



Timber Grower

QP Code: AGR/Q6104

Version: 2.0

NSQF Level: 4

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AGR/Q6104: Timber Grower

Brief Job Description

A Timber Grower is responsible for producing timber and performs various activities, such as selecting and preparing an appropriate site for timber cultivation, arranging the necessary resources, planting or sowing timber tree plants or seeds, and maintaining them. The individual is also responsible for harvesting and storing timber safely and marketing it to the relevant buyers.

Personal Attributes

The individual should be physically fit to work for long durations. The person should have attention to detail, problem-solving and coordination skills. Good verbal and written communication skills are also required in this job role.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N6121: Prepare for timber cultivation and raise saplings](#)
2. [AGR/N6119: Coordinate with the relevant authorities and SMEs for timber cultivation](#)
3. [AGR/N6117: Carry out planting/sowing of timber plants and seeds](#)
4. [AGR/N6118: Maintain the timber trees and plantation](#)
5. [AGR/N6120: Harvest, store and market the timber](#)
6. [AGR/N9903: Maintain health and safety at the workplace](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	
Occupation	Agro-Forestry Management
Country	India
NSQF Level	4

Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6210
Minimum Educational Qualification & Experience	12th grade Pass OR 10th grade pass with 2 Years of experience in the relevant field OR 10th grade pass and pursuing continuous schooling OR Previous relevant Qualification of NSQF Level (3) (with minimum education as 8th grade pass) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (3.5) (with 1.5 years of relevant experience)
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
Deactivation Date	18/02/2025
NSQC Approval Date	29/03/2023
Version	2.0
Reference code on NQR	QG-04-AG-00365-2023-V1-ASCI
NQR Version	1

AGR/N6121: Prepare for timber cultivation and raise saplings

Description

This OS unit is about preparing for timber cultivation. It includes selecting and preparing an appropriate site for timber cultivation. It also covers raising saplings for the relevant timber tree species in the nursery.

Scope

The scope covers the following :

- Prepare for timber cultivation
- Raise saplings in the nursery
- Prepare the land for timber cultivation

Elements and Performance Criteria

Prepare for timber cultivation

To be competent, the user/individual on the job must be able to:

- PC1.** select an appropriate site for timber tree cultivation with the recommended type of soil, agro-climatic conditions, access to relevant markets, availability of required inputs, such as water, fertilizers pesticides, etc.
- PC2.** select the appropriate timber producing tree species to be grown based on the site conditions
- PC3.** arrange the inputs required for timber cultivation, such as planting material, fertilizers, pesticides, and the appropriate tools and equipment
- PC4.** ensure to procure planting material from government-approved sources, such government nurseries and research institutes
- PC5.** treat the planting material, using the recommended fungicide or insecticide in the recommended dose
- PC6.** ensure the planting material is stored at an appropriate temperature and humidity in a hygienic storage to preserve its quality

Prepare the land for timber cultivation

To be competent, the user/individual on the job must be able to:

- PC7.** clear the selected land of any weeds, debris, root stumps, waste, etc.
- PC8.** collect soil samples from the land and coordinate with a government-approved laboratory for soil testing
- PC9.** apply the necessary treatment(s) to the soil to make it suitable for timber cultivation, e.g. application of manure to increase the organic matter content or lime to adjust the soil's pH
- PC10.** carry out appropriate type of ploughing according to the type of selected timber tree species, e.g. disc ploughing for Casuarina
- PC11.** create pits of the recommended width and depth at appropriate spacing for planting the selected timber tree saplings
- PC12.** apply the recommended quantity of organic fertilizers in the pits
- PC13.** create water channels in the field for the efficient delivery and drainage of water

Raise saplings in the nursery

To be competent, the user/individual on the job must be able to:

- PC14.** prepare the appropriate type of nursery bed, .i.e. flat, raised or sunken nursery bed for raising timber tree saplings
- PC15.** apply mulch, compost and other recommended material to provide optimum nutrient levels to saplings
- PC16.** sow seeds of the selected species at the recommended depth and mulch and irrigate them immediately after sowing
- PC17.** protect the saplings from adverse weather conditions and strong winds
- PC18.** apply the appropriate fertilizers in the nursery bed at recommended intervals
- PC19.** monitor the sapling regularly for signs of pests and disease and apply the recommended pesticides in an appropriate quantity to maintain their healthy growth
- PC20.** check saplings for signs of maturity and harvest them using the appropriate tools and equipment, ensuing no damage to saplings
- PC21.** maintain the harvested saplings at an recommended temperature and humidity before they are transplanted in the field

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the criteria for selecting a site for timber cultivation
- KU2.** different soil types and their composition
- KU3.** the process of preparing a field for timber cultivation, including clearing the field, ploughing, fencing, etc.
- KU4.** different types of timber producing tree species, their economic viability and suitability to different agro-climatic conditions
- KU5.** the importance of procuring the planting material from the government-approved sellers and institutions
- KU6.** different types of fertilizers used while preparing the field for timber cultivation
- KU7.** different types of nursery beds and the process of preparing an appropriate type of nursery bed according to the timber tree species
- KU8.** the importance of planning and providing enough spacing between trees to promote their healthy growth
- KU9.** how to handle the planting material safely
- KU10.** the recommended pit specifications for planting different timber tree species
- KU11.** the use of appropriate tools, implements and equipment for preparing the field or nursery bed for timber cultivation

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field work
- GS3.** communicate politely and professionally

- GS4.** listen attentively to understand the information being shared
- GS5.** plan and schedule tasks for efficient time management
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** take quick decisions to deal with workplace emergencies/ accident
- GS8.** evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for timber cultivation</i>	9	14	-	10
PC1. select an appropriate site for timber tree cultivation with the recommended type of soil, agro-climatic conditions, access to relevant markets, availability of required inputs, such as water, fertilizers pesticides, etc.	-	-	-	-
PC2. select the appropriate timber producing tree species to be grown based on the site conditions	-	-	-	-
PC3. arrange the inputs required for timber cultivation, such as planting material, fertilizers, pesticides, and the appropriate tools and equipment	-	-	-	-
PC4. ensure to procure planting material from government-approved sources, such government nurseries and research institutes	-	-	-	-
PC5. treat the planting material, using the recommended fungicide or insecticide in the recommended dose	-	-	-	-
PC6. ensure the planting material is stored at an appropriate temperature and humidity in a hygienic storage to preserve its quality	-	-	-	-
<i>Prepare the land for timber cultivation</i>	11	11	-	11
PC7. clear the selected land of any weeds, debris, root stumps, waste, etc.	-	-	-	-
PC8. collect soil samples from the land and coordinate with a government-approved laboratory for soil testing	-	-	-	-
PC9. apply the necessary treatment(s) to the soil to make it suitable for timber cultivation, e.g. application of manure to increase the organic matter content or lime to adjust the soil's pH	-	-	-	-
PC10. carry out appropriate type of ploughing according to the type of selected timber tree species, e.g. disc ploughing for Casuarina	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. create pits of the recommended width and depth at appropriate spacing for planting the selected timber tree saplings	-	-	-	-
PC12. apply the recommended quantity of organic fertilizers in the pits	-	-	-	-
PC13. create water channels in the field for the efficient delivery and drainage of water	-	-	-	-
<i>Raise saplings in the nursery</i>	10	15	-	9
PC14. prepare the appropriate type of nursery bed, .i.e. flat, raised or sunken nursery bed for raising timber tree saplings	-	-	-	-
PC15. apply mulch, compost and other recommended material to provide optimum nutrient levels to saplings	-	-	-	-
PC16. sow seeds of the selected species at the recommended depth and mulch and irrigate them immediately after sowing	-	-	-	-
PC17. protect the saplings from adverse weather conditions and strong winds	-	-	-	-
PC18. apply the appropriate fertilizers in the nursery bed at recommended intervals	-	-	-	-
PC19. monitor the sapling regularly for signs of pests and disease and apply the recommended pesticides in an appropriate quantity to maintain their healthy growth	-	-	-	-
PC20. check saplings for signs of maturity and harvest them using the appropriate tools and equipment, ensuring no damage to saplings	-	-	-	-
PC21. maintain the harvested saplings at an recommended temperature and humidity before they are transplanted in the field	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6121
NOS Name	Prepare for timber cultivation and raise saplings
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro-Forestry Management
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N6119: Coordinate with the relevant authorities and SMEs for timber cultivation

Description

This OS unit is about coordinating with the relevant authorities and Subject Matter Experts (SMEs) for timber cultivation.

Scope

The scope covers the following :

- Secure the relevant license/approval
- Coordinate with the relevant institutions
- Register for the relevant programs and schemes

Elements and Performance Criteria

Secure the relevant license/approval

To be competent, the user/individual on the job must be able to:

- PC1.** identify the relevant authority, e.g. forest department or revenue department, to register the timber plantation and take necessary license/approval
- PC2.** carry out the necessary documentation, such as filling in the required forms and submission of relevant documents, following the applicable procedure
- PC3.** follow up with the relevant authority concerning the grant of relevant license/approval and provide the additional information or documents, as required

Register for the relevant programs and schemes

To be competent, the user/individual on the job must be able to:

- PC4.** identify the relevant government programs and schemes that support timber cultivation, e.g. financial support, subsidy, insurance, etc.
- PC5.** coordinate with the relevant authority to register for and avail the benefits of relevant programs and schemes

Coordinate with the relevant institutions

To be competent, the user/individual on the job must be able to:

- PC6.** coordinate with the relevant institutions, e.g. Krishi Vigyan Kendra (KVKs), agricultural universities, and research institutes to get information and guidance on latest timber cultivation practices
- PC7.** follow the advice of the institutes and Subject Matter Experts (SMEs) to obtain quality timber production and resolve any production-related issues
- PC8.** organise regular visits of SMEs from the concerned institutes to identify any interventions required, e.g. nutrient and disease management to ensure the healthy growth and development of timber

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the regulations applicable to timber cultivation and the implications of not complying with them
- KU2.** the necessary licenses and approvals required for timber cultivation, and the relevant authorities to coordinate with for them
- KU3.** the relevant government programs and schemes with the provision of support for timber cultivation
- KU4.** the requirement of registering a timber cultivation enterprise
- KU5.** the applicable documentation requirements and procedures
- KU6.** the importance and benefits of consulting the relevant SMEs

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and schedule tasks for efficient time management
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** take quick decisions to deal with workplace emergencies/ accident
- GS8.** evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Secure the relevant license/approval</i>	10	15	-	9
PC1. identify the relevant authority, e.g. forest department or revenue department, to register the timber plantation and take necessary license/approval	-	-	-	-
PC2. carry out the necessary documentation, such as filling in the required forms and submission of relevant documents, following the applicable procedure	-	-	-	-
PC3. follow up with the relevant authority concerning the grant of relevant license/approval and provide the additional information or documents, as required	-	-	-	-
<i>Register for the relevant programs and schemes</i>	11	11	-	11
PC4. identify the relevant government programs and schemes that support timber cultivation, e.g. financial support, subsidy, insurance, etc.	-	-	-	-
PC5. coordinate with the relevant authority to register for and avail the benefits of relevant programs and schemes	-	-	-	-
<i>Coordinate with the relevant institutions</i>	9	14	-	10
PC6. coordinate with the relevant institutions, e.g. Krishi Vigyan Kendra (KVKs), agricultural universities, and research institutes to get information and guidance on latest timber cultivation practices	-	-	-	-
PC7. follow the advice of the institutes and Subject Matter Experts (SMEs) to obtain quality timber production and resolve any production-related issues	-	-	-	-
PC8. organise regular visits of SMEs from the concerned institutes to identify any interventions required, e.g. nutrient and disease management to ensure the healthy growth and development of timber	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6119
NOS Name	Coordinate with the relevant authorities and SMEs for timber cultivation
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N6117: Carry out planting/sowing of timber plants and seeds

Description

This OS unit is about performing planting or sowing activities according to the selected timber tree varieties in timber plantations.

Scope

The scope covers the following :

- Carry out planting/sowing operations
- Provide the necessary care after planting/sowing

Elements and Performance Criteria

Carry out planting/sowing operations

To be competent, the user/individual on the job must be able to:

- PC1.** arrange appropriate transportation and safely transport the planting material and necessary inputs to the plantation site
- PC2.** prepare the appropriate tools and equipment for the planting operations
- PC3.** select healthy saplings/seeds from stock for plantation/sowing
- PC4.** identify and discard the unfit saplings and seeds
- PC5.** treat the seeds with the recommended fungicide
- PC6.** carry out planting/sowing operations at an appropriate time of the day, i.e. early morning or in the evening to protect saplings from exposure to high temperatures
- PC7.** ensure no damage to the planting material during the planting/sowing operations
- PC8.** sow seeds of selected timber tree species at an appropriate depth
- PC9.** place saplings firmly and correctly in the prepared pits and backfill the pits with topsoil and compost
- PC10.** follow the appropriate planting system, e.g. triangle, rectangular, square, hexagonal planting systems

Provide the necessary care after planting/sowing

To be competent, the user/individual on the job must be able to:

- PC11.** apply the recommended quantity of water to the planted saplings and seeds
- PC12.** install stakes to support the vertical growth of saplings, as required
- PC13.** install windbreaks or grow appropriate trees as windbreaks to protect saplings from strong winds
- PC14.** arrange to protect sapling from birds, stray animals and other such threats

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of selecting healthy planting material

- KU2.** how to treat seeds
- KU3.** the appropriate method to be followed to identify unviable seeds
- KU4.** the importance of following the appropriate time and duration specifications for plantation/sowing
- KU5.** the appropriate precautions to be taken undertaking timber tree planting/sowing operations
- KU6.** different types of planting systems and the appropriate planting systems to be followed to produce timber trees
- KU7.** the use of appropriate equipment and materials required during the operation of plantation/sowing
- KU8.** varied types of fertilizer, pesticides, insecticides and herbicides and the process of applying them
- KU9.** the possible threats to trees at timber plantations and the relevant safety measures to be taken
- KU10.** hazards and risks associated with planting/ sowing operation and how to minimize them
- KU11.** how to determine quality of planting/sowing work

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write work-related notes and records
- GS2.** read the relevant literature to stay updated about the new developments in the field of work
- GS3.** listen attentively to understand the speaker
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks for efficient use of time
- GS6.** coordinate with the co-workers to achieve the work objectives
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out planting/sowing operations</i>	15	22	-	14
PC1. arrange appropriate transportation and safely transport the planting material and necessary inputs to the plantation site	-	-	-	-
PC2. prepare the appropriate tools and equipment for the planting operations	-	-	-	-
PC3. select healthy saplings/seeds from stock for plantation/sowing	-	-	-	-
PC4. identify and discard the unfit saplings and seeds	-	-	-	-
PC5. treat the seeds with the recommended fungicide	-	-	-	-
PC6. carry out planting/sowing operations at an appropriate time of the day, i.e. early morning or in the evening to protect saplings from exposure to high temperatures	-	-	-	-
PC7. ensure no damage to the planting material during the planting/sowing operations	-	-	-	-
PC8. sow seeds of selected timber tree species at an appropriate depth	-	-	-	-
PC9. place saplings firmly and correctly in the prepared pits and backfill the pits with topsoil and compost	-	-	-	-
PC10. follow the appropriate planting system, e.g. triangle, rectangular, square, hexagonal planting systems	-	-	-	-
<i>Provide the necessary care after planting/sowing</i>	15	18	-	16
PC11. apply the recommended quantity of water to the planted saplings and seeds	-	-	-	-
PC12. install stakes to support the vertical growth of saplings, as required	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. install windbreaks or grow appropriate trees as windbreaks to protect saplings from strong winds	-	-	-	-
PC14. arrange to protect sapling from birds, stray animals and other such threats	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6117
NOS Name	Carry out planting/sowing of timber plants and seeds
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N6118: Maintain the timber trees and plantation

Description

This OS unit is about maintaining the timber trees and plantation. It also covers resource optimisation, waste management practices and practicing inclusion at work.

Scope

The scope covers the following :

- Perform nutrient management
- Perform plant protection
- Manage the irrigation process
- Perform weed management
- Carry out pruning, trimming and thinning
- Carry out intercropping
- Perform infrastructural maintenance

Elements and Performance Criteria

Perform nutrient management

To be competent, the user/individual on the job must be able to:

- PC1.** determine the need of applying fertilizers to timber trees species grown and apply the recommended organic/ inorganic fertilizers according to the need
- PC2.** ensure to use inorganic fertilizers in the recommended quantities to avoid any adverse impact on the soil, e.g. high concentration of salts

Perform plant protection

To be competent, the user/individual on the job must be able to:

- PC3.** implement appropriate preventive measures to protect timber trees from the relevant pests and diseases
- PC4.** check the timber trees regularly to identify the signs of pest and disease infestation
- PC5.** sample the tree parts (e.g. branches and leaves) and coordinate with a government-approved laboratory or relevant SMEs to diagnose the type and nature of pest and disease infestation
- PC6.** apply the recommended pesticides and other appropriate treatment to remove timber tree pests and diseases
- PC7.** use the appropriate plant protection equipment as per the manufacturer's instructions to apply pesticides and other treatment
- PC8.** use the appropriate Personal Protective Equipment (PPE) to ensure personal protection while applying pesticides
- PC9.** maintain the record of pesticide use to ensure compliance with the applicable regulations concerning their use
- PC10.** use the natural enemies of common pests for organic pest control
- PC11.** follow the recommended organic disease control methods or a combination organic and inorganic disease control methods for timber plantations

Manage the irrigation process

To be competent, the user/individual on the job must be able to:

- PC12.** select the appropriate irrigation method as per the suitability to the site and selected timber tree species
- PC13.** arrange the required materials and install the irrigation system following the manufacturer's instructions or coordinate with an irrigation system installer for the installation
- PC14.** install the appropriate equipment to automate the irrigation process according to the needs of the selected timber tree species
- PC15.** carry out irrigation with the recommended quantity of water and at appropriate intervals according to the timber tree species grown and the season
- PC16.** follow the appropriate measures to avoid over and under irrigation

Perform weed management

To be competent, the user/individual on the job must be able to:

- PC17.** identify the growth of weeds in the timber plantation
- PC18.** remove weeds from the timber plantation, following the appropriate weed control method, e.g. mechanical, cultural, biological and chemical weed control or a combination of methods, as appropriate

Carry out pruning, trimming and thinning

To be competent, the user/individual on the job must be able to:

- PC19.** identify the need of pruning, trimming and thinning the timber trees
- PC20.** carry out pruning, trimming and thinning using the appropriate manual and mechanical tools and equipment, following the applicable safety measures

Carry out intercropping

To be competent, the user/individual on the job must be able to:

- PC21.** select the appropriate crop varieties for intercropping with timber trees
- PC22.** carry out intercropping with the selected crop varieties to optimally use the available land and soil nutrients

Perform infrastructural maintenance

To be competent, the user/individual on the job must be able to:

- PC23.** conduct regular inspections of the timber plantation to identify the requirement of infrastructure maintenance, e.g. fencing, irrigation system, water channels, etc.
- PC24.** carry out infrastructure maintenance using the appropriate tools, implements and equipment
- PC25.** coordinate with an expert to resolve complex infrastructural maintenance issues
- PC26.** maintain the record of repair and maintenance activities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the Good Agricultural Practices (GAPs) relevant to timber cultivation
- KU2.** ensure that there is no excessive or inadequate irrigation
- KU3.** different methods of Irrigation, e.g. surface, sprinkler, drip/trickle and sub- surface irrigation
- KU4.** the importance of applying the suitable fertilizers in an appropriate quantity to the crop as per the crop's age

- KU5.** the appropriate precautions to be taken while applying fertilizers and pesticides
- KU6.** different methods of applying fertilizers, such as broadcasting, fertigation, placement, etc.
- KU7.** different types of risks to timber trees and how to minimize them
- KU8.** the irrigation water requirement of different species of timber trees in different seasons
- KU9.** the infrastructure repair and maintenance process for timber plantations
- KU10.** the use of relevant plant protection equipment for the application of pesticides
- KU11.** the benefits of using a combination of organic and inorganic fertilizers
- KU12.** the applicable organic methods for pest and disease control in timber plantations
- KU13.** the appropriate preventive measures to be followed to protect timber trees from pests and diseases
- KU14.** the importance of taking help of a government-approved laboratory for pest and disease identification
- KU15.** the signs of pest and disease infestation in timber trees and appropriate remedial measures to be taken
- KU16.** how to carry out weeding, thinning and pruning operations in timber plantations to maintain a healthy growth of plants
- KU17.** the use of appropriate tools and equipment for weeding, thinning and pruning
- KU18.** the applicable weed control practices and methods, such as mechanical, biological, chemical, etc.
- KU19.** the importance of conducting regular inspections of timber plantations
- KU20.** the importance of fulfilling the varying nutrient needs of the crop according to the stages of its growth
- KU21.** the process and benefits of intercropping

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and schedule tasks for efficient time management
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** take quick decisions to deal with workplace emergencies/accidents
- GS8.** evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform nutrient management</i>	3	5	-	3
PC1. determine the need of applying fertilizers to timber trees species grown and apply the recommended organic/ inorganic fertilizers according to the need	-	-	-	-
PC2. ensure to use inorganic fertilizers in the recommended quantities to avoid any adverse impact on the soil, e.g. high concentration of salts	-	-	-	-
<i>Perform plant protection</i>	10	12	-	10
PC3. implement appropriate preventive measures to protect timber trees from the relevant pests and diseases	-	-	-	-
PC4. check the timber trees regularly to identify the signs of pest and disease infestation	-	-	-	-
PC5. sample the tree parts (e.g. branches and leaves) and coordinate with a government-approved laboratory or relevant SMEs to diagnose the type and nature of pest and disease infestation	-	-	-	-
PC6. apply the recommended pesticides and other appropriate treatment to remove timber tree pests and diseases	-	-	-	-
PC7. use the appropriate plant protection equipment as per the manufacturer's instructions to apply pesticides and other treatment	-	-	-	-
PC8. use the appropriate Personal Protective Equipment (PPE) to ensure personal protection while applying pesticides	-	-	-	-
PC9. maintain the record of pesticide use to ensure compliance with the applicable regulations concerning their use	-	-	-	-
PC10. use the natural enemies of common pests for organic pest control	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. follow the recommended organic disease control methods or a combination organic and inorganic disease control methods for timber plantations	-	-	-	-
<i>Manage the irrigation process</i>	6	8	-	6
PC12. select the appropriate irrigation method as per the suitability to the site and selected timber tree species	-	-	-	-
PC13. arrange the required materials and install the irrigation system following the manufacturer's instructions or coordinate with an irrigation system installer for the installation	-	-	-	-
PC14. install the appropriate equipment to automate the irrigation process according to the needs of the selected timber tree species	-	-	-	-
PC15. carry out irrigation with the recommended quantity of water and at appropriate intervals according to the timber tree species grown and the season	-	-	-	-
PC16. follow the appropriate measures to avoid over and under irrigation	-	-	-	-
<i>Perform weed management</i>	2	3	-	2
PC17. identify the growth of weeds in the timber plantation	-	-	-	-
PC18. remove weeds from the timber plantation, following the appropriate weed control method, e.g. mechanical, cultural, biological and chemical weed control or a combination of methods, as appropriate	-	-	-	-
<i>Carry out pruning, trimming and thinning</i>	2	3	-	2
PC19. identify the need of pruning, trimming and thinning the timber trees	-	-	-	-
PC20. carry out pruning, trimming and thinning using the appropriate manual and mechanical tools and equipment, following the applicable safety measures	-	-	-	-
<i>Carry out intercropping</i>	2	3	-	2

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC21. select the appropriate crop varieties for intercropping with timber trees	-	-	-	-
PC22. carry out intercropping with the selected crop varieties to optimally use the available land and soil nutrients	-	-	-	-
<i>Perform infrastructural maintenance</i>	5	6	-	5
PC23. conduct regular inspections of the timber plantation to identify the requirement of infrastructure maintenance, e.g. fencing, irrigation system, water channels, etc.	-	-	-	-
PC24. carry out infrastructure maintenance using the appropriate tools, implements and equipment	-	-	-	-
PC25. coordinate with an expert to resolve complex infrastructural maintenance issues	-	-	-	-
PC26. maintain the record of repair and maintenance activities	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6118
NOS Name	Maintain the timber trees and plantation
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N6120: Harvest, store and market the timber

Description

This OS unit is about harvesting timber safely, storing it under appropriate conditions and marketing it.

Scope

The scope covers the following :

- Harvest the timber
- Store the harvested timber
- Market the timber

Elements and Performance Criteria

Harvest the timber

To be competent, the user/individual on the job must be able to:

- PC1.** check the timber trees to determine their maturity for harvesting
- PC2.** select and mark the mature timber trees for harvesting
- PC3.** prepare the necessary documents and coordinate the relevant authority, e.g. regional forestry office to obtain the necessary approvals for harvesting timber trees
- PC4.** arrange and prepare the appropriate tools and equipment for harvesting timber trees
- PC5.** set up necessary safety signs around the worksite and ensure the presence of a team member on the ground while carrying out timber harvesting
- PC6.** harvest the timber trees following the appropriate harvesting method, e.g. tree-length logging, full-tree logging, cut-to-length logging, with the help of trained personnel
- PC7.** follow the appropriate safety measures while harvesting timber, i.e. the use of relevant PPE and positioning of the support personnel at a safe distance
- PC8.** follow the appropriate safety mechanisms on the mechanical harvesting equipment, such as chainsaw and hedge trimmer

Store the harvested timber

To be competent, the user/individual on the job must be able to:

- PC9.** use the appropriate equipment, e.g. forklift to lift, carry and load the harvested timber to the transport vehicle
- PC10.** select an appropriate storage, ensuring adequate space with dry and pest-free conditions for storing the harvested timber
- PC11.** unload and store the timber in the storage following the appropriate safety measures
- PC12.** ensure to remove any debris from the worksite
- PC13.** store the harvesting tools and equipment safely in a storage
- PC14.** conduct regular inspections at the storage to ensure the quality of stored timber

Market the timber

To be competent, the user/individual on the job must be able to:

- PC15.** assess the quality of timber on the applicable parameters
- PC16.** set the appropriate price of timber to ensure profitability, accounting for all the inputs costs

- PC17.** select the appropriate time to market timber considering its periodical demand
- PC18.** identify the potential buyers and markets for timber and its by-products, such as eMandi, local traders, exporters, etc.
- PC19.** negotiate with the buyers to secure a profitable price for timber
- PC20.** arrange an appropriate mode of transport to ensure safe and timely delivery of timber to the buyer
- PC21.** process the payment using the buyer-preferred e-payment method
- PC22.** maintain the manual and/ or electronic record of sales and payments using the physical registers and/ or the relevant computer application

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** maturity index of different timber tree species
- KU2.** the necessary approvals required from the appropriate authorities before undertaking timber harvesting
- KU3.** the process of harvesting timber and the safe use of relevant tools and equipment
- KU4.** different methods of harvesting timber
- KU5.** the appropriate health and safety precautions to be taken while harvesting timber
- KU6.** the methods of storing of timber and the applicable costs
- KU7.** the storage conditions required for storing timber
- KU8.** how to set the price of agricultural commodities, taking into consideration the applicable costs
- KU9.** different types of buyers of timber
- KU10.** how to perform cost-benefit analysis
- KU11.** the process of marketing timber according to the season
- KU12.** the use of different e-payment methods
- KU13.** the importance and process of maintaining electronic records

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and schedule tasks for efficient time management
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** take quick decisions to deal with workplace emergencies/accidents
- GS8.** evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Harvest the timber</i>	11	14	-	11
PC1. check the timber trees to determine their maturity for harvesting	-	-	-	-
PC2. select and mark the mature timber trees for harvesting	-	-	-	-
PC3. prepare the necessary documents and coordinate the relevant authority, e.g. regional forestry office to obtain the necessary approvals for harvesting timber trees	-	-	-	-
PC4. arrange and prepare the appropriate tools and equipment for harvesting timber trees	-	-	-	-
PC5. set up necessary safety signs around the worksite and ensure the presence of a team member on the ground while carrying out timber harvesting	-	-	-	-
PC6. harvest the timber trees following the appropriate harvesting method, e.g. tree-length logging, full-tree logging, cut-to-length logging, with the help of trained personnel	-	-	-	-
PC7. follow the appropriate safety measures while harvesting timber, i.e. the use of relevant PPE and positioning of the support personnel at a safe distance	-	-	-	-
PC8. follow the appropriate safety mechanisms on the mechanical harvesting equipment, such as chainsaw and hedge trimmer	-	-	-	-
<i>Store the harvested timber</i>	8	12	-	8
PC9. use the appropriate equipment, e.g. forklift to lift, carry and load the harvested timber to the transport vehicle	-	-	-	-
PC10. select an appropriate storage, ensuring adequate space with dry and pest-free conditions for storing the harvested timber	-	-	-	-
PC11. unload and store the timber in the storage following the appropriate safety measures	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. ensure to remove any debris from the worksite	-	-	-	-
PC13. store the harvesting tools and equipment safely in a storage	-	-	-	-
PC14. conduct regular inspections at the storage to ensure the quality of stored timber	-	-	-	-
<i>Market the timber</i>	11	14	-	11
PC15. assess the quality of timber on the applicable parameters	-	-	-	-
PC16. set the appropriate price of timber to ensure profitability, accounting for all the inputs costs	-	-	-	-
PC17. select the appropriate time to market timber considering its periodical demand	-	-	-	-
PC18. identify the potential buyers and markets for timber and its by-products, such as eMandi, local traders, exporters, etc.	-	-	-	-
PC19. negotiate with the buyers to secure a profitable price for timber	-	-	-	-
PC20. arrange an appropriate mode of transport to ensure safe and timely delivery of timber to the buyer	-	-	-	-
PC21. process the payment using the buyer-preferred e-payment method	-	-	-	-
PC22. maintain the manual and/ or electronic record of sales and payments using the physical registers and/ or the relevant computer application	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6120
NOS Name	Harvest, store and market the timber
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N9903: Maintain health and safety at the workplace

Description

This OS is about maintaining health and safety of self and other co-workers at the workplace

Scope

The scope covers the following :

- Maintain personal hygiene
- Maintain clean and safe workplace
- Administer appropriate emergency procedures

Elements and Performance Criteria

Maintain personal hygiene

To be competent, the user/individual on the job must be able to:

- PC1.** wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals
- PC2.** wash the worn clothes with soap and sun dry before use next time
- PC3.** ensure the face is covered with mask or three layers of cloth-piece
- PC4.** follow the workplace sanitization norms including distancing from sick people

Maintain clean and safe workplace

To be competent, the user/individual on the job must be able to:

- PC5.** carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor
- PC6.** wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy
- PC7.** follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards
- PC8.** assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices
- PC9.** sanitize equipment, tools and machinery before and after use
- PC10.** use equipment and materials safely and correctly and return the same to designated storage after use
- PC11.** dispose waste safely and correctly in the designated area
- PC12.** recognize risks to bystanders and take required action to reduce the risks
- PC13.** work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed
- PC14.** report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger
- PC15.** follow government / workplace advisories incase of outbreak of any disease/disaster

Administer appropriate emergency procedures

To be competent, the user/individual on the job must be able to:

- PC16.** follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements
- PC17.** use emergency equipment in accordance with manufacturer's specifications and workplace requirements
- PC18.** provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques
- PC19.** recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate
- PC20.** report details of first aid administered in accordance with workplace procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies, and procedures at work
- KU2.** relevant health and safety requirements applicable to the work environment
- KU3.** own job role and responsibilities and sources of information pertaining to work
- KU4.** who to approach for support in order to obtain work related information, clarifications and support
- KU5.** importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
- KU6.** personal hygiene and fitness requirement
- KU7.** importance of sanitization of the workplace
- KU8.** types of Personal Protective Equipment (PPE) required at the workplace and their importance
- KU9.** the correct and safe way to use materials and equipment required for the work
- KU10.** the importance of good housekeeping at the workplace
- KU11.** safe waste disposal methods
- KU12.** methods for minimizing environmental damage during work
- KU13.** the risks to health and safety including contagious diseases and the measures to be taken to control those risks in the area of work
- KU14.** workplace procedures and requirements for the prevention and treatment of workplace injuries/illnesses.
- KU15.** basic emergency first aid procedure
- KU16.** local emergency services
- KU17.** why accidents, incidents and problems should be reported and the appropriate actions to be taken

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** record the data as per the requirement
- GS2.** report problems to the appropriate personnel in a timely manner
- GS3.** read instruction manual for hand tool and equipments

- GS4.** communicate clearly and effectively with co-workers, and other stakeholders
- GS5.** comprehend information shared by senior people and experts
- GS6.** make decisions pertaining to personal hygiene and safety
- GS7.** schedule daily activities and draw up priorities
- GS8.** manage relationships with co-workers, manager and other stakeholders
- GS9.** assess situation and identify appropriate control measures

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain personal hygiene</i>	10	5	-	10
PC1. wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals	-	-	-	-
PC2. wash the worn clothes with soap and sun dry before use next time	-	-	-	-
PC3. ensure the face is covered with mask or three layers of cloth-piece	-	-	-	-
PC4. follow the workplace sanitization norms including distancing from sick people	-	-	-	-
<i>Maintain clean and safe workplace</i>	15	15	-	15
PC5. carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor	-	-	-	-
PC6. wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy	-	-	-	-
PC7. follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards	-	-	-	-
PC8. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices	-	-	-	-
PC9. sanitize equipment, tools and machinery before and after use	-	-	-	-
PC10. use equipment and materials safely and correctly and return the same to designated storage after use	-	-	-	-
PC11. dispose waste safely and correctly in the designated area	-	-	-	-
PC12. recognize risks to bystanders and take required action to reduce the risks	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed	-	-	-	-
PC14. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger	-	-	-	-
PC15. follow government / workplace advisories incase of outbreak of any disease/disaster	-	-	-	-
<i>Administer appropriate emergency procedures</i>	15	5	-	10
PC16. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements	-	-	-	-
PC17. use emergency equipment in accordance with manufacturer's specifications and workplace requirements	-	-	-	-
PC18. provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques	-	-	-	-
PC19. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate	-	-	-	-
PC20. report details of first aid administered in accordance with workplace procedures	-	-	-	-
NOS Total	40	25	-	35

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9903
NOS Name	Maintain health and safety at the workplace
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	4.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.
- PC28.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

- PC29.** create a professional Curriculum vitae (Résumé)
- PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC31.** apply to identified job openings using offline /online methods as per requirement
- PC32.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- KU2.** various constitutional and personal values
- KU3.** different environmentally sustainable practices and their importance
- KU4.** Twenty first (21st) century skills and their importance
- KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services
- KU11.** how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.
- KU16.** how to identify business opportunities
- KU17.** types and needs of customers
- KU18.** how to apply for a job and prepare for an interview
- KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and write different types of documents/instructions/correspondence
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode

- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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 these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N6121.Prepare for timber cultivation and raise saplings	30	40	0	30	100	20
AGR/N6119.Coordinate with the relevant authorities and SMEs for timber cultivation	30	40	0	30	100	20
AGR/N6117.Carry out planting/sowing of timber plants and seeds	30	40	0	30	100	15
AGR/N6118.Maintain the timber trees and plantation	30	40	0	30	100	20
AGR/N6120.Harvest, store and market the timber	30	40	0	30	100	15
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
Total	210	255	-	185	650	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment

Glossary

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.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	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 (KU)	Knowledge and Understanding (KU) 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.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) 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.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.