

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AGRICULTURE AND ALLIED 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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Introduction

Qualifications Pack – Watershed Assistant

SECTOR: AGRICULTURE AND ALLIED

SUB-SECTOR: Forestry, Environment and Renewable Energy Management

OCCUPATION: Watershed Management

REFERENCE ID: AGR/Q6607

ALIGNED TO: NCO-2015/NIL

A Watershed Assistant is responsible for providing secretarial support to the watershed committee and other village institutions.

Brief Job Description: A Watershed Assistant is responsible for maintaining the accounting and administrative records of the watershed committee and other village institutions in the watershed. Maintenance of other records and clerical support to the watershed committee on day to day basis are also taken care by him/her.

Personal Attributes: A Watershed Assistant must have the ability to learn, must possess good writing skills, language skills and good handwriting.

| | | | |
|---------------------------------|--|-------------------------|-----------------|
| Qualifications Pack Code | AGR/Q6607 | | |
| Job Role | Watershed Assistant | | |
| Credits (NSQF) | TBD | Version number | 1.0 |
| Sector | Agriculture and Allied | Drafted on | 21/01/16 |
| Sub-sector | Forestry, Environment and Renewable Energy Management | Last reviewed on | 25/11/16 |
| Occupation | Watershed Management | Next review date | 25/02/19 |
| NSQC clearance date | N/A | | |

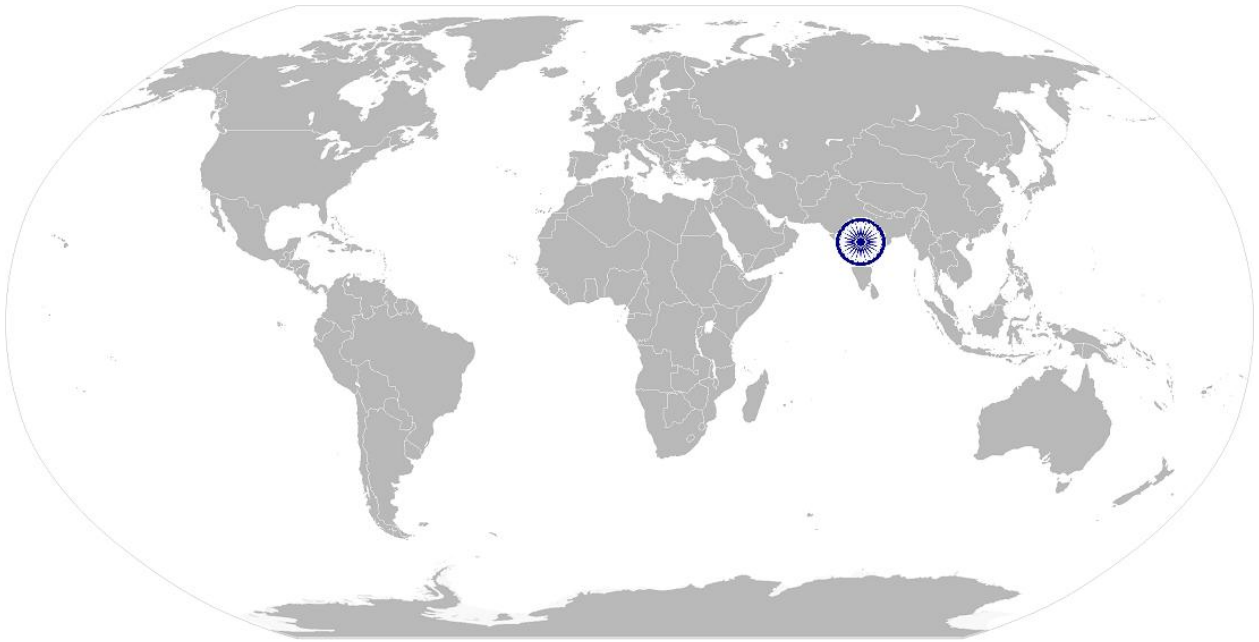
| | |
|---|---|
| Job Role | Watershed Assistant |
| Role Description | A Watershed Assistant is responsible for maintaining the accounting and administrative records of the watershed committee and other village institutions in the watershed. Maintenance of other records and clerical support to the watershed committee on day to day basis are also taken care by him/her. |
| NSQF level | 3 |
| Minimum Educational Qualifications | Class 12, preferably |
| Maximum Educational Qualifications | Not applicable |
| Training (Suggested but not mandatory) | <ol style="list-style-type: none"> Basics of Accounting and Administration Participatory Watershed Management Approaches |
| Minimum Job Entry Age | 18 Years |
| Experience | Not applicable |
| Applicable National Occupational Standards (NOS) | Compulsory 1. AGR/N6623: Maintain book of accounts 2. AGR/N6624: Ensure proper office and administrative set up Optional: N.A. |
| Performance Criteria | As described in the relevant OS units |

| Keywords/Terms | Description |
|-------------------------------|---|
| Watershed | Watershed is an area where a river catches its water is called its catchment or watershed. It can be visualized as a landscape shaped in the form of a basin or bowl. |
| 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, 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 area of work, which can be carried out by a person or a group of persons. Functions are identified through 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 | 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. |
| NOS | NOS are Occupational Standards which apply uniquely in the Indian context. |
| Qualifications Pack Code | Qualifications Pack Code is a unique reference code that identifies a qualifications pack. |
| Qualifications 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. |
| 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 are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard. |
| 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 or 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. |

Acronyms

| Keywords /Terms | Description |
|-----------------|--|
| NOS | National Occupational Standard |
| NSQF | National Skill Qualification Framework |
| OS | Occupational Standard |
| PC | Performance Criteria |
| PIA | Project Implementing Agency |
| PF | Provident Fund |
| PT | Professional Tax |
| QMS | Quality Management System |
| QP | Qualification Pack |
| SHG | Self Help Group |
| SSC | Sector Skill Council |
| WC | Watershed Committee |

National Occupational Standard



Overview

This OS unit is about maintaining accounting books along with bills, vouchers, receipts, banking instruments and other documents.

AGR/N6623
Maintain book of accounts

| | | |
|--------------------------------|--|---|
| National Occupational Standard | Unit Code | AGR/N6623 |
| | Unit Title (Task) | Maintain book of accounts |
| | Description | This OS unit is about maintaining accounting books along with bills, vouchers, receipts, banking instruments and other documents |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> • Maintain accounting documents • Maintain the book of accounts |
| | Performance Criteria(PC) w.r.t. the Scope | |
| | Element | Performance Criteria |
| | Maintain accounting documents | To be competent, the individual must be able to: <ul style="list-style-type: none"> PC1. verify the accuracy of bills, invoices and receipts PC2. keep in safe custody the accounting documents/ records PC3. write bank cheque/ prepare other bank instruments and present the same to authorized signatories PC4. update the bank statement/ passbook of the committee |
| | Maintain the book of accounts | To be competent, the individual must be able to: <ul style="list-style-type: none"> PC5. handle petty cash on day-to-day basis; match and verify cash expenses PC6. update and maintain the accounting journals, cash book, ledgers and other records detailing financial transactions (e.g., disbursements, expense vouchers, receipts, accounts payable) PC7. enter accounting data into computerized system, if available PC8. compile data and prepare a variety of reports. PC9. reconcile records with PIA accountant PC10. recommend actions to resolve discrepancies PC11. present financial progress and status to the WC in its meetings PC12. prepare the financial reports for the funding agency as prescribed |
| | 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. organisation procedures followed for preparation of financial reports and accounting journals KA2. job responsibilities/duties and standard operating procedures KA3. internal processes such book keeping and accounting systems |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. accounting and general mathematical concepts KB2. communication and reporting concepts KB3. time management concepts | |
| Skills (S) | | |
| A. Core Skills/ | Writing Skills | |

AGR/N6623
Maintain book of accounts

| | |
|---|--|
| Generic Skills | The user/ individual on the job needs to know and understand how to: SA1. write the financial reports SA2. write the account books SA3. write bills, receipts, cheque, etc. |
| | Reading Skills |
| | The user/individual on the job needs to know and understand how to: SA4. read the accounting manual SA5. read the vouchers, bills, receipts, etc. |
| | Oral Communication (Listening and Speaking skills) |
| | The user/individual on the job needs to know and understand how to: SA6. discuss task lists, schedules and activities with the committee SA7. attentively listen and comprehend the information given by the speaker |
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. analyse issues that might arise in day to day tasks through experience and observation SB2. identify solutions to resolve the issues |
| | Plan and Organize |
| | The user/individual on the job needs to know and understand how to: SB3. plan, prioritize and organize the tasks assigned by the committee |
| | Customer Centricity |
| | The user/individual on the job needs to know and understand how to: SB4. plan, prioritize and organize the tasks assigned by the committee |
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB4. identify conflicts and work out solutions |
| | Analytical Thinking |
| | The user/individual on the job needs to know and understand how to: SB5. analyse the data, derive the observations and present the same to committee |
| Critical Thinking | |
| The user/individual on the job needs to know and understand how to: SB6. use common sense and make judgments on day to day basis | |

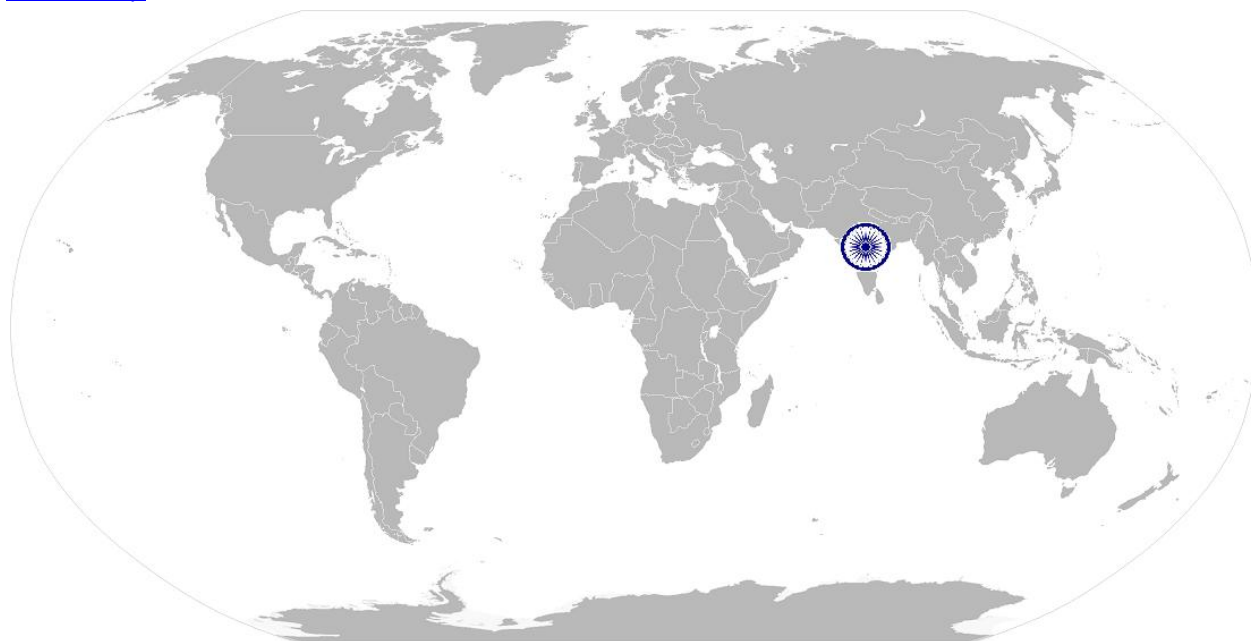
AGR/N6623

Maintain book of accounts

NOS Version Control

| | | | |
|----------------------------|--|-------------------------|-----------------|
| NOS Code | AGR/N6623 | | |
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Agriculture and Allied | Drafted on | 21/01/16 |
| Industry Sub-sector | Forestry, Environment and Renewable Energy Management | Last reviewed on | 25/11/16 |
| Occupation | Watershed Management | Next review date | 25/02/19 |

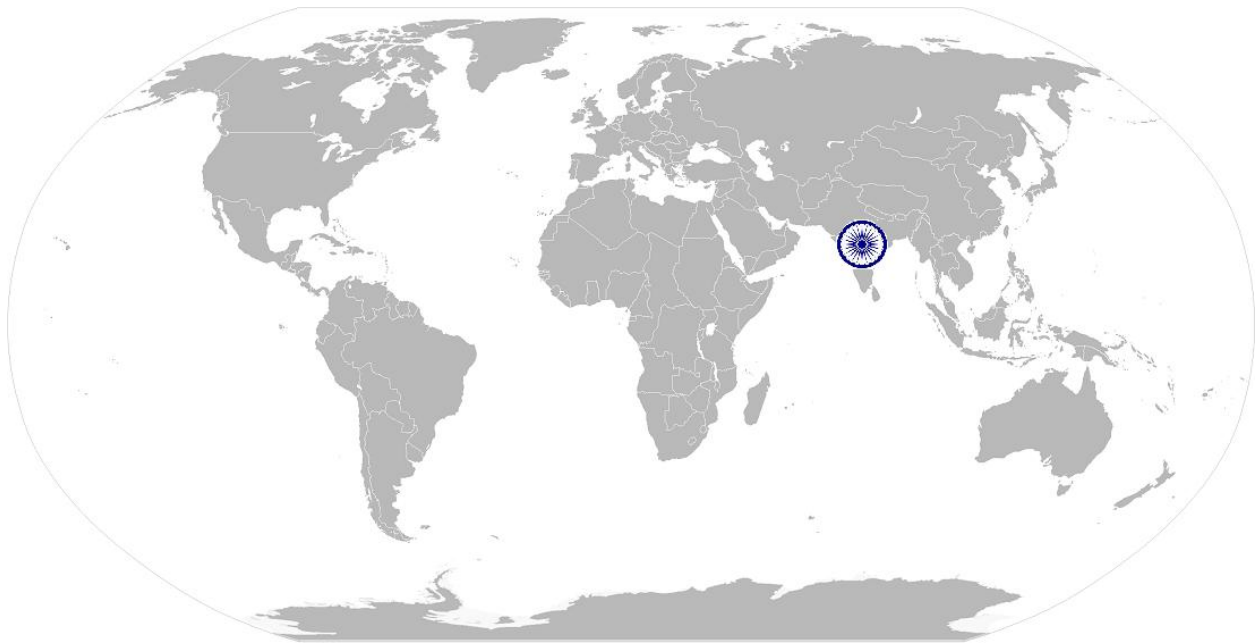
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AGR/N6624

Ensure proper office and administrative set up

National Occupational Standard



Overview

This OS unit is about providing office and administrative support to ensure efficient operation of the committee office.

AGR/N6624
Ensure proper office and administrative set up

National Occupational Standard

| | |
|---|---|
| Unit Code | AGR/N6624 |
| Unit Title (Task) | Ensure proper office and administrative set up |
| Description | This OS unit is about providing office and administrative support to ensure efficient operation of the committee office. |
| Scope | This unit/task covers the following: <ul style="list-style-type: none"> • Ensure office set up and management • Ensure administrative records and legal compliances are maintained |
| Performance Criteria(PC) w.r.t. the Scope | |
| Element | Performance Criteria |
| Ensure office set up and management | To be competent, the individual must be able to: <ul style="list-style-type: none"> PC1. maintain set-up and decorum of the office PC2. comply with the instructions of WC, SHGS and PIA from time to time PC3. organise the meetings of the committee and other village institutions PC4. produce and distribute correspondence memos and letters PC5. order office supplies like stationary |
| Ensure administrative records and legal compliances are maintained | To be competent, the individual must be able to: <ul style="list-style-type: none"> PC6. develop and maintain filing system PC7. maintain the administrative records like attendance book, leaves etc. for the staff of WC and other village institutions PC8. maintain and update the proceeding books of WC and other village institutions PC9. prepare the records and reports of WC for legal compliance of PF, PT, charity commissioner and PIA/ funding agency PC10. file such reports to concerned authority with the help of PIA manager |
| 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. organisation standards related to administrative procedures KA2. standard operating procedures of the organisation for dealing with any legal requirements |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. basic mathematical concepts KB2. basic knowledge of computer and software KB3. administrative records keeping KB4. legal compliances- forms and procedures |
| Skills (S) | |
| A. Core Skills/ | Writing Skills |

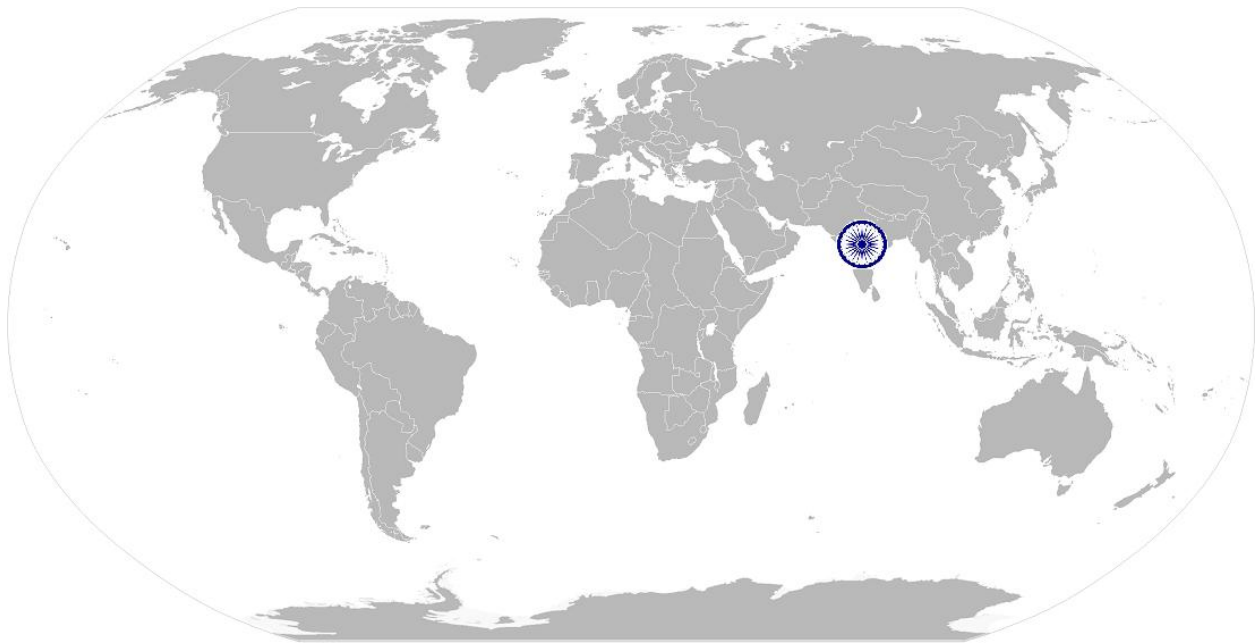
AGR/N6624
Ensure proper office and administrative set up

| | |
|---|--|
| Generic Skills | The user/ individual on the job needs to know and understand how to: SA1. write the financial reports SA2. write the account books SA3. write bills, receipts, cheque, etc. |
| | Reading Skills |
| | The user/individual on the job needs to know and understand how to: SA4. read the accounting manual SA5. read the vouchers, bills, receipts, etc. |
| | Oral Communication (Listening and Speaking skills) |
| | The user/individual on the job needs to know and understand how to: SA6. discuss task lists, schedules and activities with the committee SA7. attentively listen and comprehend the information given by the speaker |
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. analyse issues that might arise in day to day tasks through experience and observation SB2. identify solutions to resolve the issues |
| | Plan and Organize |
| | The user/individual on the job needs to know and understand how to: SB3. plan, prioritize and organize the tasks assigned by the committee |
| | Customer Centricity |
| | The user/individual on the job needs to know and understand how to: SB4. plan, prioritize and organize the tasks assigned by the committee |
| | Problem Solving |
| | The user/individual on the job needs to know and understand how to: SB5. identify conflicts and work out solutions |
| | Analytical Thinking |
| | The user/individual on the job needs to know and understand how to: SB6. analyse the data, derive the observations and present the same to committee |
| Critical Thinking | |
| The user/individual on the job needs to know and understand how to: SB7. use common sense and make judgments on day to day basis | |

AGR/N6624
Ensure proper office and administrative set up

NOS Version Control

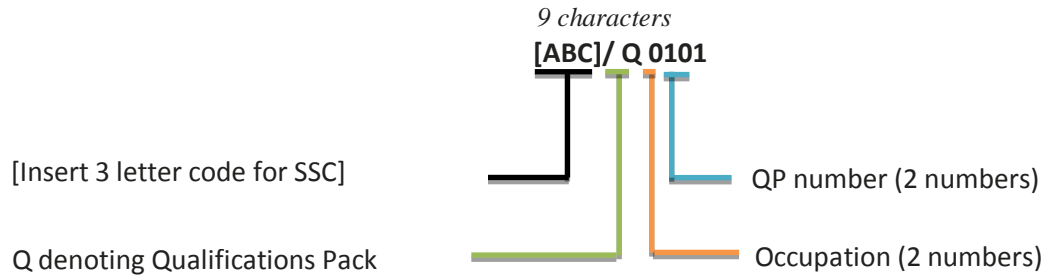
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|----------------------------|--|-------------------------|-----------------|
| NOS Code | AGR/N6624 | | |
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Agriculture and Allied | Drafted on | 21/01/16 |
| Industry Sub-sector | Forestry, Environment and Renewable Energy Management | Last reviewed on | 25/11/16 |
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Annexure

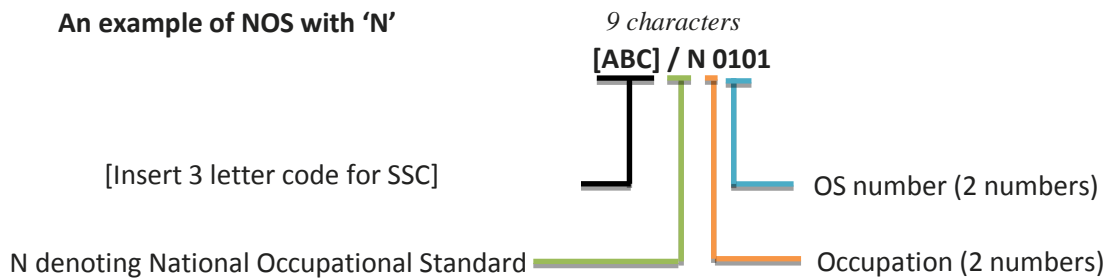
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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

| Sub-sector | Range of Occupation numbers |
|--|-----------------------------|
| Agriculture Crop Production | 01 – 40 |
| Dairying | 41 – 42 |
| Poultry | 43 – 44 |
| Animal Husbandry | 45 – 48 |
| Fisheries | 49 – 51 |
| Agriculture Allied Activities | 52 – 60 |
| Forestry, Environment and Renewable Energy Management | 61 - 70 |
| Agriculture Industries | 71 – 90 |
| Generic Occupations | 96 - 99 |

| Sequence | Description | Example |
|-------------------------|-------------------|---------|
| Three letters | Industry name | AGR |
| Slash | / | / |
| Next letter | Whether QP or NOS | Q or N |
| Next two numbers | Occupation code | 01 |
| Next two numbers | OS number | 01 |

Note:

- The range of occupation numbers have been decided based on the number of existing and future occupations in a segment
- Occupation numbers from 91 – 95 have been intentionally left blank to accommodate any emerging segment in future

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Watershed Assistant

Qualification Pack AGR/Q6607

Sector Skill Council Agriculture 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. 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 criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
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

| Assessable outcomes | Assessment Criteria for outcomes | Marks Allocation | | | |
|--|---|------------------|--------|--------|------------------|
| | | Total | Out of | Theory | Skills Practical |
| 1. AGR/N6623: Maintain book of accounts | PC1. verify the accuracy of bills, invoices and receipts | | 7 | 2 | 5 |
| | PC2. keep in safe custody the accounting documents/ records | | 7 | 2 | 5 |
| | PC3. write bank cheque/ prepare other bank instruments and present the same to authorized signatories | | 7 | 2 | 5 |
| | PC4. update the bank statement/ passbook of the committee | | 7 | 2 | 5 |
| | PC5. handle petty cash on day-to-day basis; match and verify cash expenses | | 8 | 1 | 7 |
| | PC6. update and maintain the accounting journals, cash book, ledgers and other records detailing financial transactions (e.g., disbursements, | | 9 | 3 | 6 |

| | | | | | |
|---|--|--|------------|-----------|-----------|
| | expense vouchers, receipts, accounts payable) | | | | |
| | PC7. enter accounting data into computerized system, if available | | 8 | 2 | 6 |
| | PC8. compile data and prepare a variety of reports. | | 9 | 4 | 5 |
| | PC9. reconcile records with PIA accountant | | 7 | 2 | 5 |
| | PC10. recommend actions to resolve discrepancies | | 9 | 2 | 7 |
| | PC11. present financial progress and status to the WC in its meetings | | 11 | 4 | 7 |
| | PC12. prepare the financial reports for the funding agency as prescribed | | 11 | 4 | 7 |
| | | | 100 | 30 | 70 |
| 2. AGR/N6624: Ensure proper office and administrative set up | PC1. maintain set-up and decorum of the office | | 9 | 2 | 7 |
| | PC2. comply with the instructions of WC, SHGS and PIA from time to time | | 9 | 2 | 7 |
| | PC3. organise the meetings of the committee and other village institutions | | 9 | 2 | 7 |
| | PC4. produce and distribute correspondence memos and letters | | 10 | 3 | 7 |
| | PC5. order office supplies like stationary | | 9 | 2 | 7 |
| | PC6. develop and maintain filing system | | 13 | 4 | 9 |
| | PC7. maintain the administrative records like attendance book, leaves etc. for | | 10 | 3 | 7 |

| | | | | | |
|--|---|--|------------|-----------|-----------|
| | the staff of WC and other village institutions | | | | |
| | PC8. maintain and update the proceeding books of WC and other village institutions | | 10 | 4 | 6 |
| | PC9. prepare the records and reports of WC for legal compliance of PF, PT, charity commissioner and PIA/ funding agency | | 11 | 4 | 7 |
| | PC10. file such reports to concerned authority with the help of PIA manager | | 10 | 4 | 6 |
| | | | 100 | 30 | 70 |