to achieve targets and meet deadlines• manage relationships with customers and team members• build customer and team relationships and use customer centric approach• think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)• pre-empt problems and identify immediate or temporary solutions to prevent delays• analyse data and activities• pass on relevant information to others• apply, analyse, and evaluate the
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