

NSQF QUALIFICATION FILE

approved in the 28th NSQC Meeting – NCVET – 29th March 2023

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Agriculture Skill Council of India (ASCI)

6th floor, GNG Building, Plot No – 10, Sector- 44, Gurugram,
Haryana – 122004

Qualification Code

QG-03-AG-00381-2023-V1-ASCI

Name and contact details of individual dealing with the submission

Name: Ms Priyanka Prakash

Position in the organisation: Senior Manager – Standards & QA

Address, if different from above

Tel number(s): 0124 – 4670029/ 4814673/ 4814659

E-mail address: priyanka@asci-india.com

List of documents submitted in support of the Qualifications File

1. Qualifications Pack – Annexure 1
2. Model Curriculum – Annexure 2
3. Industry Validations- Annexure 3

Model Curriculum to be added which will include the following:

- Indicative list of tools/equipment to conduct the training
- Trainers qualification
- Lesson Plan
- Distribution of training duration into theory/practical/OJT component

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SUMMARY

1	Qualification Title	Water Resource Assistant
2	Qualification Code, if any	AGR/Q6607, v2.0
3	NCO code and occupation	NCO-2015/NIL, Watershed Management
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Nature of the qualification- a Qualification Pack (QP) The individual will be responsible for maintaining the accounting and administrative records of the water resource committee and other village institutions.
5	Body/bodies which will award the qualification	Agriculture Skill Council of India (ASCI)
6	Body which will accredit providers to offer courses leading to the qualification	Agriculture Skill Council of India (ASCI)
7	Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy)	Yes (Annexure 3)
8	Occupation(s) to which the qualification gives access	Watershed Management
9	Job description of the occupation	A Water Resource Assistant is responsible for maintaining the accounting and administrative records of the water resource committee and other village institutions. The individual assists in planning and implementing different water resource development intervention
10	Licensing requirements	NA
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	NA
12	Level of the qualification in the NSQF	Level 3
13	Anticipated volume of training/learning required to complete the qualification	Minimum Duration: 270 Hours Maximum Duration: 330 Hours Compulsory Modules: 240 Hours (Theory: 90 Hours, Practical: 120 Hours, ES: 30 Hours, Elective: 30) Three Elective Module each of 30 Hours (Theory: 10 Hours & Practical: 20 Hours)
14	Indicative list of training tools required to deliver	Attached herewith

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	this qualification			
15	Entry requirements and/or recommendations and minimum age	Grade 10 OR 8th grade pass with 2 years of relevant experience OR Grade 8 pass and pursuing continuous schooling in regular school with vocational subject OR Previous relevant qualification of NSQF Level 2 with 1 year of relevant experience OR Previous relevant qualification of NSQF Level 2.5 with 6 months of relevant experience 18 Years		
16	Progression from the qualification (Please show Professional and academic progression)	Para Geohydrologist (NSQF Level 4)		
17	Arrangements for the Recognition of Prior learning (RPL)	RPL assessment will be as per normal ASCI assessment process. (ASCI recognizes that there may be candidates who have prior learning experience in the Agriculture Sector and are desirous of being certified. Such candidates can apply to ASCI for testing and certification of their skills. Training Partners will be responsible for identifying and		
18	International comparability where known (research evidence to be provided)	Not done as yet		
19	Date of planned review of the qualification.	3 years post NSQC Approval		
20	Formal structure of the qualification Mandatory components			
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)		Level
		Theory	Practical	
(i)	Introduction (Bridge Module)	05	00	
(ii)	AGR/N6630: Collect and manage the relevant data for water resource planning and implementation	10	15	3
(iii)	AGR/N6631: Assist in planning and implementation of water resources	15	45	3
(iv)	AGR/N6623: Maintain the book of accounts	45	15	3

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(v)	AGR/N6624: Assist in ensuring appropriate office and administrative setup	10	20	3
(vi)	AGR/N9903: Maintain health and safety at the workplace	05	25	4
(vii)	DGT/VSQ/N0101: Employability Skills (30 Hours)	30	00	2
Sub Total (A)		120	120	
Elective Components				
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)		Level
		Theory	Practical	
(vi)	Elective 1: Watershed AGR/N6632: Assist in planning and implementing watershed programs	10	20	3
(vii)	Elective 2: Springshed AGR/N6633: Assist in planning and implementing springshed programs	10	20	3
(viii)	Elective 3: Groundwater AGR/N6634: Assist in planning and implementing groundwater programs	10	20	3
Sub Total (B)		30	60	
Total (A+B)		150	180	

SECTION 1
ASSESSMENT

21	<p>Body/Bodies which will carry out assessment:</p> <p>ASCI affiliated assessment bodies.</p> <ol style="list-style-type: none">1. SHL India (Pvt.) Ltd2. Trendsetters Skill Assessors Pvt Ltd3. Mercer-Mettl4. SP Institute of Workforce Development (SPIWD)5. MSAG SI LLP <p>More Assessment Agencies are being empanelled to cover wider geographical area</p>
22	<p>How will RPL assessment be managed and who will carry it out?</p> <p>RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack and will be carried out as per normal ASCI assessment process. The Training Partner or any other authority as prescribed by the Steering Committee will identify and counsel candidates eligible for RPL through mobilization camps and advertisements. The mobilized candidates can be counselled, oriented about the standardized NSQF framework and basis their existing competency will be mapped against the suitable level of the concerned Job role for assessments. The candidates enrolled will be assessed by the Assessment Agency affiliated with the Sector Skill Council on the basis of assessment criteria decided by Sector Skill Council (SSC). The candidate will need to pass in the minimum assessment criteria of a particular QP decided by the SSC. Successfully assessed candidates with a valid Aadhaar or alternate ID (as per process) will be eligible for QP-NOS based Certification.</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>A robust technology enabled assessment methodology has been designed keeping in mind the geographical/Physical constraints and target segment which assess a trainee's knowledge and skill set through three methods:</p> <ol style="list-style-type: none">a. An offline Tablet based test through the use of Multiple Choice Text and Picture based questions in vernacular languagesb. Actual demonstration on the fieldc. Viva <p>ASCI's assessment strategy:</p> <ul style="list-style-type: none">● Question sets are developed as per the weightage of each NOS of the Qualification Pack.● Assessment criteria for each Qualification Pack developed, in which

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	<p>each Performance criteria (PC) assigned marks based on NOS</p> <ul style="list-style-type: none">• Question Bank is developed to assess the theoretical and practical knowledge. To ensure the quality, each trainees get different set of question• Empanelment of subject matter expert as assessor primarily from the Industry to assess trainee specifically on practical skills as per Industry demands <p>Assessments are preferably conducted on tablets or pen or papers in regional languages according to the requirement.</p>
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Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e. Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component:

Outcomes to be assessed/ NOSs to be assessed	Assessment criteria for the outcome

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Means of assessment 1
Pass/Fail

NSQC Approved

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Job Role: Water Resource Assistant

Qualification Pack: AGR/Q6607, v2.0

Sector Skill Council: Agriculture Skill Council of India

Assessment Guidelines:

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

In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
AGR/N6630: Collect and manage the relevant data for water resource planning and implementation				
<i>Undertake data collection</i>	14	19	-	14
PC1. collect the relevant data for water resource management, such as types of land and area, cropping pattern, irrigated land area, type of cropping, well data, rain gauge data, etc.	-	-	-	-
PC2. collect the demographic, socio-economic and gender aspects, and beneficiary census data	-	-	-	-
PC3. follow different approaches for data collection, such as collecting it through community meetings, interactions with stakeholders, transact walk, and visiting government offices and websites	-	-	-	-

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PC4. use the appropriate template and format for data collection as per the program's needs	-	-	-	-
<i>Manage the collected data</i>	16	21	-	16
PC5. enter the collected data into the Management Information System (MIS) and manage it, coordinating with the persons/agencies engaged	-	-	-	-
PC6. extract the data summaries using MIS	-	-	-	-
PC7. update the data regularly and apprise the relevant authority	-	-	-	-
PC8. assist in ensuring the safe storage of data with appropriate access control to prevent unauthorized access	-	-	-	-
PC9. maintain electronic data backup to protect against accidental loss of data	-	-	-	-
NOS Total	30	40	-	30
AGR/N6631: Assist in planning and implementation of water resources				
<i>Assist in conducting the field survey</i>	5	7	-	5
PC1. assist in taking the relevant specifications and measurements in the field using the relevant tools such as measuring tape and compass	-	-	-	-
PC2. assist in layout marking in the field	-	-	-	-
PC3. assist in maintaining the accurate records of field measurements and observations	-	-	-	-
<i>Assist in mobilizing the community</i>	11	14	-	11
PC4. assist in creating awareness among the community concerning water resource projects	-	-	-	-
PC5. assist in making appropriate arrangements for community meetings, such as seating arrangement, relevant literature, stationery, refreshments, etc.	-	-	-	-
PC6. assist in organizing community meetings for the Water Committee (WC) and other village institutions and presenting the relevant data to the community members	-	-	-	-
PC7. assist in conducting Participatory Rural Appraisal (PRA)/ Rapid Rural Appraisal (RRA) with the community	-	-	-	-
PC8. assist in organizing community for WC, SHGs and PA	-	-	-	-

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PC9. assist in conducting capacity-building exercises for the community	-	-	-	-
PC10. assist in taking feedback from the community members concerning the relevant water resource projects, following the appropriate mechanism	-	-	-	-
<i>Assist in arranging labour</i>	5	7	-	5
PC11. determine the labour requirements for water resource development projects through coordination with the relevant personnel	-	-	-	-
PC12. mobilize labourers according to the project requirements	-	-	-	-
PC13. assist in maintaining records concerning the work completed by labourers and preparing the payment sheet	-	-	-	-
<i>Manage logistics for training and workshops</i>	9	12	-	9
PC14. select an appropriate venue and time for training and workshops to ensure maximum participation	-	-	-	-
PC15. ensure the availability of an appropriate facility with the required seating capacity and health and safety arrangements	-	-	-	-
PC16. arrange the appropriate tools, equipment and aids for training and workshops, e.g. audio- visual aids, stationery, relevant literature, refreshments, etc.	-	-	-	-
PC17. coordinate with the relevant authorities to get necessary approvals for training and workshops	-	-	-	-
NOS Total	30	40	-	30
AGR/N6623: Maintain the book of accounts				
<i>Assist in opening a bank account for the project</i>	10	13	-	11
PC1. determine the requirement of relevant documents for opening an appropriate type of bank account for the project	-	-	-	-
PC2. assist in collecting and preparing the required documents for opening a bank account, taking the necessary approvals from the relevant personnel	-	-	-	-
PC3. assist in opening a bank account for the project through coordination with the relevant personnel and bank official	-	-	-	-

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PC4. ensure to collect the appropriate documents from the bank, such as the bank passbook, cheque book, terms and conditions document, etc.	-	-	-	-
<i>Assist in maintaining the bank account records</i>	9	12	-	9
PC5. assist in maintaining the accurate record of debits and credit into the water resource project's bank account and the cashbook	-	-	-	-
PC6. maintain the record of issued and received banking instruments	-	-	-	-
PC7. ensure regular updates in the water resource project's bank account passbook	-	-	-	-
<i>Assist in maintaining the books of accounts</i>	11	15	-	10
PC8. assist in checking the accuracy of bills, invoices, purchase orders, vouchers and receipts	-	-	-	-
PC9. assist in maintaining the accounting documents/records in safe storage, maintaining the digital copies and backup also	-	-	-	-
PC10. prepare bank cheques and other bank instruments and present them to the authorized signatories	-	-	-	-
PC11. assist in updating and maintaining the accounting journals, cash book, ledgers and other records detailing financial transactions (e.g., disbursements, expense vouchers, receipts, accounts payable)	-	-	-	-
PC12. assist in entering the accounting data into the computerized system, if available	-	-	-	-
PC13. assist in compiling data and preparing a variety of reports	-	-	-	-
PC14. assist in the reconciliation of records with the Project Implementation Agency (PIA) accountant				
PC15. assist in conducting annual audits following the existing auditing arrangements				
NOS Total	30	40	-	30
AGR/N6624: Assist in ensuring appropriate office and administrative setup				
<i>Assist in ensuring the office setup and management</i>	12	25	-	16
PC1. maintain the office setup and decorum	-	-	-	-

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PC2. assist in ensuring compliance with the instructions of WC, Self-help Group (SHGs) and PIA	-	-	-	-
PC3. assist in preparing and distributing the correspondence memos and letters	-	-	-	-
PC4. ensure adequate stock of office supplies, such as the stationery	-	-	-	-
<i>Assist in ensuring administrative records and legal compliances are maintained</i>	18	15	-	14
PC5. maintain the administrative records, such as the attendance book, leave and other relevant records for the staff of WC and other village institutions	-	-	-	-
PC6. maintain the filing system for the administrative records	-	-	-	-
PC7. assist in preparing the WC records and reports for legal compliance of Project Fund (PF), Professional Tax (PT), charity commissioner and PIA/funding agency	-	-	-	-
PC8. maintain and update the proceeding books of WC and other village institutions	-	-	-	-
PC9. support the relevant PIA representative in presenting the relevant reports to the concerned authority	-	-	-	-
NOS Total	30	40	-	30
AGR/N9903: Maintain health and safety at the workplace				
<i>Maintain personal hygiene</i>	10	5	-	10
PC1. wash hands, legs and face with soap/alcohol-based sanitiser at reasonable intervals	-	-	-	-
PC2. wash the worn clothes with soap and sun-dry before use next time	-	-	-	-
PC3. ensure the face is covered with a mask or three layers of cloth-piece	-	-	-	-
PC4. follow the workplace sanitization norms including distancing from sick people	-	-	-	-
<i>Maintain a 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	-	-	-	-

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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 the required action to reduce the risks	-	-	-	-
PC13. work in a manner that minimises 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	-	-	-	-
PC15. follow government / workplace advisories in case 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 the emergency, as per the workplace requirements	-	-	-	-
PC17. use emergency equipment in accordance with the manufacturer's specifications and workplace requirements	-	-	-	-
PC18. report provided 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
AGR/N6632: Assist in planning and implementing watershed programs				

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<i>Assist in data collecting the necessary data</i>	9	12	-	8
PC1. assist in collecting the relevant data for watershed planning and implementation	-	-	-	-
PC2. assist in determining the present and proposed land use	-	-	-	-
PC3. assist in identifying the watershed using the toposheet	-	-	-	-
PC4. assist in layout marking and taking measurements in the field	-	-	-	-
<i>Assist in mobilizing the community for watershed projects</i>	7	11	-	9
PC5. assist in creating awareness among the target audience about the watershed projects by arranging community meetings	-	-	-	-
PC6. assist in mobilizing the community, encouraging them to take up watershed project interventions	-	-	-	-
PC7. assist in mobilizing the land owners to participate in planning the use of resources and soil conservation treatments	-	-	-	-
PC8. assist in registering village water committees, Water User Associations (WUAs), Water User Groups (WUGs), village watershed committees, watershed project management committees, etc.	-	-	-	-
<i>Assist in planning the watershed projects</i>	7	9	-	7
PC9. assist in planning area treatment, drainage line treatment, etc.	-	-	-	-
PC10. assist in evaluating the agriculture, livestock and other agri-allied activities in the regions	-	-	-	-
PC11. assist in estimating the applicable costs for the implementation and management of watershed projects	-	-	-	-
<i>Assist in the implementation of watershed projects</i>	7	8	-	6
PC12. assist in arranging labourers for the implementation of watershed projects	-	-	-	-
PC13. assist in implementing the watershed project components through user groups and watershed project management committees	-	-	-	-
PC14. assist in the construction of Water Harvesting Structures (WHS)	-	-	-	-

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PC15. assist in organizing capacity-building exercises for the watershed community institutions	-	-	-	-
PC16. assist in maintaining the relevant records, such as labourer attendance and payment data	-	-	-	-
NOS Total	30	40	-	30
AGR/N6633: Assist in planning and implementing springshed programs				
<i>Assist in data collecting the necessary data</i>	7	9	-	8
PC1. assist in collecting the relevant data for springshed planning and implementation, such as spring discharge, spring catchment, seasonality, land use, land cover, drinking water, demographic dependence, etc.	-	-	-	-
PC2. assist in determining the geographical location of springs, command area under spring, cropping patterns, etc.	-	-	-	-
PC3. assist in identifying the sources of springs and diagnosing the issues impacting their discharge	-	-	-	-
PC4. assist in determining the spring discharge and its water quality	-	-	-	-
PC5. assist in determining the impact of climate change on catchments and reduction of discharge from the springs	-	-	-	-
<i>Assist in mobilizing the community for springshed projects</i>	9	10	-	8
PC6. assist in creating awareness among the target audience about the springshed projects by arranging community meetings	-	-	-	-
PC7. assist in mobilizing the community, encouraging them to take up springshed project interventions	-	-	-	-
PC8. assist in registering the springshed water management committees, village water committees, village-level institutions, etc.	-	-	-	-
<i>Assist in planning the springshed projects</i>	6	8	-	7
PC9. assist in identifying and prioritizing the critical springs for revival based on the needs of communities	-	-	-	-
PC10. assist in undertaking social and technical feasibility surveys to assess the possibility of undertaking the initiative	-	-	-	-
PC11. assist in preparing the Detailed Work Plans (DWPs)	-	-	-	-

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PC12. assist in carrying out seasonal water budgeting of spring water for different uses	-	-	-	-
PC13. assist in preparing the Village Water Security Plans (VWSPs) using participatory water budget assessments	-	-	-	-
<i>Assist in the implementation of springshed projects</i>	8	13	-	7
PC14. assist in arranging labourers for the implementation of springshed projects	-	-	-	-
PC15. assist in implementing the springshed project components through user groups and springshed project management committees	-	-	-	-
PC16. assist in identifying the potential recharge areas and propose appropriate measures for optimal recharge and reduced soil erosion	-	-	-	-
PC17. assist in reviving and conserving springs and undertaking appropriate recharge interventions	-	-	-	-
PC18. assist in organizing capacity-building exercises for the springshed community institutions	-	-	-	-
PC19. assist in maintaining the relevant records, such as labourer attendance and payment data	-	-	-	-
NOS Total	30	40	-	30
AGR/N6634: Assist in planning and implementing groundwater programs				
<i>Assist in data collecting the necessary data</i>	9	9	-	8
PC1. assist in collecting the relevant data for groundwater planning and implementation, such as well monitoring, rock type, soil, well discharge, water table, water quality, etc.	-	-	-	-
PC2. assist in data collection, mapping, and analysis	-	-	-	-
PC3. assist in quantifying the groundwater discharge	-	-	-	-
PC4. assist in using the baseline data collection methods for different parameters	-	-	-	-
<i>Assist in mobilizing the community for groundwater projects</i>	8	10	-	7
PC5. assist in creating awareness among the target audience about the groundwater projects by arranging community meetings	-	-	-	-

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PC6. assist in mobilizing the community, encouraging them to take up groundwater project interventions	-	-	-	-
PC7. assist in undertaking the appropriate Participatory Rural Appraisal (PRA), such as the mapping of aquifers, wells, borewells, crop fields, etc.	-	-	-	-
PC8. assist in registering the groundwater management committee, User Associations (WUA), Farmer Groups, Village Level Institutions (VLI), etc.	-	-	-	-
PC9. assist in identifying the need for new interventions and technologies through exposures visits				
<i>Assist in planning the groundwater projects</i>	7	9	-	6
PC10. assist in using the relevant maps for planning groundwater projects	-	-	-	-
PC11. assist in the preparing the Water Security Plan (WSP)	-	-	-	-
PC12. assist in performing crop water budgeting	-	-	-	-
PC13. assist in developing appropriate treatment interventions in the catchment and command areas, and their financial budgeting	-	-	-	-
PC14. assist in undertaking social and technical feasibility surveys to assess the possibility of undertaking the initiative	-	-	-	-
<i>Assist in the implementation of groundwater projects</i>	6	12	-	9
PC15. assist in arranging labourers for the implementation of springshed projects	-	-	-	-
PC16. assist in implementing the groundwater project components through user groups and groundwater project management committees	-	-	-	-
PC17. assist in undertaking interventions for water harvesting or storage, e.g. rooftop rainwater harvesting, weirs, stop dams, cement check dams, minor irrigation tanks, etc.	-	-	-	-
PC18. assist in undertaking appropriate interventions for water supply, e.g. canals, lift irrigation schemes, community lifts schemes, drinking water supply systems, etc.	-	-	-	-

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PC19. assist in promoting the best practices for water conservation, such as micro-irrigation systems, mulching, application of Farm Yard Manure (FYM) or organic matter, grey water reuse, cultivation of crop varieties with low water requirement, etc.	-	-	-	-
PC20. assist in undertaking community-contributed operations and asset maintenance activities, e.g. repairs, de-siltation, restoration etc.	-	-	-	-
PC21. assist in incorporating the water security plan at the regional level	-	-	-	-
PC22. assist in organizing capacity-building exercises for the watershed community institutions	-	-	-	-
PC23. assist in maintaining the relevant records, such as labourer attendance and payment data	-	-	-	-
NOS Total	30	40	-	30
DGT/VSQ/N0101: Employability Skills – NOS (30 hours)				
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-

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PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately.	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply.	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

NSQF QUALIFICATION FILE

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SECTION 2 EVIDENCE OF LEVEL

OPTION B

Title/ Name of qualification/ component: Water Resource Assistant			Level: 3
NSQF Domain	NSQF Domain	NSQF Domain	NSQF Domain
Process	<ul style="list-style-type: none">• Process of collecting and manage the relevant data for water resource planning and implementation• Process assisting in planning and implementation of water resources• Process of maintaining the book of accounts• Process of assisting in ensuring appropriate office and administrative setup• Process of following the appropriate finance management and digital practices• Process of using resources optimally and perform waste and logistics management• Process of following inclusive practices at work• Process of maintaining health and safety at the workplace• Process of assisting in planning and implementing watershed programs• Process of assisting in planning and implementing springshed programs• Process of assisting in planning and implementing groundwater programs	A Water Resource Assistant is responsible for maintaining the accounting and administrative records of the water resource committee and other village institutions. The individual assists in planning and implementing different water resource development intervention.	3

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Professional knowledge	<ul style="list-style-type: none">• Understand the appropriate templates and formats for data collection.• Understand the process of collecting and entering data in MIS.• Know how to mobilize the community for the planning and development of water resources.• Know how to mobilize the labourers for water resource development projects• Understand the benefits and methods of rooftop and rainwater harvesting• Understand the accounting and general mathematical concepts• Know the importance of reviewing and auditing account records• Understand the organization's standard operating procedures for dealing with any legal requirements• Know the basic mathematical concepts• Know the basic knowledge of computer and software• Understand the applicable legal compliance procedures	The job holder is expected to have knowledge of appropriate templates and formats for data collection, collecting and entering data in MIS, the basic mathematical concepts and maintaining the accounting and administrative records of the water resource committee and other village institutions.	3
Professional skill	<ul style="list-style-type: none">• Collect the relevant data for water resource management• Collect the demographic, socio-economic and gender aspects, and beneficiary census data• Extract the data summaries using MIS• Mobilize labourers according to the project requirements	The job holder is expected to extracting the data summaries using MIS, mobilizing labourers according to the project requirements, maintaining and updating the proceeding books of WC and other village institutions, setting up the computer and relevant peripherals and assisting in planning and implementing different water resource development intervention.	3

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	<ul style="list-style-type: none">• Determine the requirement of relevant documents for opening an appropriate type of bank account for the project• Maintain the record of issued and received banking instruments• Ensure regular updates in the water resource project's bank account passbook• Maintain the administrative records• Maintain the filing system for the administrative records• Maintain and update the proceeding books of WC and other village institutions• Set up the computer and relevant peripherals		
Core Skills	<ul style="list-style-type: none">• Collecting, analyzing and managing data• Assisting in opening a bank account for the water resource project and maintaining the bank account records and books of accounts.• Providing office and administrative support to ensure the efficient operation of the water committee office.• Following the appropriate financial management and digital practices• Using resources optimally and performing waste and logistics management• Following appropriate practices at work to ensure an inclusive environment for Persons with Disabilities (PwD) and all genders• Maintaining health and safety of self and other co-workers at the workplace• Assisting in the planning and implementation of watershed programs	The job holder is expected to assisting in opening a bank account for the water resource project and maintaining the bank account records and books of accounts, providing office and administrative support to ensure the efficient operation of the water committee office, following the appropriate financial management and digital practices	3

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	<ul style="list-style-type: none">● Assisting in the planning and implementation of springshed programs● Assisting in planning and implementing groundwater programs		
Responsibility	<p>The Individual Will Responsible for below mention activities:</p> <ul style="list-style-type: none">● Undertake data collection● Manage the collected data● Assist in conducting the field survey● Assist in mobilizing the community● Assist in arranging labour● Assist in opening a bank account for the project● Assist in maintaining the bank account records● Assist in maintaining the book of accounts● Assist in ensuring the office setup and management● Assist in ensuring administrative records and legal compliances are maintained● Follow the financial management practices● Follow the digital practices● Use resources optimally● Perform waste management● Manage logistics for training and workshops● Follow PwD inclusive practices● Follow gender-sensitive practices● Maintain personal hygiene● Maintain clean and safe workplace● Administer appropriate emergency	<p>A Water Resource Assistant is responsible for maintaining the accounting and administrative records of the water resource committee and other village institutions. The individual assists in planning and implementing different water resource development intervention.</p>	3

NSQF QUALIFICATION FILE

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	<p>procedures</p> <ul style="list-style-type: none">● Assist in collecting the necessary data● Assist in mobilizing the community for watershed projects● Assist in planning the watershed projects● Assist in the implementation of watershed projects● Assist in collecting the necessary data● Assist in mobilizing the community for springshed projects● Assist in planning the springshed projects● Assist in the implementation of springshed projects● Assist in collecting the necessary data● Assist in mobilizing the community for springshed projects● Assist in planning the springshed projects● Assist in the implementation of springshed projects		
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SECTION 3**EVIDENCE OF NEED**

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?
Basis	
Need of the qualification	<p>While collecting data from the companies for the occupational map, we also took feedback from industry, training institutions which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the industry feels they face. Governing council of ASCI and Occupational Standards Committee which comprises of experts & senior leaders gave final approval and endorsement for the same.</p> <p>The Department of Land Resources, Ministry of Rural Development is implementing the Integrated Watershed Development Programme (IWMP) from 2009-10 with an objective to cover 55 million hectare of rain fed land by 2027. The program is being implemented in all the states of the country. The programme is financed by central and state government in the ratio of 90:10. The IWMP is the second largest watershed programme in the world after China. Watershed management helps to control pollution of the water and other natural resources in the watershed. Haryali is a watershed development project sponsored by the Central Government which aims at enabling the rural population to conserve water for drinking, irrigation, fisheries and afforestation. The Project is being executed by Gram Panchayats with people's participation.</p> <p>Employment opportunities for the community members are increased with better wage earnings in construction work during pre-watershed and engagement in the agricultural field during post watershed programmes.</p> <p>The overall attributes of the watershed development approach, by and large, are three-fold, viz. promoting economic development of the rural area, employment generation, and restoring ecological balance.</p> <p>Agriculture is the largest sector for employment in India.</p>
Industry Relevance	Foundation for Ecological Security, Arghyam, Water for People India, Meghalaya Basin Management Agency, Directorate of Soil Conservation & Watershed Development, Department of Agriculture & Farmers' Empowerment, Government of Odisha, Prof (Dr) Uday Shankar Saha (Watershed Expert)

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Usage of the qualification	<p>An NSQF aligned training to the persons involved in grooming of Water Resource Assistant shall provide opportunities to the incumbents for horizontal and vertical career progression. Competency-based training shall imbibe professionalism in the job-role. Being an important and ever-expanding job, the job-role of Water Resource Assistant may well be included in the vocational education stream of school education.</p> <p>An industry-determined specification of performance, sets out the skills, knowledge and attitudes required to operate effectively in employment.</p> <p>For employers, the Water Resource Assistant Qualification standards offer:</p> <ul style="list-style-type: none">• a means of assessing occupational competence objectively, including knowledge and understanding of the subject• a guide for job descriptions and recruitment requirements• a basis for staff appraisals• a systematic approach to analyzing training needs• an opportunity to improve overall company performance by developing a better-trained, better-equipped and more effective workforce. <p>To employees and freelancers, the Water Resource Assistant Qualification standards provide:</p> <ul style="list-style-type: none">• a means for recognizing ability• a means for determining gaps in knowledge, experience and skills• an objective process for identifying training needs• performance indicators and a guide to effectiveness and efficiency. <p>One of the most valuable uses of the occupational standards is in the assessment of a person's performance within a particular job. Because the standards are based on the industry's requirements for ability, skills and knowledge, they provide an objective and directly relevant measure for employers and employees alike.</p>											
	The Qualification Pack shall also be helpful in conducting Recognition of Prior Learning of the Water Resource Assistant											
Estimated uptake	<table><tr><th>QP/Job Role Name</th><th>"States where Demand exist</th><th>"District where Demand exist</th><th>Projections for the next 3 years</th></tr><tr><td>Water Resource Assistant</td><td>PAN INDIA</td><td>Various Districts</td><td>3000</td></tr></table>				QP/Job Role Name	"States where Demand exist	"District where Demand exist	Projections for the next 3 years	Water Resource Assistant	PAN INDIA	Various Districts	3000
QP/Job Role Name	"States where Demand exist	"District where Demand exist	Projections for the next 3 years									
Water Resource Assistant	PAN INDIA	Various Districts	3000									

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27	Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences In Progress
28	What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification This is the revised version of the already NSQC approved QP. The revision has been undertaken as the QP is going to expire soon.
29	What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here Any institution or individual is welcome to send the feedback, which is recorded and considered during next review cycle. Communication will be sent for any feedback to all the main stakeholders/users one month prior to the review of the qualifications pack. A formal review is scheduled in three years.

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information

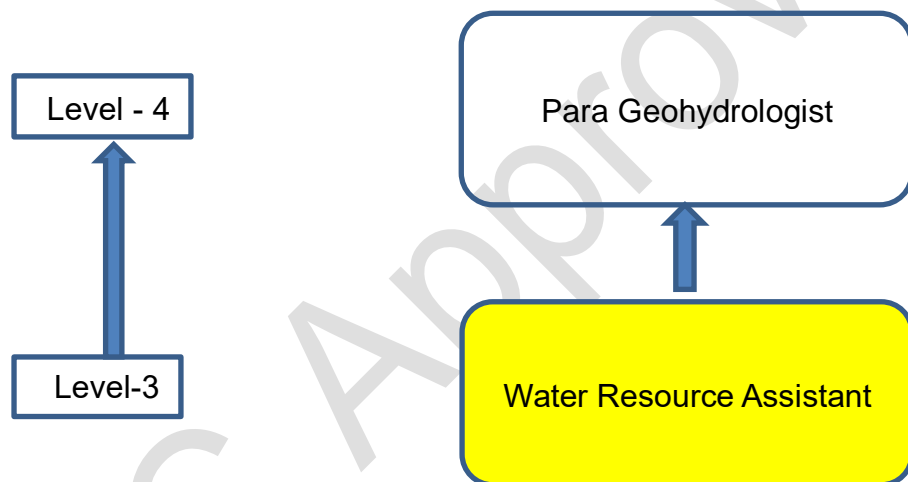
SECTION 4**EVIDENCE OF PROGRESSION****30**

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

Show the career map here to reflect the clear progression

Career path in the agriculture sector is generally in terms of activities done & ownership of responsibility because they are primarily self-wage employment/ entrepreneurship roles.

Annexure 1: Career Map of Water Resource Assistant



Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.