

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY**Name and address of submitting body:**

**HCSSC,
Handicrafts & Carpet Sector Skill Council,
3rd Floor, OCF, Plot No.2
Pocket 9, Sector B,
Vasant Kunj,
New Delhi-110070**

Name and contact details of individual dealing with the submission**Name:** Krishan Kumar**Position in the organisation:** Chief Executive Officer**Address if different from above****Tel number(s):** 011-26139834**E-mail address:** ceo@hcssc.in**List of documents submitted in support of the Qualifications File**

1. **Qualification Pack**
2. **RFP for development of Occupational Standards**
3. **Selection process of the Consultants to develop Occupational Standards**
4. **Composition of NOS Subcommittee**
5. **Minutes of the meeting of GC meetings**
 - i. **Composition of the Technical Committee**
 - ii. **Approval of Occupational Standards by Technical Committee and Governing Council**
6. **NSDC Human Resource & Skills Requirement in Handicrafts & Carpet Sector**
7. **Occupational Map & Progression matrix**
8. **List of QP/NOS validating companies.**

Model Curriculum to be added which will include the following:

Abrasive machines, hand grinders, cutting and grinding wheels, flap disc, hammer, personal protective equipment, safety boots, eye glass, face

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mask, hand gloves, First Aid Kit, Fire Extinguisher and PPE, White Board, Marker Pen, Computer, Projector

Trainers Qualification:

The same has been attached in the Model Curriculum.

Lesson:

To be developed in Facilitator Guide

Distribution of Training duration into Theory/Practical/OJT component:

Theory	Practical	OJT	Total
75	150	NA	225 Hours

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QUALIFICATION FILE SUMMARY

1	Qualification Title	Abrasion & Grinding Machine Operator
2	Qualification Code, if Any	HCS/Q2303
3	NCO code and occupation	NCO-2004/7322.90
4	Nature and Purpose of the qualification(Please specify whether qualification is short term and long term)	Short Term
5	Body/Bodies which will award the qualification	Handicrafts & Carpet Sector Skill Council
6	Body which will accredit providers to offer courses leading to the qualification	Handicrafts & Carpet Sector Skill Council
7	Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)	<p>Has been developed following the guidelines laid down by NSDC for NOS and QP development. The same can be viewed at http://nsdcindia.org/documents-nos-creation</p> <p>Has been cleared by the due diligence and QRC process of NSDC and has been put as National Occupational Standards in public view by NSDC at http://nsdcindia.org/nos</p> <p>Has been validated by 80% companies. The names of the industries are given in the Annexure.</p>
8	Occupation(s) to which the qualification gives access	Finishing
9	Job description of the occupation	

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		<p>for</p> <p>The individual at work is responsible</p> <p>making the surface of the raw product smooth for further processing. The individual understands the different kinds of abrasion machines used in</p> <p>glass</p> <p>manufacturing and how to operate the abrasion machine. The individual understands the different kinds of grinders used in glass manufacturing</p> <p>and</p> <p>how to operate the grinding machine.</p>
10	Licensing requirements	NA
11	Statutory and Regulatory requirement of the relevant sector (Documentary evidence to be provided)	Attached in the document
12	Level of the qualification in the NSQF	4
13	Anticipated volume of training/learning required to complete the qualification.	225 hours + Employability Module (60 Hours) =285 Hours
14	Indicative list of training tools required to deliver this qualification	Attached in the Model Curriculum
15	Entry requirements / recommendations and minimum age	<p>Minimum: 5th pass (Primary Education) and 18 Years</p> <p>Minimum: 6 months of Working Experience</p> <p>(The Job Role Abrasion and Grinding Machine Operator is the progression of Level-3)</p>
16	Progression from the qualification, (Please show professional and academic minimum age)	Decorative Cutter
17	Arrangements for the Recognition of Prior learning (RPL)	Will be done at the clusters where is required. Facility could be arranged.

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18	International Comparability where known (research evidence to be provided)	Not Yet Established	
19	Date of planned review of the qualification	27/05/2023	
20	Formal structure of the qualification		
	Mandatory components		
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
(i)	HCS/N2303 Grind the glass products	70	4
	HCS/N2304 Perform abrasion operation in the glass product	50	4
	HCS/N9901 Coordinate with colleagues and work as a team	35	Common across 1-5 levels
	HCS/N9902 Maintain safe work environment	30	Common across 1-5 levels
	HCS/N9903 Maintain personal health	30	Common across 1-5 levels
	Sub Total (A)	215+10 Hr (Introduction)=225 Hours	4
Optional Components			
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
	NA	NA	NA
	Sub Total (B)	NA	NA
	Total (A+B)	225 Hours	4

SECTION 1

ASSESSMENT

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21	Body/Bodies which will carry out assessment: <ul style="list-style-type: none">• CEE Vision Technologies Pvt. Ltd.• Rational Multiskills Pvt. Ltd. (RMS)• Trendsetters Skill Assessors Pvt. Ltd.• Mirams Training Services (I) Pvt. Ltd.)• TAG Assessors Guild Pvt. Ltd.• IRIS Corporate Solutions Pvt. Ltd.• Glocal Skill Management Pvt. Ltd.• Ace Assessment Agency Pvt. Ltd.• E & E Skill Development & Technologies Pvt Ltd (Eins & Erste)• Vedokt Skill & Consulting Pvt. Ltd.• Forerunner Assessment Pvt. Ltd.• Sai Skill Technology Pvt. Ltd.
22	How will RPL assessments be managed and who will carry it out? <p>RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack. The process of RPL assessment is developed.</p>
23	Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF: <p>The assessment strategy is developed.</p>

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

24. Assessment evidences

Title of Component:

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcomes
HCS/N2303 Grind the glass products	

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Understand the grinding requirements of the product	PC1. deduce the precision and surface finished to be produced
	PC2. examine the surfaces to be grinded
	PC3. receive daily targets for grinding of products from supervisor
	PC4. evaluate the dimensions of the product to be grinded
	PC5. operate the different types of grinding machines used in the process
	PC6. decide on the grinding equipment and material required for grinding the product
	PC7. coordinate with abrasion team regarding the grinding of raw products as per product specifications
Grind the product	PC8. run wheels for at least one minute prior to actual grinding
	PC9. select appropriate wheels for grinding process as per requirement
	PC10. maintain proper balancing and dressing wheel before using
	PC11. understand the machine rigidity and wheel conditions
	PC12. use appropriate lubricants as per requirement
	PC13. upkeep the grinding machine and ensure smooth operation
Ensure quality	PC14. remove material and surface generation to shape up and finish the surface
	PC15. apply coolants in grinding process as required
	PC16. ensure minimum damage during the process
	PC17. finish the grinding process to obtain the accuracy and surface finish as per the specification
	PC18. ensure safety of the product while grinding
	PC19. understand and apply appropriate feed rate for finer finishing
	PC20. inspect the product for finer finishing and assess for further grinding
Follow safety procedure during grinding	PC21. always use glass protection during operation
	PC22. maintain safe and clean working environment for grinding
	PC23. ensure zero material damage to the product during grinding operation
	PC24. achieve accident free work standards
HCS/N2304 Perform abrasion operation in the glass	
Receive and	PC1. receive instructions from production

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understand the abrasion requirements of the product	supervisor regarding daily targets for abrasion
	PC2. receive instructions from production supervisor regarding product dimensions and parameters for abrasion operation
	PC3. make note of precision and surface finish to be achieved
	PC4. identify and work on different types of abrasion wheels used in the process
	PC5. store the different materials and abrasion wheel used into the process
Smoothen the rough edges of the glass article	PC6. get specific work related instructions from supervisor, if required
	PC7. assemble abrasion wheel correctly to ensure they are properly balanced and fit to use
	PC8. ensure to follow the proper method of dressing an abrasive wheel
	PC9. handle abrasion wheel
	PC10. control the speed of abrasion wheel
	PC11. control the functions of all the components used with abrasive wheels
	PC12. hold the glass product and smoothen the rough edge of it using the abrasive wheels
	PC13. control the operating speed of wheels for finer finishing
	PC14. ensure that the machinery is suitable for its intended use and properly maintained
Achieve productivity and quality standards	PC15. ensure minimum / zero damage to the product during the process of abrasion
	PC16. achieve the desired shelf life of wheel used for abrasion by following standard operating procedure
	PC17. ensure zero material defect while handling the stones
	PC18. finish the product with appropriate smooth finish as per specification
	PC19. achieve periodical target of production
Follow safety procedure during abrasion	PC20. ensure safety measures during examination, handling and storage of abrasive wheel
	PC21. use suitable personal protective equipment during abrasion operation
	PC22. minimize hazards and risks arising from the use of abrasion wheels and the precautions to be observed
	PC23. ensure damaged wheel is not used for abrasion
	PC24. ensure no material damage / personal damage during work

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HCS/N9901	
Coordinate with colleagues and work as a team	
Interact with supervisor or superior	PC1. follow the standard procedures while receiving the job order and instructions from reporting supervisor
	PC2. analysis of the work output requirements, targets, performance indicators, and incentives
	PC3. deliver quality work on time and report any anticipated reasons for delays
	PC4. identify the different ways of communicating with the supervisor proactively for maintenance and repair schedules at the workplace
	PC5. determine information such as number of parts to make, components and material to be used, and machines to be used
	PC6. allocate responsibilities to machine operators as per the operations selected
	PC7. ensure that the machine operators are clear about the sequence of activities, priorities, and considerations
	PC8. follow standard operating procedures in order to clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.
	PC9. explain the use of questioning techniques to clarify instructions or responsibilities
	PC10. develop opportunities to enhance the level of empathy across genders while giving assistance to colleagues at the workplace
	PC11. display courteous and helpful behaviour at all times
work as a team by coordinating with colleagues within and outside the department	PC12. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team
	PC13. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviors to the colleagues
	PC14. interact with colleagues from different functions and understand the nature of their work
	PC15. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly
	PC16. resolve conflicts and ensure smooth workflow
	PC17. explain the importance of communicating gender-related terms, gender concepts and gender discrimination at workplace
	PC18. follow the standard organizational procedures in order to eliminate gender discrimination issues and manage gender-related complexities at

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	workplace
	PC19. explain the importance of working with cooperation, coordination, communication, and collaboration, with shared goals and supporting each others performance
	PC20. receive feedback from Quality Control and rework in order to complete work on time
	PC21. follow standard organizational measures for sharing information with colleagues to enable efficient delivery of work
	PC22. identify the ways of highlighting the errors of colleagues in order to help them in rectifying and ensuring quality output at the workplace
Report and Document	PC23. inspect personnel, resources and timelines for production and confirm according to workplace procedures and requirements
	PC24. enhance productivity by adopting a number of appropriate measures (eg. automation, motivation, process planning, resource planning)
	PC25. ensure that work area and tools are cleaned and inspected according to workplace procedures
	PC26. document all the details accurately relating to one's role as required
	PC27. complete job documentation according to workplace procedures
HCS/N9902	
Maintain safe work environment	
Follow safety procedure and practices	PC1. monitor the workplace and work processes for potential risks and threats
	PC2. clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, and spillage
	PC3. speak and behave in a calm way while dealing with accidents and emergencies
	PC4. comply with safety procedures while on work to prevent accidents
	PC5. follow the health and safety requirements laid down by the company and by law, and encourage colleagues to do the same
	PC6. ensure and comply with workplace hygiene, sanitation and job specific safety procedures
	PC7. take adequate safety measures while handling materials, chemicals, and tools
	PC8. ensure proper hygiene and protection from dust and other infections
	PC9. follow the recommended material handling procedure to control material and personal

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	damage
	PC10. follow the technique of waste disposal and waste storage in the proper bins as per SOP
	PC11. follow the proper labeling mechanism of instruments/ boxes/ containers and maintaining reference files/ documents with the codes and the lists
	PC12. ensure that personal protective equipment required is identified and made available at the workplace at all time
	PC13. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce the further danger
	PC14. undertake basic safety checks before operation of all tools and electrical equipment
	PC15. identify corrective actions for hazards such as illness, accidents, fires or any other natural calamity
Achieve safety standards	PC16. identify and recommend opportunities for improving health and safety at the workplace
	PC17. identify the ways of supporting the team during the audit of 5 s
	PC18. participate actively in employee work groups on 5s and encourage team members for active participation
	PC19. adhere to safety standards and ensure no material damage
	PC20. ensure zero accident at the workplace
	PC21. organize and attend fire drills and workplace safety workshops
	PC22. clean the equipment and glassware used with recommended sanitizers following specifications and organization standards
	PC23. ensure forward selling of valuable residual to Material Recovery Specialist
HCS/N9903	
Maintain personal health	
Adopt healthy work practices	PC1. comply with health and safety related instructions applicable to the workplace
	PC2. use and maintain personal protective equipment where required at the workplace
	PC3. identify the ways to maintain a healthy lifestyle
	PC4. identify basic health concerns like fever, cold & cough, etc. for self and other family members
	PC5. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust
	PC6. follow work instructions strictly to reduce the amount of pollution at the workplace e.g. wet the

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	rock/craft material before working on it
	PC7. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts
	PC8. follow the standard organizational procedures while undergoing preventive health checkups at regular intervals
	PC9. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work
	PC10. perform prompt treatment from the doctor in case of illness
	PC11. manage time effectively, especially in case of a health concern or emergency
Achieve work productivity while maintaining health	PC12. ensure no productivity loss or absenteeism from work due to illness
	PC13. ensure no long term ill effect on the personal health
	PC14. obtain training on upgraded equipment periodically
	PC15. carry out own activities in line with approved guidelines and procedures
	PC16. demonstrate correct use of equipment according to the policies and procedures
	PC17. identify the different ways in case of an emergency at home and use of emergency helpline numbers etc
	PC18. check if the equipment/machine is functioning normally before commencing work and rectify wherever required
	PC19. ensure the proper mechanism is followed while collecting and disposing of hazardous waste as per SOP
	PC20. highlight the common types of injuries that might occur and affect the participant's at the workplace
Pass/Fail	<p>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 each PC.</p> <p>2. Each NOS will be assessed both for theoretical knowledge and practical</p> <p>3. The assessment will be based on knowledge bank of questions created by the SSC.</p> <p>4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre</p> <p>5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS</p> <p>6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack</p>

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Abrasion and Grinding Machine Operator HCS/Q2303		
NSQF Domain	Outcome of the Qualification/Component	How the outcomes related to descriptors
Process	<p>The incumbent carries out a job which requires operating the abrasion machine as per instructions given by the supervisor The role is familiar, predictable, routine, and situation of clear choice. Examples:</p> <ul style="list-style-type: none"> • receive instructions from production supervisor regarding product dimensions and parameters for abrasion operation • make note of precision and surface finish to be achieved • identify and work on different types of abrasion wheels used in the process • ensure to follow the proper method of dressing an abrasive wheel • control the functions of all the components used with abrasive wheels • hold the glass product and smoothen the rough edge of it using the abrasive wheels • control the operating speed of wheels for finer finishing • ensure minimum / zero damage to the product during the process of abrasion • finish the product with appropriate smooth finish as per specification • achieve periodical target of production <p>The incumbent works in familiar and predictable routine of grinding in glassware manufacturing. The situation of clear choice (descriptor of level 4) is evident through the following examples</p> <ul style="list-style-type: none"> • deduce the precision and surface finished to be produced • decide on the grinding equipment and material 	4

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	<p>required for grinding the product</p> <ul style="list-style-type: none"> select appropriate wheels for grinding process as per requirement <p>This is not of level 5 which requires clear choice of procedures, as here the procedure is standardised by the choice of machine installed/available for grinding</p>	
Professional Knowledge	<p>The incumbent needs factual knowledge of the field of study</p> <p>The examples supporting it are as follows:</p> <p>The tasks involve understanding of :</p> <ul style="list-style-type: none"> glass article production process operation and controls in abrasion machine structure (level of porosity) of wheel used in abrasion different types of abrasion wheels used and their operating procedures optimum operating speed of abrasive wheel as per procedure usage of abrasion machine and its controls perform basic maintenance quality parameters of abrasion process safety precautions to be taken at workplace <p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes grinding operations</p> <p>Examples:</p> <ul style="list-style-type: none"> physical and characteristics of products and lubricants different types of grinding machines used and their operating procedures maintenance procedures of machines different kinds of wheels used in grinding process feed rate for finer finishing operating grinding machine and its control machine rigidity and wheel conditions precautions to be taken while handling grinding machine quality parameters to check grinding of products <p>This is not level 5 as there is a requirement of principles and general concepts at level 5 which is not required here. Also not level 3 as this level as outlined above requires factual knowledge of field of study and not mere basic facts, process and principle knowledge of trade of employment.</p>	4
Professional Skill	<p>The skills required for the job involve recall and demonstration of</p>	4

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	<p>Practical skill, which is routine and repetitive in narrow range of application using appropriate rule and tool, using quality concepts</p> <p>Examples :</p> <ul style="list-style-type: none"> • identify and work on different types of abrasion wheels used in the process • assemble abrasion wheel correctly to ensure they are properly balanced and fit to use • control the functions of all the components used with abrasive wheels achieve the desired shelf life of wheel used for abrasion by following standard operating procedure <p>Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application. The incumbent also uses appropriate rule and tool and quality concepts to complete their work. This is evident through:</p> <ul style="list-style-type: none"> • select appropriate wheels for grinding process as per requirement • maintain proper balancing and dressing wheel before using • understand the machine rigidity and wheel conditions • use appropriate lubricants as per requirement • understand and apply appropriate feed rate for finer finishing • inspect the product for finer finishing and assess for further grinding <p>This is not level 5 as it is missing required cognitive skills and range of methods for problem solving.</p> <p>Not level 3 as there is independent work and not mere assisting, at the same time there are variables involved.</p>	
<p>Core Skill</p>	<p>Require to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social, political and natural environment</p> <p>Examples:</p>	<p>4</p>

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	<ul style="list-style-type: none"> • how to read instructions on process and material handling • how to take notes or read about the process requirements • how to receive details such as markings regarding type, size and maximum operating speed • how to listen and receive details of the markings on the wheel indicating specific restrictions for use • seek out and listen to co-workers • resolve conflicts and ensure smooth workflow • how to analyse the shape of the product and accordingly perform abrasion operation <p>The incumbent needs language to communicate written or oral, with required clarity, to interact with customers, various departments, supervisors, personnel and teams, confirm requirements and communicate the same for shared understanding. Also prepare a range of routine documentation. Examples:</p> <ul style="list-style-type: none"> • seek inputs at assess the problems • how to communicate in local language • how to communicate with abrasion team and production supervisor • communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team • maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues <p>The incumbent also needs skill pertaining to basic arithmetic and algebraic principles, for calculating various quantities and parameters, etc. For example:</p> <ul style="list-style-type: none"> • deduce the precision and surface finished to be produced • evaluate the dimensions of the product to be grinded <p>understand and apply appropriate feed rate for finer finishing</p>	
Responsibility	<p>The incumbent must have responsibility for own work and learning Examples :</p>	4

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	<ul style="list-style-type: none"> • ensure that the machinery is suitable for its intended use and properly maintained • ensure minimum / zero damage to the product during the process of abrasion • finish the product with appropriate smooth finish as per specification • ensure safety measures during examination, handling and storage of abrasive wheel • achieve periodical target of production The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is not level 5. • interact with colleagues from different functions and understand the nature of their work communicate and discuss work flow related difficulties in order to find solutions with mutual agreement 	
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OPTION B

Title/Name of qualification/component: Abrasion and Grinding Machine Operator HCS/Q2303		
NSQF Domain	Outcome of the Qualification/Component	How the outcomes related to descriptors
Process	NA	NA
Professional Knowledge	NA	NA
Professional Knowledge	NA	NA
Core Skill	NA	NA
Responsibility	NA	NA

SECTION 3

EVIDENCE OF NEED

26	<p>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?</p> <p>While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles</p>
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	<p>for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of HCSSC gave final approval and endorsement for the same.</p> <p>Employed in the role: 3800; Estimate uptake 2000 based on requirements for existing and prospective workforce on the basis of Skills Gap analysis Reports and validation of skill gap study through feedback from industry for demand. An LMIS development initiative is being put in place to be more precise regarding the demand and supply</p>
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>Attached in the docket</p>
28	<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 commissioning the work</p>
29	<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 in two year time i.e. 2017

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.

NSDC Human Resource & Skills Requirement in handicrafts & Carpet Sector

SECTION 4

EVIDENCE OF PROGRESSION

30	<p>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?</p>
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	<ul style="list-style-type: none"> Horizontal and vertical mobility options have been articulated in occupational map Vertical: Decorative Cutter; Horizontal: Glass lathe operator
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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.

Detailed Occupation Mapping for Glass ware Subsector

Occupations	Mixing	Furnace & Oven Operation		Blowing			Cutting, Grinding & Abrasion Operation			Decoration (Etching, Pasting & Painting)				Quality Control & Testing		Assembling & Packing
NSQF Level																
10	Chairman / Proprietor / Managing Director															
9	GM (Operation) / Director															
8																
7	Production / Works / Factory Manager															
6	Shift in charge / Production in charge															
5		Furnace Supervisor / Incharge												Quality Control Supervisor	Testing incharge	Assembling & Packing incharge
4	Mixing machine operator	Furnace Operator	Layer oven / Annealing Operator	Blower	Press man / Glass gob handler	Cutting operator	Grinder	Abrasion machine operator / Ghisai wala	Etching machine operator	Silver coating technician / Antique	Painter	Decoration cutter	Decoration : Mosaic	Inspection operator	Testing technician	Assembling technician / Assembler
3				Ball Maker / Ball cooler	Shaping artisan	Mould Handler	Washer				Paster					Packer (including tagging and labelling)
2	Helper - Mixing	Furnace operation Helper		Helper - Blowing operation			Helper - Grinding			Colouring Helper						Helper
1																