

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TELECOM 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

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Contents

1. Introduction and Contacts.....1
2. Qualifications Pack.....2
3. OS Units.....5



Introduction

Qualifications Pack-Grass Root Telecom Provider (GRTP)

SECTOR: TELECOM

SUB-SECTOR: Network Managed Services

OCCUPATION: Operation & Maintenance

REFERENCE ID: TEL/Q6207

ALIGNED TO: NCO-2015/7422.0202

Brief Job Description: Individual in this role is responsible to keep ONT site operational on 24x7 basis; maintain and repair basic faults/issues at ONT site; promote use of devices among local population and provide services.

Personal Attributes: This job requires the individual to be technically qualified; self-disciplined; assertive; team player; action-orientated; possess analytical skills & problem solving ability; effective communication skills and ability to work under pressure.

Job Details	Qualifications Pack Code	TEL/Q6207		
	Job Role	Grass Root Telecom Provider (GRTP)		
	Credits NSQF	TBD	Version number	1.0
	Sector	Telecom	Drafted on	19/09/2014
	Sub-sector	Network Managed Services	Last reviewed on	08/10/2014
	Occupation	Operations & Maintenance	Next review date	08/10/2016
	NSQC Clearance On	19/05/2015		

Job Role	Grass Root Telecom Provider (GRTP)
Role Description	Maintain ONT site to keep it operational, promote use of devices and provide services
NSQF level	4
Minimum Educational Qualifications*	Preferably 10+2
Maximum Educational Qualifications*	
Training	NA
Minimum Job Entry Age	18
Experience	Nil (Click to open the below hyperlinks) Compulsory: 1. TEL/N6226 (Site security and hygiene) 2. TEL/N6227 (Preventive maintenance) 3. TEL/N6228 (Promote use of devices and provide services) Optional: NA
Applicable National Occupational Standards (NOS)	
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses 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 under which role-holders 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 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
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization
OS (Occupational Standards)	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 standards of performance required when carrying out a task
National Occupational Standards	NOS are Occupational Standards which apply uniquely in the Indian Context
QP (Qualification Pack)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualification Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack
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 has a critical impact on the quality of performance required
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
Knowledge and Understanding	Knowledge and Understanding statements which together specify the technical , generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standards
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility

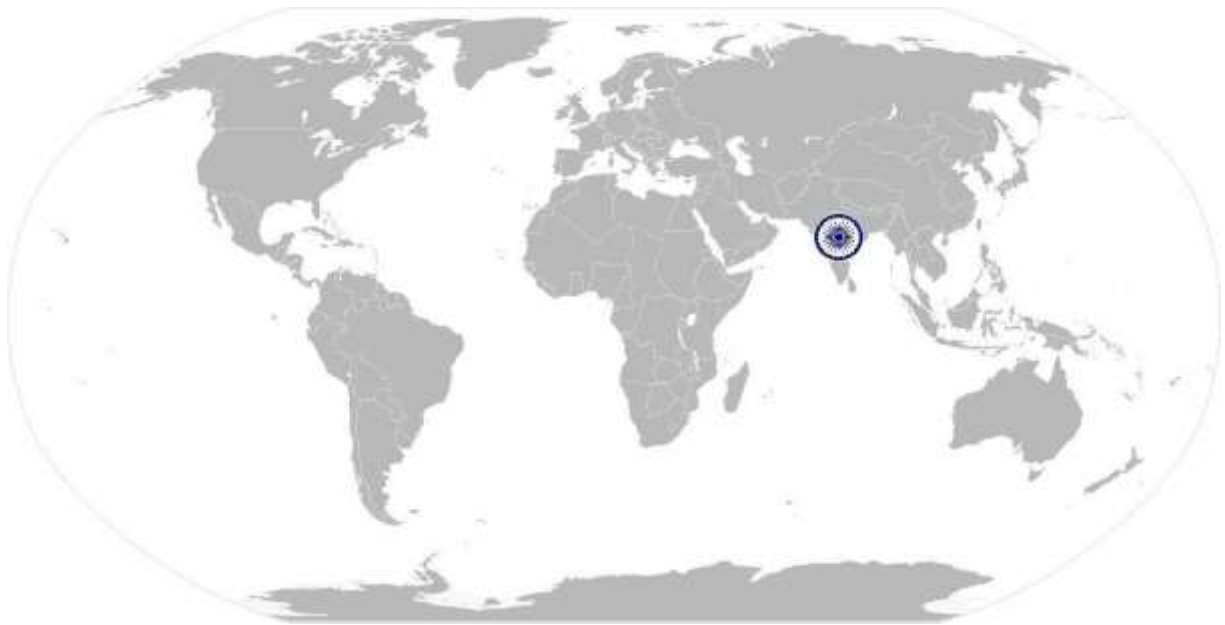
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles

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

Definitions	Keywords /Terms	Description
	CCU	Charge Controller Unit
	GP	Gram Panchayat
	NOC	Network Operations Centre
	ONT	Optical Network Terminal
	OLT	Optical Line Terminal
	ODF	Optical Distribution Frame
	PM	Preventive Maintenance
	SLA	Service Level Agreement
	SP	Service Provider
	SPV	Solar Photo Voltaic System
	TJB	Terminal Joint Box

[Back to Top](#)

National Occupational Standard



Overview

This unit is about keeping ONT site operational by maintaining site hygiene and security.



TEL/N6226

NOS

National Occupational Standards



Site security and hygiene

Service Provider

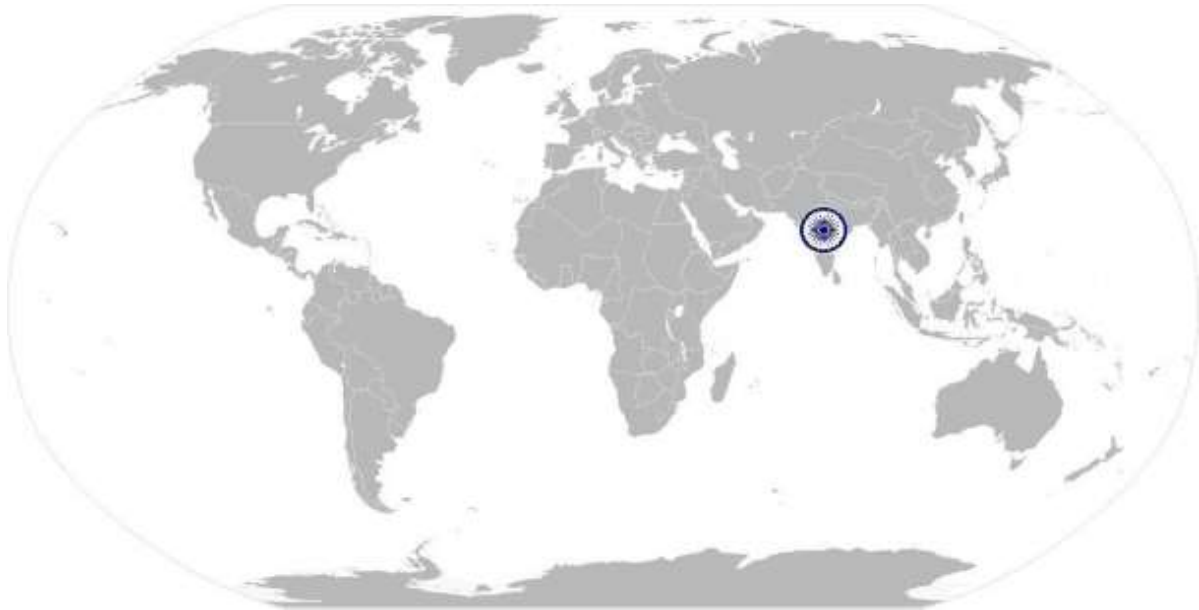
Unit Code	TEL/N6405
Unit Title	Site security and hygiene
Description	This OS unit is about maintaining the ONT site security and hygiene
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Coordinating activities for site security and hygiene • Monitoring equipment and record keeping • Interacting with OLT/NOC supervisor, Gram Panchayat officials
Performance Criteria(PC) w.r.t. the Scope:	
	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. function as custodian by taking responsibility of the ONT site PC2. monitor to verify CCU,SPV,TJB and battery bank are working properly PC3. maintain hygiene of CCU,SPV,TJB and Battery Bank based on guidelines PC4. verify cable connectors for appropriate tightness PC5. verify cables for damage and replace if required PC6. use fire extinguisher to control fire in case of accident PC7. ensure ONT remain operational and powered on 24X7 basis PC8. fill in activity records in given format</p>
Knowledge and Understanding	
A. Organizational Context (Knowledge of the company / organization & its process relevant to area of responsibilities)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the importance of maintaining ONT site hygiene KA2. the importance of keeping ONT operational on 24X7 basis KA3. the importance of following procedures and instructions KA4. escalation matrix for reporting problems with equipment and optical fiber cables KA5. SHE guidelines as per norms</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. functionality of CCU,SPV,TJB,battery bank and fire extinguisher KB2. guidelines for maintaining hygiene of equipments at site KB3. basic electrical wiring</p>



TEL/N6226

Site security and hygiene

Skills (S)	
A. Core Skills/ Generic Skills	<p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SA1. reading skills-read and understand manuals, health and safety instructions etcSA2. writing skills- fill in activity record in given formatSA3. communication skills-communicate with OLT/NOC supervisorSA4. Interpersonal skills-maintain working relationships with OLT/NOC supervisor and with Gram Panchayat (GP) officials
B. Professional Skills	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SB1. equipment handling skills-CCU,SPV,TJB,battery bank and fire extinguisher



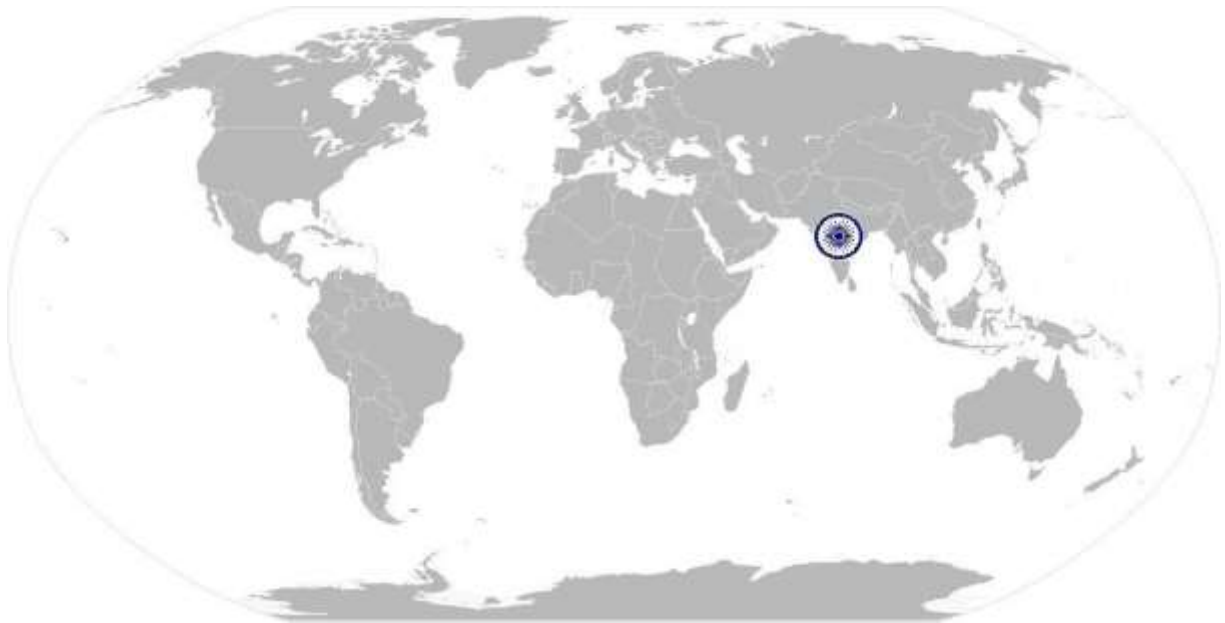


Site security and hygiene

TEL/N6226

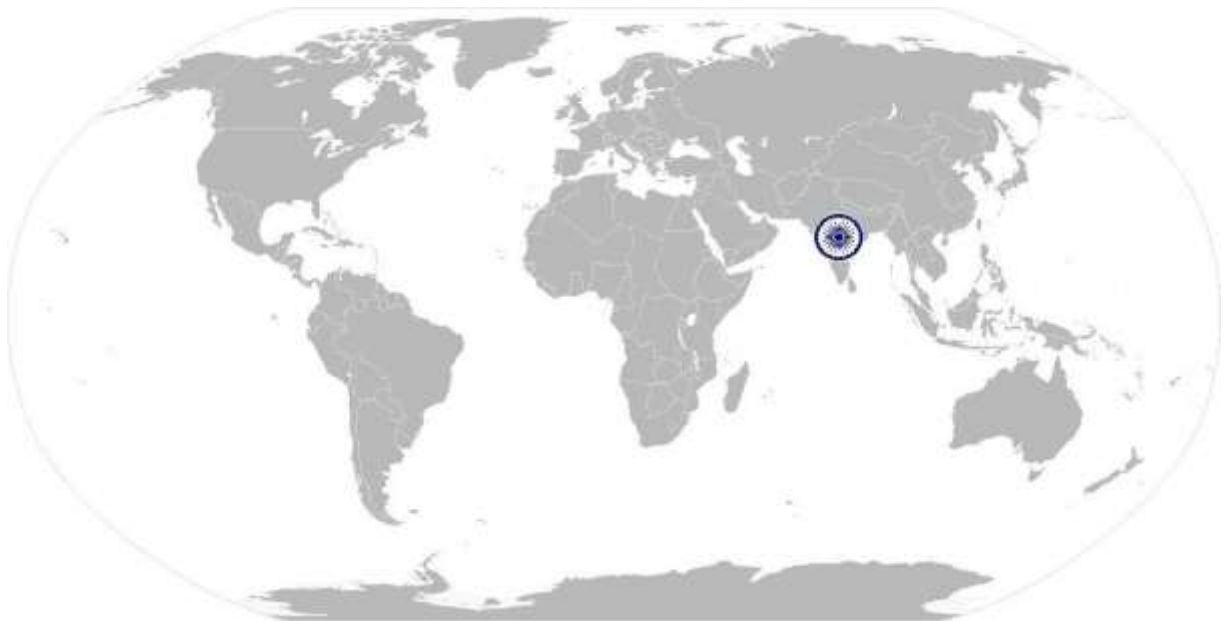
NOS Version Control:

NOS Code	TEL/N6226		
Credits NSQF	TBD	Version number	1.0
Industry	Telecom	Drafted on	19/09/2014
Industry Sub-sector	Network Managed Services	Last reviewed on	08/10/2014
		Next review date	08/10/2016



[Back to Top](#)

National Occupational Standard



Overview

This unit is about conducting regular preventive maintenance activities at the ONT site.



TEL/N6227

Preventive maintenance

Service Provider

Unit Code		TEL/N6227
Unit Title		Preventive maintenance
(Task)		
Description	This OS unit is about performing regular preventive maintenance activities	
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Coordinating activities for preventive maintenance • Monitoring of equipments and escalation to OLT/NOC • Interacting with OLT/NOC supervisor, Gram Panchayat officials 	
Performance Criteria (PC) w.r.t. the Scope:		
	Performance Criteria	
	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. read to interpret preventive maintenance guidelines of CCU,SPV,TJB and battery bank PC2. ensure preventive maintenance of CCU,SPV,TJB and battery bank as per given schedule PC3. monitor CCU panel to observe and interpret alarm PC4. monitor and verify premature ageing of battery bank cells and SPV panels PC5. monitor patch cord and pigtailed and replace if found damaged PC6. escalate to OLT/NOS supervisor for reporting problems with equipments and optical fiber cables 	
Knowledge and Understanding		
A. Organizational Context (Knowledge of the company / organization & its process relevant to area of responsibilities)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. the importance of ONT remaining operational at all times KA2. the importance of adhering to preventive maintenance schedule KA3. the importance of following procedures and instructions KA4. escalation matrix for reporting problems with equipment and optical fiber cables KA5. SHE guidelines as per norms 	

TEL/N6227

Preventive maintenance

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. functionality of CCU,SPV,TJB,battery bank, fire extinguisher and alarms</p> <p>KB2. guidelines for preventive maintenance of equipments</p> <p>KB3. basic electrical wiring, ,patch cord and pigtails</p> <p>KB4. FAQ for basic troubleshooting of equipment</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. reading skills-read and understand manuals, health and safety instructions</p> <p>SA2. writing skills- fill records as per given format</p> <p>SA3. communication skills-communicate with OLT/NOC supervisor</p> <p>SA4. Interpersonal skills-maintain working relationships with OLT/NOC supervisor and with Gram Panchayat (GP) officials</p>
B. Professional Skills	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. equipment handling skills-CCU,SPV,TJB,battery bank and fire extinguisher</p> <p>SB2. problem solving skills-basic trouble shooting with CCU,SPV,TJB,battery bank</p>

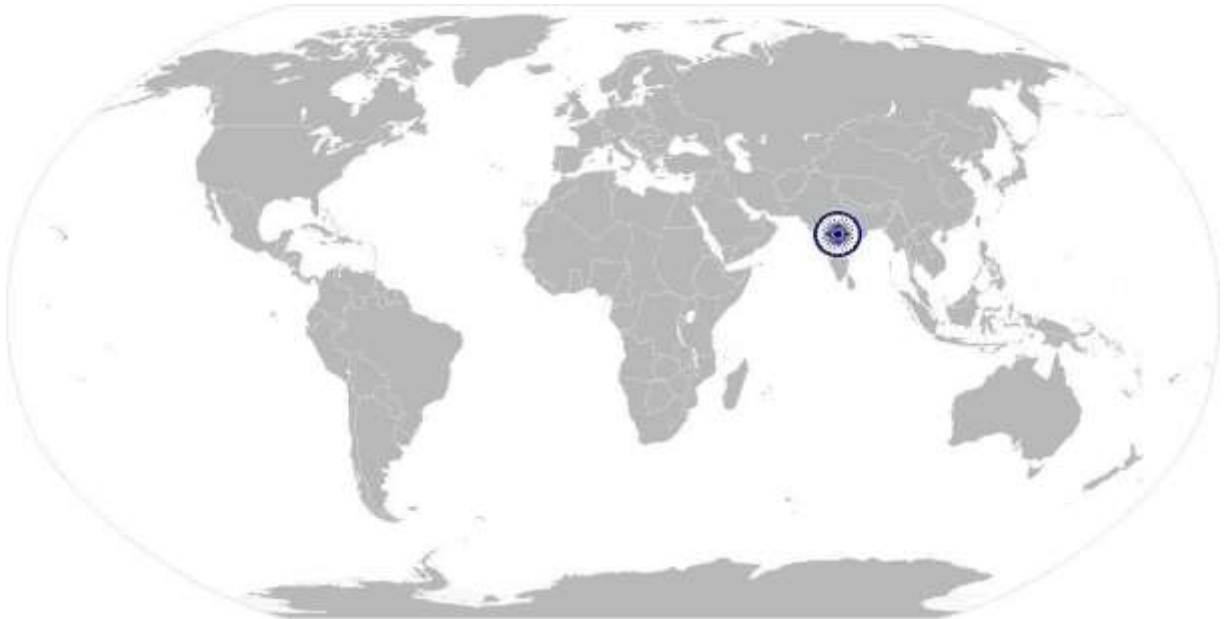


TEL/N6227

Preventive maintenance

NOS Version Control:

NOS Code	TEL/N6227		
Credits NSQF	TBD	Version number	1.0
Industry	Telecom	Drafted on	19/09/2014
Industry Sub-sector	Network Managed Services	Last reviewed on	08/10/2014
		Next review date	08/10/2016



[Back to Top](#)

National Occupational Standard



Overview

This unit is about acquainting local population about use of local devices (smart phone, tablets and e- terminals) and provisioning of services.



TEL/N6228

NOS

National Occupational Standards



Promote use of devices and provide services

Service Provider

Unit Code	TEL/N6228
Unit Title (Task)	Promote use of devices and provide services
Description	This OS unit is about promotion of local devices and service provisioning
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Acquainting local population about use of devices • Configuring devices and basic trouble shooting • Distribution of bills and collection of revenue from users
Performance Criteria	
	<p>To be competent, the user/individual on the job must be able to:</p> <ul style="list-style-type: none"> PC1. create awareness by informing local population features of local devices (smart phone tablets and e- terminals) PC2. acquaint local population about use of local devices PC3. operate and configure smart phone, tablets and e- terminals PC4. install to operate modem using routers,UPS,cables PC 5. perform basic trouble shooting with devices PC 5. distribute bills and collect revenue from users PC 6. keep a record of rent agreement and electricity bill for ONT site PC7. report superior for timely payment of rent and electricity bill for the site
Knowledge and Understanding	
A. Organizational Context (Knowledge of the company / organization & its process relevant to area of	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. the importance of promotion of digital devices KA2. the importance of creating awareness among people for services offered KA3. the importance of following procedures and instructions KA4. escalation matrix for reporting problems with services KA5. SHE guidelines as per norms



TEL/N6228

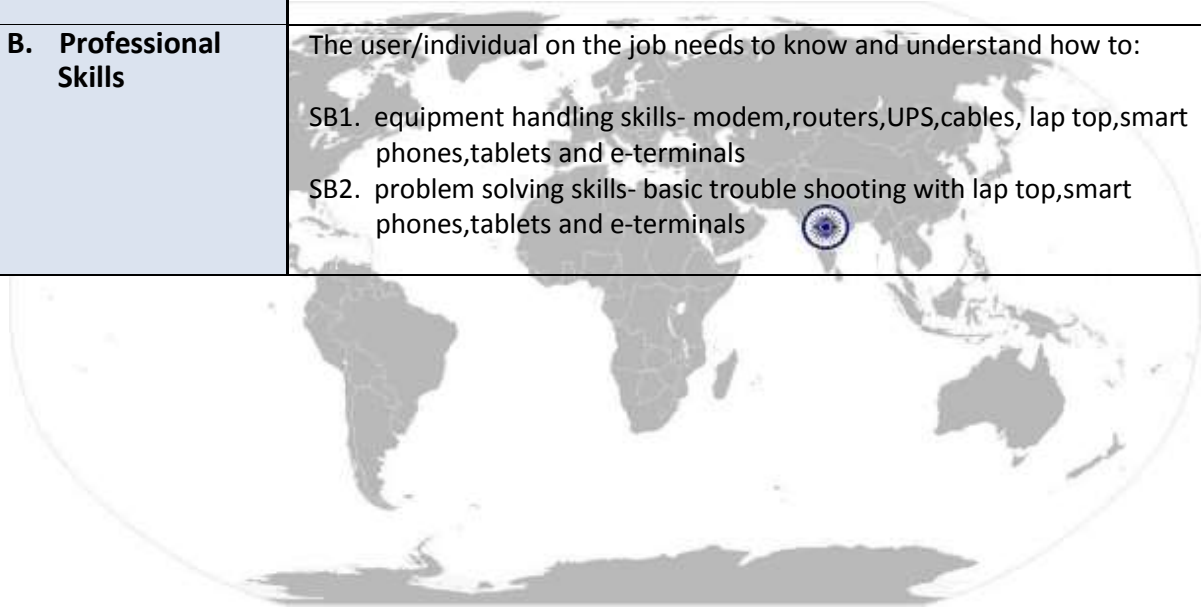
NOS

National Occupational Standards



Promote use of devices and provide services

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. functionality of lap top,smart phones,tablets and e-terminals KB2. functionality of modem,routers,UPS,cables KB3. hardware and software configuration KB4. FAQ for basic troubleshooting of equipment KB5. benefits of broadband for people</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. reading skills-read and understand manuals,instructions,bills etc SA2. writing skills- fill records as per format SA3. communication skills-communicate with SP,local population and users SA4. interpersonal skills-maintain working relationships with service provider and users</p>
<p>B. Professional Skills</p>	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. equipment handling skills- modem,routers,UPS,cables, lap top,smart phones,tablets and e-terminals SB2. problem solving skills- basic trouble shooting with lap top,smart phones,tablets and e-terminals</p>





TEL/N6228

NOS

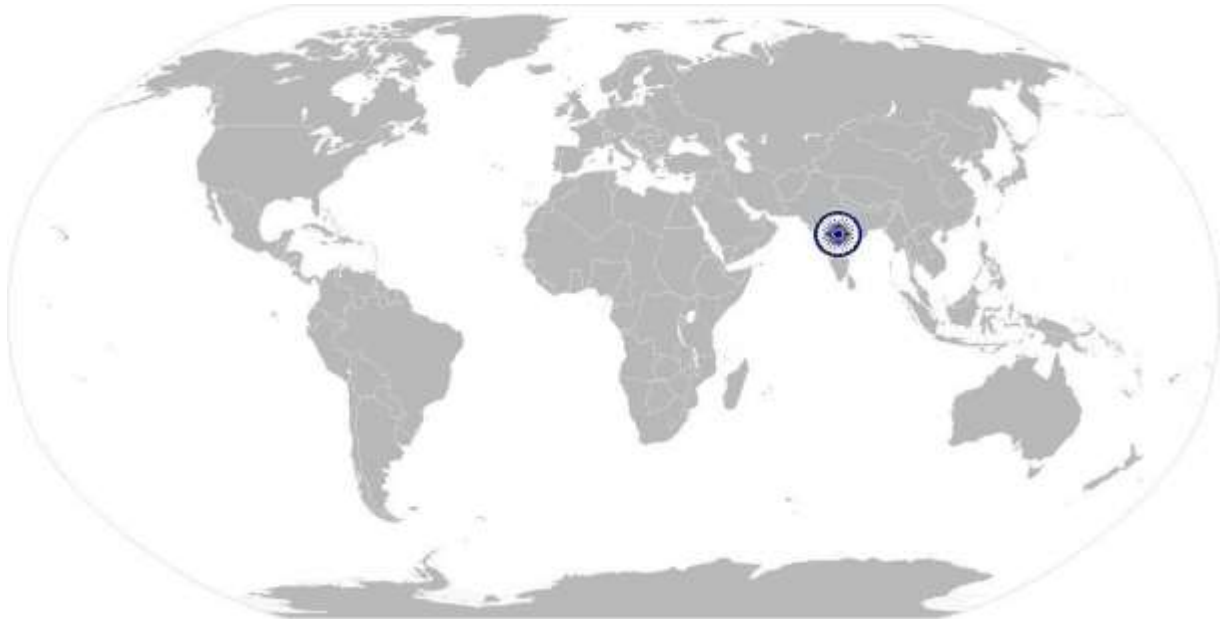
National Occupational Standards



Promote use of devices and provide services

NOS Version Control:

NOS Code	TEL/N6228		
Credits NSQF	TBD	Version number	1.0
Industry	Telecom	Drafted on	19/09/2014
Industry Sub-sector	Network Managed Services	Last reviewed on	08/10/2014
		Next review date	08/10/2016



[Back to Top](#)

	PC4. monitor and verify premature ageing of battery bank cells and SPV panels		10	2	8
	PC5. monitor patch cord and pigtailed and replace if found damaged		10	2	8
	PC6. escalate to OLT/NOS supervisor for reporting problems with equipments and optical fiber cables		20	10	10
		Total	100	36	64
Promote use of devices and provide services	PC1. create awareness by informing local population features of local devices (smart phone tablets and e- terminals)	100	15	5	10
	PC2. acquaint local population about use of local devices		20	5	15
	PC3. operate and configure smart phone, tablets and e- terminals		20	5	15
	PC4. install to operate modem using routers,UPS,cables		15	5	10
	PC 5. perform basic trouble shooting with devices		15	5	10
	PC 6. distribute bills and collect revenue from users		5	2	3
	PC 7. keep a record of rent agreement and electricity bill for ONT site		5	4	1
	PC8. report superior for timely payment of rent and electricity bill for the site		5	3	2
		Total	100	34	66