

Qualification Pack



Assistant Technician (Harvest & Post-harvest Machine)

QP Code: AGR/Q1116

Version: 1.0

NSQF Level: 2

Agriculture Skill Council of India || 6th Floor, GNG Tower, Plot No. 10, Sector -44, Gurgaon
Haryana-122004 || email:priyanka@asci-india.com

Qualification Pack

Contents

AGR/Q1116: Assistant Technician (Harvest & Post-harvest Machine)	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
AGR/N1149: Perform repair and maintenance of harvesting and post-harvest machineries	5
AGR/N9903: Maintain health and safety at the workplace	13
DGT/VSQ/N0101: Employability Skills (30 Hours)	19
Assessment Guidelines and Weightage	24
<i>Assessment Guidelines</i>	24
<i>Assessment Weightage</i>	25
Acronyms	26
Glossary	27

Qualification Pack

AGR/Q1116: Assistant Technician (Harvest & Post-harvest Machine)

Brief Job Description

An Assistant Technician (Harvest & Post-harvest Machine) is responsible for assisting in carrying out service and maintenance of farm machineries such as reaper, thresher, chaff cutter, sugarcane crusher, etc.

Personal Attributes

The individual in this role must have a mechanical aptitude and problem-solving skills. The person must have good reading, writing, and communication skills along with the ability to co-ordinate with others.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N1149: Perform repair and maintenance of harvesting and post-harvest machineries](#)
2. [AGR/N9903: Maintain health and safety at the workplace](#)
3. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation and Maintenance
Country	India
NSQF Level	2
Credits	7
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7233.2800
Minimum Educational Qualification & Experience	No formal education prescribed with NA of experience

Qualification Pack

Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	29/09/2026
NSQC Approval Date	29/09/2023
Version	1.0
Reference code on NQR	QG-02-AG-01007-2023-V1-ASCI
NQR Version	1.0

Qualification Pack

AGR/N1149: Perform repair and maintenance of harvesting and post-harvest machineries

Description

This OS unit is about carrying out repair and maintenance of harvesting, threshing and post-harvesting machineries.

Scope

The scope covers the following :

- Carry out repair and maintenance of reaper
- Carry out repair and maintenance of thresher
- Carry out repair and maintenance of post-harvesting machineries

Elements and Performance Criteria

Carry out repair and maintenance of reaper

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

- PC1.** examine crop-row divider and cutter bar for any wear and tear or damage
- PC2.** check the reel belt for the required level of tension
- PC3.** inspect drive pulley key and the belt for a secure connection
- PC4.** check the v-belt for the required level of tension
- PC5.** check all the nuts, bolts and reaper components are secured firmly
- PC6.** examine the conveyor belt, v-belt, cutter bar, knife, star wheels, pressure springs and lugs for any damages
- PC7.** clean the reaper guards
- PC8.** apply lubricant on the greasing points as per the maintenance schedule
- PC9.** apply paint on the machine body as per the requirement
- PC10.** adjust height of the reel to ensure correct gathering of crop
- PC11.** adjust the belt tension and blades for the optimum cut length
- PC12.** adjust the twine tension using spring loaded screw-bolt
- PC13.** adjust the tension in trigger spring to get the required bundle size
- PC14.** test the feeding mechanism for correct functioning

Carry out repair and maintenance of thresher

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

- PC15.** examine the sieve and conclave for the correct size
- PC16.** inspect the thresher belt for the prescribed level of tension
- PC17.** examine all nuts and bolts for tightness
- PC18.** remove residue of grain and chaff from the thresher
- PC19.** smoothen rough grooves on the pulley surface using a fine file
- PC20.** adjust the base angle of feeding chute for the optimum feed rate

Qualification Pack

- PC21.** apply lubricant on all the moving parts to control wear and tear
- PC22.** adjust concave gap and clearance as per the operator's manual
- PC23.** adjust the reel height and idler pulley
- PC24.** smoothen the face of pliers using emery paper
- PC25.** tighten all the pegs on the threshing cylinder
- PC26.** refill engine oil and fuel to maintain the recommended levels
- PC27.** set cylinder-concave clearance and sieve slope as per the operator's manual
- PC28.** set the recommended speed of blower/aspirator, sieves, and threshing cylinder
- PC29.** test the threshing cylinder for correct direction of rotation and any interference by rotating it manually
- PC30.** set the recommended speed of blower/aspirator, sieves, and threshing cylinder

Carry out repair and maintenance of post-harvesting machineries

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

- PC31.** dismantle the post-harvesting machineries such as cleaner/ grader, drying equipment, rice/ flour/ spice mill, oil expelling machines, chaff cutters etc.
- PC32.** clean the components of post-harvest machineries
- PC33.** inspect the sieves and hoppers for correct oscillation and any wear and tear/ damage
- PC34.** examine the drying chamber, heating system and air distribution system of the dryer for wear and tear and correct functioning
- PC35.** inspect the relevant components of mills and oil expelling machines for wear and tear and correct functioning
- PC36.** inspect the feeding chute, drive mechanism, blade sharpness and gear condition for wear and tear and correct functioning
- PC37.** replace all worn-out or damaged components as per the service manual
- PC38.** adjust the cleaner feed rate, air flow rate, frequency and amplitude of oscillations to recommended settings
- PC39.** adjust the correct air temperature and grain flow rate in the dryer
- PC40.** apply correct settings in the mills for optimum results such as adjustments to plating space, Revolutions Per Minute (RPM), screen size, spacing between rubber rolls, etc
- PC41.** apply the recommended adjustments to feeding roller gap, cutting gap in chaff cutters
- PC42.** adjust the hydraulic press for correct feed rate, operating pressure, moisture and temperature of oilseeds

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant health and safety standards and practices
- KU2.** various components of reapers and power threshers such as cutter bar, reel/ star wheel, windrower, threshing drum, sieves, blowers/ aspirators, etc.
- KU3.** various types of attachments used with post-harvest equipment
- KU4.** relevant adjustments to operate post-harvest equipment
- KU5.** common defects with reapers, threshers and post-harvest equipment

Qualification Pack

- KU6.** service and maintenance procedures for harvesting and post-harvest machineries
- KU7.** use of tools and equipment used in service and maintenance activities
- KU8.** correct process to replace components in different types of reapers, threshers and postharvest equipment
- KU9.** importance of carrying out regular maintenance and repair
- KU10.** Dangerous Machines (Regulation) Act, 1983

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant guides, manuals, policies and schemes
- GS3.** communicate clearly and politely
- GS4.** listen attentively to understand the client requirements and instructions
- GS5.** identify possible disruptions to work and take preventive measures
- GS6.** plan efficient use of tools, equipment and resources
- GS7.** plan and prioritise tasks to achieve work-efficiency
- GS8.** apply domain knowledge and information to identify relevant improvements in work processes

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out repair and maintenance of reaper</i>	10	15	-	10
PC1. examine crop-row divider and cutter bar for any wear and tear or damage	-	-	-	-
PC2. check the reel belt for the required level of tension	-	-	-	-
PC3. inspect drive pulley key and the belt for a secure connection	-	-	-	-
PC4. check the v-belt for the required level of tension	-	-	-	-
PC5. check all the nuts, bolts and reaper components are secured firmly	-	-	-	-
PC6. examine the conveyor belt, v-belt, cutter bar, knife, star wheels, pressure springs and lugs for any damages	-	-	-	-
PC7. clean the reaper guards	-	-	-	-
PC8. apply lubricant on the greasing points as per the maintenance schedule	-	-	-	-
PC9. apply paint on the machine body as per the requirement	-	-	-	-
PC10. adjust height of the reel to ensure correct gathering of crop	-	-	-	-
PC11. adjust the belt tension and blades for the optimum cut length	-	-	-	-
PC12. adjust the twine tension using spring loaded screw-bolt	-	-	-	-
PC13. adjust the tension in trigger spring to get the required bundle size	-	-	-	-
PC14. test the feeding mechanism for correct functioning	-	-	-	-
<i>Carry out repair and maintenance of thresher</i>	10	15	-	10

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. examine the sieve and conclave for the correct size	-	-	-	-
PC16. inspect the thresher belt for the prescribed level of tension	-	-	-	-
PC17. examine all nuts and bolts for tightness	-	-	-	-
PC18. remove residue of grain and chaff from the thresher	-	-	-	-
PC19. smoothen rough grooves on the pulley surface using a fine file	-	-	-	-
PC20. adjust the base angle of feeding chute for the optimum feed rate	-	-	-	-
PC21. apply lubricant on all the moving parts to control wear and tear	-	-	-	-
PC22. adjust concave gap and clearance as per the operator's manual	-	-	-	-
PC23. adjust the reel height and idler pulley	-	-	-	-
PC24. smoothen the face of pliers using emery paper	-	-	-	-
PC25. tighten all the pegs on the threshing cylinder	-	-	-	-
PC26. refill engine oil and fuel to maintain the recommended levels	-	-	-	-
PC27. set cylinder-concave clearance and sieve slope as per the operator's manual	-	-	-	-
PC28. set the recommended speed of blower/aspirator, sieves, and threshing cylinder	-	-	-	-
PC29. test the threshing cylinder for correct direction of rotation and any interference by rotating it manually	-	-	-	-
PC30. set the recommended speed of blower/aspirator, sieves, and threshing cylinder	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out repair and maintenance of post-harvesting machineries</i>	10	10	-	10
PC31. dismantle the post-harvesting machineries such as cleaner/ grader, drying equipment, rice/ flour/ spice mill, oil expelling machines, chaff cutters etc.	-	-	-	-
PC32. clean the components of post-harvest machineries	-	-	-	-
PC33. inspect the sieves and hoppers for correct oscillation and any wear and tear/ damage	-	-	-	-
PC34. examine the drying chamber, heating system and air distribution system of the dryer for wear and tear and correct functioning	-	-	-	-
PC35. inspect the relevant components of mills and oil expelling machines for wear and tear and correct functioning	-	-	-	-
PC36. inspect the feeding chute, drive mechanism, blade sharpness and gear condition for wear and tear and correct functioning	-	-	-	-
PC37. replace all worn-out or damaged components as per the service manual	-	-	-	-
PC38. adjust the cleaner feed rate, air flow rate, frequency and amplitude of oscillations to recommended settings	-	-	-	-
PC39. adjust the correct air temperature and grain flow rate in the dryer	-	-	-	-
PC40. apply correct settings in the mills for optimum results such as adjustments to plating space, Revolutions Per Minute (RPM), screen size, spacing between rubber rolls, etc	-	-	-	-
PC41. apply the recommended adjustments to feeding roller gap, cutting gap in chaff cutters	-	-	-	-
PC42. adjust the hydraulic press for correct feed rate, operating pressure, moisture and temperature of oilseeds	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1149
NOS Name	Perform repair and maintenance of harvesting and post-harvest machineries
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation and Maintenance
NSQF Level	2
Credits	5
Version	1.0
Last Reviewed Date	29/09/2023
Next Review Date	29/09/2026
NSQC Clearance Date	29/09/2023

Qualification Pack

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:

Qualification Pack

- 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

Qualification Pack

- 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

Qualification Pack

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	-	-	-	-

Qualification Pack

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

Qualification Pack

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

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 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
- 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. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

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.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

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

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

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 basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<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	-	-	-	-
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	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
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 : 50

Qualification Pack

(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/N1149.Perform repair and maintenance of harvesting and post-harvest machineries	30	40	0	30	100	70
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	25
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	90	95	-	65	250	100

Qualification Pack

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

Qualification Pack

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.

Qualification Pack

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.