

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR ELECTRONICS INDUSTRY



What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

Electronics Sector Skill Council of India
602,604,608,6th floor
Ansal Chambers II,
Bhikaji Cama Place
New Delhi-110066,
India
E-mail:
info@essc-india.org



Contents

1. Introduction and Contacts.....	1
2. Qualifications Pack.....	2
3. Glossary of Key Terms	3
4. OS Units.....	5
5. Annexure: Nomenclature for QP & OS.....	19
6. Assessment Criteria.....	21

Introduction

Qualifications Pack- Mechanical Fitter

SECTOR/S: ELECTRONICS

SUB-SECTOR: Strategic Electronics

OCCUPATION: Assembly and Integration

REFERENCE ID: ELE/Q6302

ALIGNED TO: NCO-2004/8283.90

Also called 'Mechanical Sub System Integrator', the Mechanical Fitter is responsible for fitting mechanical parts such as motor, knobs, box, casing, metal parts and integrates with electrical sub-assemblies.

Brief Job Description: The individual at work integrates mechanical parts and sub-assemblies, with the electrical sub-system to assemble the final product.

Personal Attributes: The individual works in high-decibel noise environment and usually in standing position for long hours.

Job Details	Qualifications Pack Code	ELE/Q6302		
	Job Role	Mechanical Fitter (Applicable for National Scenarios)		
	Credits	TBD	Version number	1.0
	Sector	Electronics	Drafted on	24/02/2014
	Sub-sector	Strategic Electronics	Last reviewed on	24/03/2015
	Occupation	Assembly and Integration	Next review date	24/03/2016
	NSQC Clearance on	20/07/2015		

Job Role	Mechanical Fitter Also called 'Mechanical Subsystem Integrator'
Role Description	Integrate mechanical parts and sub-assemblies with electrical sub system in order to manufacture the final product.
NSQF level	4
Minimum Educational Qualifications	12 th Standard passed, Preferably
Maximum Educational Qualifications	ITI (Electronics)
Prerequisite License or Training	NA
Minimum Job Entry Age	18 Years
Experience	NA
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> ELE/N6302 Integrate mechanical sub system ELE/N9971 Coordinate with others ELE/N9963 Maintain safe work surroundings
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Sector	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.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	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.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	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.
Scope	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.
Knowledge and Understanding	Knowledge and understanding 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.
Organisational Context	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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

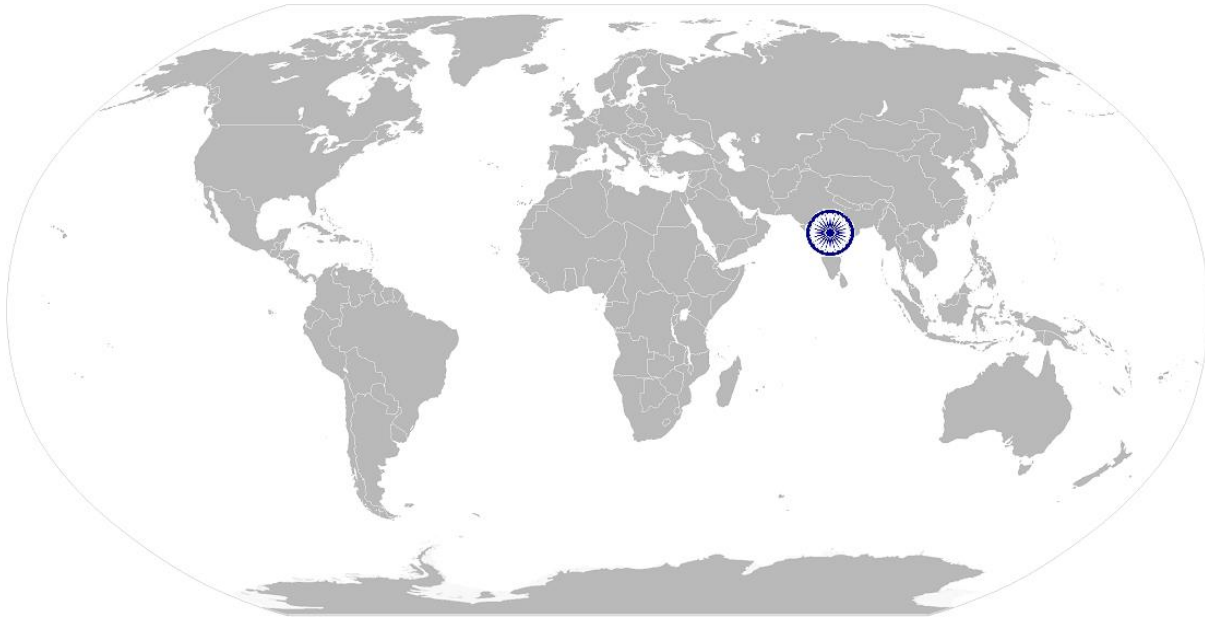
Acronyms

Core Skills/ Generic Skills	Core skills or generic skills 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.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
PCB	Printed circuit board
QP	Qualifications Pack

ELE/N6302

Integrate mechanical sub system

National Occupational Standard



Overview

This unit is about integrating all mechanical sub-assemblies with the electrical sub-system to assemble the end product.

ELE/N6302

Integrate mechanical sub system

National Occupational Standard	Unit Code	ELE/N6302
	Unit Title (Task)	Integrate mechanical sub system
	Description	This OS unit is about integrating all mechanical sub-assemblies with the electrical sub system to obtain the end product.
	Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Understand requirement from the supervisor • Assemble the mechanical sub system and integrate with electrical sub system • Report problems to supervisor • Achieve productivity, quality and safety standards as per company's policy
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Understand requirement from the supervisor	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC1. interact with the supervisor in order to understand the day's production requirement</p> <p>PC2. plan the day's production activities</p> <p>PC3. use approved drawings, job instructions or work manuals</p>
	Assemble the mechanical sub system and integrate with electrical sub system	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC4. receive assembled mechanical sub-assemblies from the concerned team</p> <p>PC5. receive consumables such as nuts, screws</p> <p>PC6. receive assembled electrical sub system from electrical technician</p> <p>PC7. collect the work manual/job instruction from the supervisor</p> <p>PC8. visually inspect the sub-assemblies received for any physical damage</p> <p>PC9. check electrical sub system for any loose or wrong connections</p> <p>PC10. follow standard assembly procedure as mentioned in the job instruction to assemble the mechanical sub systems</p> <p>PC11. integrate the mechanical and electrical sub systems as per instructions in the work manual</p> <p>PC12. place the assembled system in bins assigned and ensure that it is moved to testing area</p> <p>PC13. interpret accurately drawings, wiring and job specifications/instructions</p> <p>PC14. ensure that consumables and components are available in usable condition</p> <p>PC15. ensure that the finished assembly meets the specifications</p> <p>PC16. escalate any concerns to reporting manager</p>
	Report problems to supervisor	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC17. highlight any errors in previous step of the assembly process identified</p> <p>PC18. report defective or inadequate number of components</p> <p>PC19. report about inadequate quantity of consumables such as wires, connectors, screws, nuts, etc.</p>

ELE/N6302

Integrate mechanical sub system

<p>Achieve productivity, quality and safety standards as per company's policy</p>	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC20. meet 100% target for number of products to be manufactured per day PC21. achieve 100% of planned work as scheduled PC22. achieve zero errors as per company's standards PC23. achieve zero damage because of electrostatic discharge PC24. keep work area clean and organised identify PC25. report any problems in the assembly line in time PC26. record any defects/inadequacies noted during the assembly process PC27. maintain safety standards as per company policy PC28. achieve clean work protocols</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company /organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: incentives, personnel management, delivery standards KA2. company's code of conduct KA3. importance of individual's role in the work flow KA4. organisation culture and typical vendor profile KA5. company's reporting structure KA6. company's documentation policy</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. mechanical assembly instructions KB2. purpose and functioning of various mechanical sub-assemblies KB3. general principles of wiring and assembly KB4. circuit and block diagram of the product being assembled KB5. fundamentals of electricity such as Ohms law, difference between Ac and DC, series and parallel connections KB6. basic electronics of components such as diode, transformer, LED, photo transistor, capacitor, resistor, inductor, thermistor, ICs KB7. specific safety precautions while working in an electronic assembly unit KB8. protective gear such as gloves, rubber shoes KB9. selection and maintenance of various tools used during the assembly process KB10. frequently occurring errors in the assembly process, causes and preventive measure KB11. Electro static discharge precautions KB12. documents and procedures used in the during the assembly process KB13. precautions to be taken while handling different electrical and mechanical products KB14. how to operate/use screw driver, wire cutter, pliers, tester, spanner, CRO KB15. how to use tools safely KB16. how to operate/use screw driver, wire cutter, pliers, tester, spanner, CRO KB17. how to use tools safely</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. use computers for documenting</p>

ELE/N6302

Integrate mechanical sub system

	SA2. complete forms such as work orders, invoices, maintenance records
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA3. read warnings, instructions and other text material on product labels, components, etc. SA4. read job sheets or work orders
	Oral Communication (Listening and Speaking skills)
	The user/ individual on the job needs to know and understand how to: SA5. receive and ask for clarifications from supervisor on the job requirement
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow standard operating procedures while making decisions SB2. take approval from supervisor in case the decision has to be made for exceptions
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. interact with supervisor and co-workers to achieve smooth workflow SB4. interact with superior and co-workers to share knowledge and learning
	Customer Centricity
	NA
	Problem Solving
	NA
	Analytical Thinking
	NA
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB5. improve work processes SB6. reduce repetition of errors

ELE/N6302

Integrate mechanical sub system

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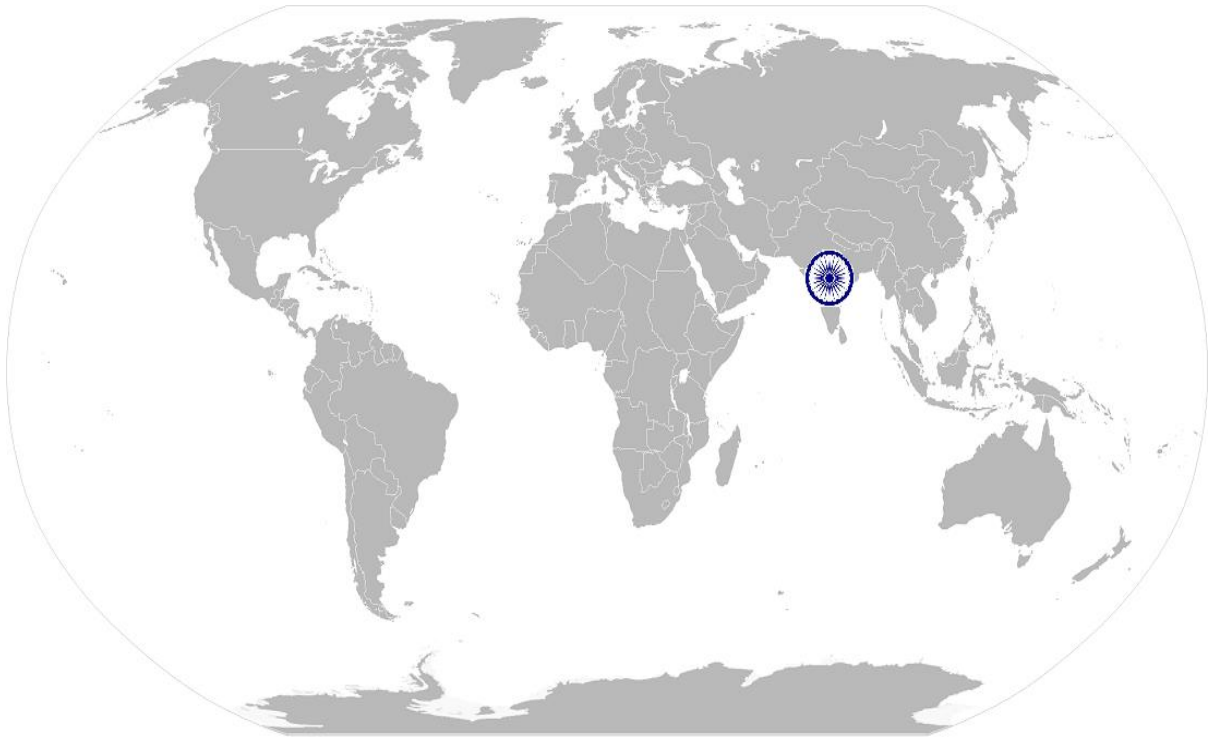
NOS Code	ELE/N6302		
Credits	TBD	Version number	1.0
Industry	Electronics	Drafted on	24/02/2014
Industry Sub-sector	Strategic Electronics	Last reviewed on	24/03/2015
Occupation	Assembly and Integration	Next review date	24/03/2016



ELE/N9971

Coordinate with Others

National Occupational Standard



Overview

This unit is about the individual's level of communication with colleagues and other departments within the organisation. It determines the ability to work as a team member to achieve the required deliverables on schedule.

ELE/N9971

Coordinate with Others

National Occupational Standard	Unit Code	ELE/N9971
	Unit Title (Task)	Coordinate with others
	Description	This OS unit is about communicating with colleagues and seniors in order to achieve smooth work flow.
	Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Interact with supervisor or superior Interact with co workers
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Interact with supervisor or superior	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify work requirements, targets and incentives PC2. learn about new product models, their features and functions PC3. report problems identified in the field PC4. escalate customer concerns that cannot be handled on field PC5. resolve personnel issues PC6. receive feedback on work standards and customer satisfaction PC7. communicate any potential hazards at a particular location PC8. meet given targets PC9. deliver work of expected quality despite constraints PC10. have feedback from a happy and satisfied customer
	Interact with co workers	To be competent, the user / individual on the job must be able to: <ul style="list-style-type: none"> PC11. resolve inter-personnel conflicts and achieve smooth workflow PC12. receive spares from tool room or stores PC13. deposit faulty modules and tools to stores PC14. pass on customer complaints to colleagues in a respective geographical area PC15. assist colleagues with resolving field problems PC16. clearly demarcate roles of each team member
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. company's policies on: incentives, delivery standards, and personnel management KA2. importance of the individual's role in the workflow KA3. reporting structure
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. how to communicate effectively KB2. how to build team coordination 	
Skills (S)		
	Writing Skills	

ELE/N9971

Coordinate with Others

A. Core Skills/ Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. use computers for documenting SA2. complete forms such as work orders, invoices, maintenance records
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA3. read warnings, instructions and other text material on product labels, components, etc. SA4. read job sheets or work orders
	Oral Communication (Listening and Speaking skills)
	The user/ individual on the job needs to know and understand how to: SA5. receive and ask for clarifications from supervisor on the job requirement
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow standard operating procedures while making decisions SB2. take approval from supervisor in case the decision has to be made for exceptions
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. deliver product to next work process on time
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. escalate customer concerns that cannot be handled on field to the appropriate authority
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. report potential areas of disruptions to work process SB6. decide when to report to supervisor and when to deal with a colleague depending on the type of concern
	Analytical Thinking
	NA
Critical Thinking	
The user/ individual on the job needs to know and understand how to: SB7. spot process disruptions and delays SB8. improve work process	

ELE/N9971

Coordinate with Others

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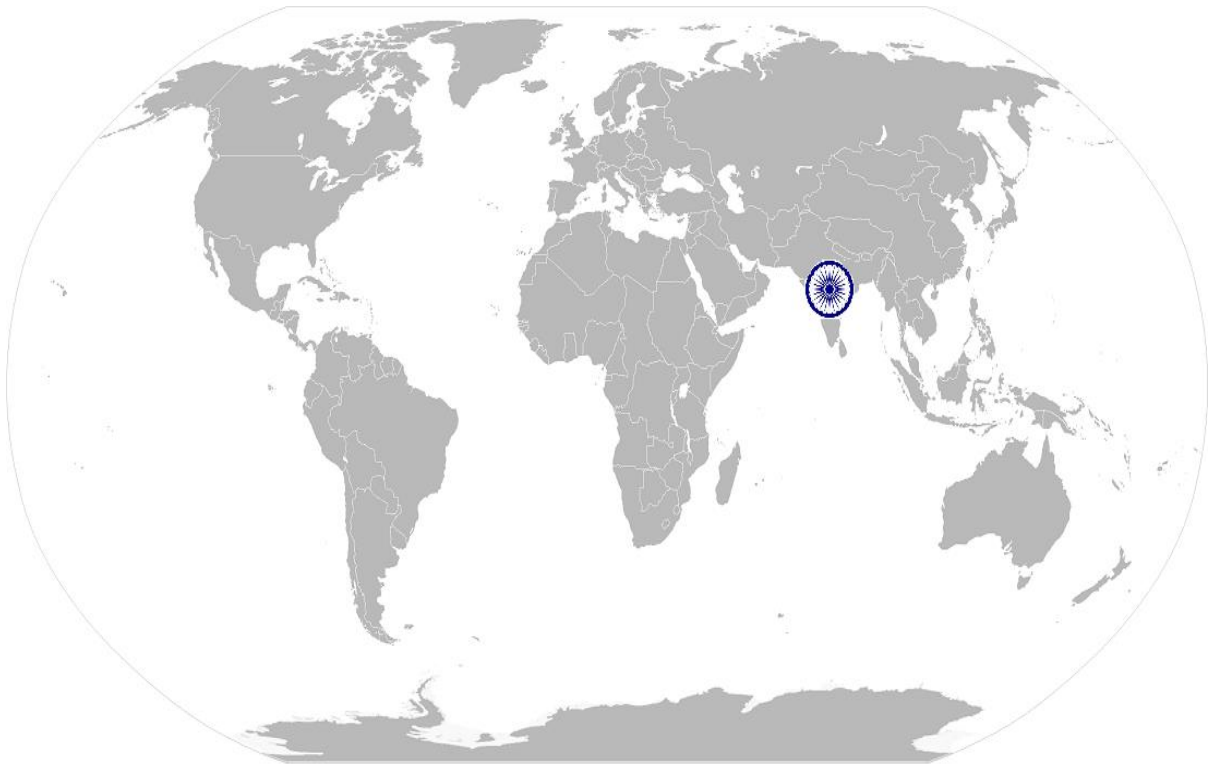
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Industry	Electronics	Drafted on	24/02/2014
Industry Sub-sector	Strategic Electronics	Last reviewed on	24/03/2015
Occupation	Assembly and Integration	Next review date	24/03/2016



ELE/N9963

Maintain safe work surroundings

National Occupational Standard



Overview

This unit is about the individual's effort to maintain a safe, healthy and secure working environment.

ELE/N9963

Maintain safe work surroundings

National Occupational Standard	Unit Code	ELE/N9963
	Unit Title (Task)	Maintain safe work surroundings
	Description	This OS unit is about following adequate safety procedures to make work environment safe.
	Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> Follow standard safety procedures of the company Participate in company's safety and fire drills Maintain good posture at work for long term health
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Follow standard safety procedures of the company	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC1. comply with general safety procedures followed in the company</p> <p>PC2. follow standard safety procedures while handling an equipment, hazardous material or tool</p> <p>PC3. use of safety materials such as goggles, gloves, ear plugs, caps, ESD pins, covers, shoes, etc.</p> <p>PC4. escalate about any hazardous materials or things found in the premises</p> <p>PC5. report about any breach of safety procedure in the company</p> <p>PC6. ensure zero accidents at work</p> <p>PC7. avoid damage of components due to negligence in ESD procedures</p> <p>PC8. regularly participate in fire drills or other safety related workshops organised by the company</p> <p>PC9. ensure no loss for company due to safety negligence</p>
	Maintain good posture at work for long term health	<p>To be competent, the user / individual on the job must be able to:</p> <p>PC10. maintain appropriate posture, especially in long hours of sitting or standing position and in handling heavy materials</p> <p>PC11. Participate in company organised health sessions such as yoga, physiotherapy or games</p> <p>PC12. handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, jacks and ladders</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: incentives, delivery standards, and personnel management</p> <p>KA2. company occupational safety and health policy followed</p> <p>KA3. company emergency evacuation procedure</p> <p>KA4. company's medical policy</p>

ELE/N9963

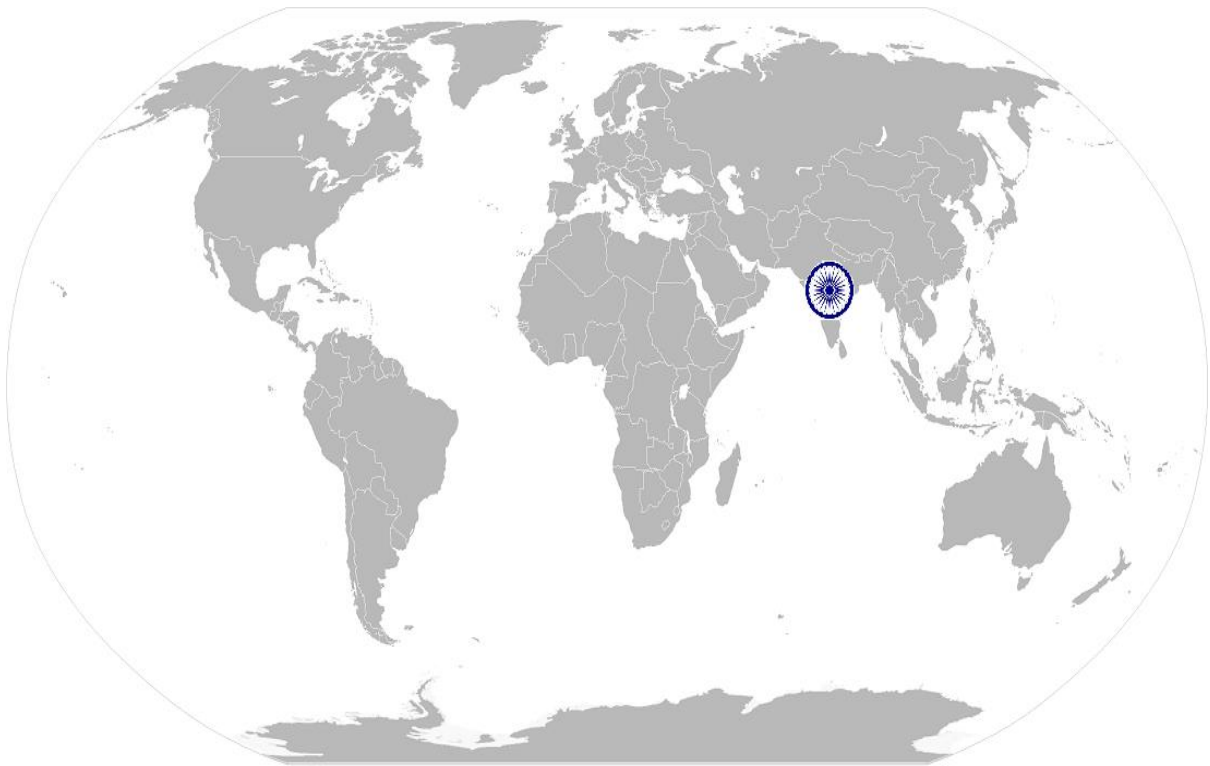
Maintain safe work surroundings

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. how to maintain the work area safe and secure</p> <p>KB2. how to handle hazardous materials, tools and equipment</p> <p>KB3. emergency procedures to be followed during fire accidents, etc.</p> <p>KB4. value of good posture and use of appropriate handling equipment</p> <p>KB5. significance of using safety materials such as gloves, etc.</p> <p>KB6. how to use safety equipment such as fire extinguisher during fire accidents</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. complete forms such as work orders, invoices, maintenance records</p> <p>SA2. fill up appropriate forms, activity logs, attendance sheets as per organizational format in English and/or local language</p> <p>SA3. write basic accident or incident report as witnessed in appropriate format to relevant authority</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. read warnings, instructions and other text material on product labels, components, etc.</p> <p>SA5. read relevant signages, warnings, labels or descriptions on equipment, etc. while carrying out work activities</p>
	Oral Communication (Listening and Speaking skills)
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. convey and share technical information clearly using appropriate language</p> <p>SA7. check and clarify task-related information</p> <p>SA8. liaise with appropriate authorities using correct protocol</p> <p>SA9. communicate with people in respectful form and manner in line with organizational protocol</p>	
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. secure safety at work when faced with difficult decisions</p> <p>SB2. seek clarification from immediate supervisor or responsible authority</p> <p>SB3. exercise most appropriate solutions to safety breaches at work</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. use basic concepts of shop-floor work productivity including waste reduction, efficient material usage and optimization of time</p>
	Customer Centricity
	NA
Problem Solving	
<p>The user/individual on the job needs to know and understand how to:</p>	

ELE/N9963

Maintain safe work surroundings

	SB5. communicate problems appropriately to others
	SB6. seek assistance and support from other sources to solve problems
	SB7. follow standard operating procedures and workplace guidelines while searching for solutions to problems
	Analytical Thinking
	NA
	Critical Thinking
	NA



ELE/N9963

Maintain safe work surroundings

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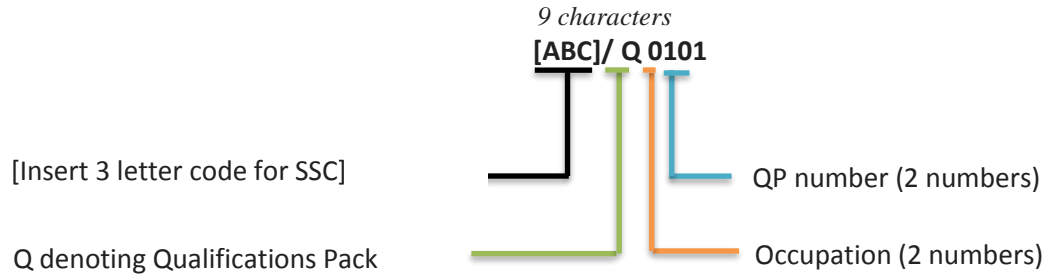
NOS Code	ELE/N9963		
Credits	TBD	Version number	1.0
Industry	Electronics	Drafted on	24/02/2014
Industry Sub-sector	Strategic Electronics	Last reviewed on	24/03/2015
Occupation	Assembly and Integration	Next review date	24/03/2016



Annexure

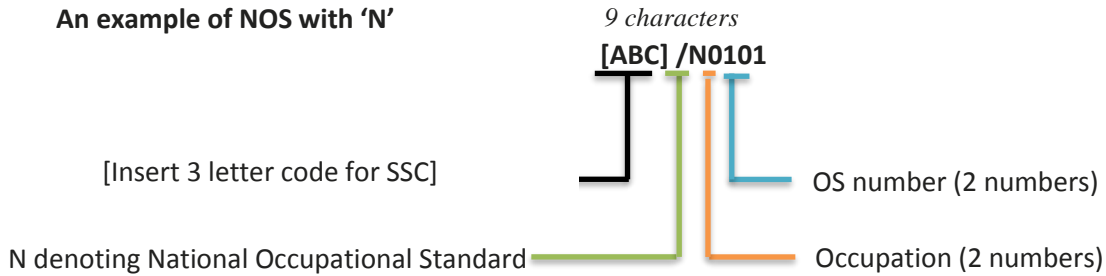
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Passive Components	01 - 10
Semiconductors	11 - 20
PCB Manufacturing	21 - 30
Consumer Electronics	31 - 40
IT Hardware	41 - 50
PCB Assembly	51 - 55
Solar Electronics	56 - 60
Strategic Electronics	61 - 65
Automotive Electronics	66 - 70
Industrial Electronics	71 - 75
Medical Electronics	76 - 80
Communication Electronics	81 - 85
PCB Design	86 - 90
LED	91 - 95

Sequence	Description	Example
Three letters	Electronics	ELE
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Criteria For Assessment Of Trainees

Job Role: Mechanical Fitter

Qualification Pack: ELE/Q6302

Sector Skill Council: Electronics Sector Skill Council of India

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks: 300					
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
ELE/N6302 Integrate mechanical sub system	PC1.interact with the supervisor in order to understand the day's production requirement	100	3	1	2
	PC2.plan the day's production activities		3	1	2
	PC3.use approved drawings, job instructions or work manuals		3	1	2
	PC4.receive assembled mechanical sub-assemblies from the concerned team		4	1	3
	PC5.receive consumables such as nuts, screws		4	1	3
	PC6.receive assembled electrical sub system from electrical technician		4	1	3
	PC7.collect the work manual/job instruction from the supervisor		4	1	3
	PC8.visually inspect the sub-assemblies received for any physical damage		4	2	2

	PC9.check electrical sub system for any loose or wrong connections		4	2	2
	PC10.follow standard assembly procedure as mentioned in the job instruction to assemble the mechanical sub systems		4	2	2
	PC11.integrate the mechanical and electrical sub systems as per instructions in the work manual		4	2	2
	PC12.place the assembled system in bins assigned and ensure that it is moved to testing area		4	2	2
	PC13.interpret accurately drawings, wiring and job specifications/instructions		4	2	2
	PC14.ensure that consumables and components are available in usable condition		4	2	2
	PC15.ensure that the finished assembly meets the specifications		4	2	2
	PC16.escalate any concerns to reporting manager		4	2	2
	PC17.highlight any errors in previous step of the assembly process identified		4	2	2
	PC18.report defective or inadequate number of components		4	2	2
	PC19.report about inadequate quantity of consumables such as wires, connectors, screws, nuts, etc.		4	2	2
	PC20.meet 100% target for number of products to be manufactured per day		3	1	2
	PC21.achieve 100% of planned work as scheduled		3	1	2
	PC22.achieve zero errors as per company's standards		3	1	2
	PC23.achieve zero damage because of electrostatic discharge		3	1	2
	PC24.keep work area clean and organised identify		3	1	2
	PC25.report any problems in the assembly line in time		3	1	2
	PC26.record any defects/inadequacies noted during the assembly process		3	1	2
	PC27.maintain safety standards as per company policy		3	1	2
	PC28.achieve clean work protocols		3	1	2
		Total	100	40	60
ELE/N9971 Coordinate with others	PC1.identify work requirements, targets and incentives	100	7	3	4

	PC2.learn about new product models, their features and functions		7	3	4
	PC3.report problems identified in the field		7	3	4
	PC4.escalate customer concerns that cannot be handled on field		7	3	4
	PC5.resolve personnel issues		6	3	3
	PC6.receive feedback on work standards and customer satisfaction		6	3	3
	PC7.communicate any potential hazards at a particular location		6	3	3
	PC8.meet given targets		6	3	3
	PC9.deliver work of expected quality despite constraints		6	2	4
	PC10.have feedback from a happy and satisfied customer		6	2	4
	PC11.resolve inter-personnel conflicts and achieve smooth workflow		6	2	4
	PC12.receive spares from tool room or stores		6	2	4
	PC13.deposit faulty modules and tools to stores		6	2	4
	PC14.pass on customer complaints to colleagues in a respective geographical area		6	2	4
	PC15.assist colleagues with resolving field problems		6	2	4
	PC16.clearly demarcate roles of each team member		6	2	4
		Total	100	40	60
ELE/N9963 Maintain safe work surroundings	PC1.comply with general safety procedures followed in the company	100	6	2	4
	PC2.follow standard safety procedures while handling an equipment, hazardous material or tool		6	2	4
	PC3.use of safety materials such as goggles, gloves, ear plugs, caps, ESD pins, covers, shoes, etc.		6	2	4
	PC4.escalate about any hazardous materials or things found in the premises		6	2	4
	PC5.report about any breach of safety procedure in the company		6	2	4
	PC6.ensure zero accidents at work		6	2	4
	PC7.avoid damage of components due to negligence in ESD procedures		6	2	4

	PC8.regularly participate in fire drills or other safety related workshops organised by the company		6	2	4
	PC9.ensure no loss for company due to safety negligence		7	3	4
	PC10.maintain appropriate posture, especially in long hours of sitting or standing position and in handling heavy materials		15	7	8
	PC11.Participate in company organised health sessions such as yoga, physiotherapy or games		15	7	8
	PC12.handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, jacks and ladders		15	7	8
		Total	100	40	60