



Electronic Trading Supervisor-Agri Commodity

QP Code: AGR/Q7905

Version: 2.0

NSQF Level: 5

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AGR/Q7905: Electronic Trading Supervisor-Agri Commodity

Brief Job Description

An Electronic Trading Supervisor-Agri Commodity is responsible for monitoring the electronic trading of different agricultural commodities and ensuring adherence to the applicable regulations in trading activities. The individual is also responsible for pre-trade preparations and post-trade analysis to improve trading executions and quality.

Personal Attributes

The individual should have good analytical, problem-solving and numerical abilities. The person should possess good organization, research and appropriate written and verbal communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N7914: Monitor the pre-trade preparation activities](#)
2. [AGR/N7915: Monitor the execution of trades](#)
3. [AGR/N7916: Conduct the post-trade analysis of trades](#)
4. [AGR/N7917: Implement appropriate measures to improve the trading quality](#)
5. [AGR/N7904: Maintain records concerning commodity management](#)
6. [AGR/N9911: Ensure adherence to health and safety guidelines at work](#)
7. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	
Occupation	Commodity Management
Country	India
NSQF Level	5
Credits	17

Aligned to NCO/ISCO/ISIC Code	NCO-2015/1324
Minimum Educational Qualification & Experience	Completed 2nd year of UG (UG Diploma) OR Pursuing 2nd year of UG (and continuous education) OR Completed 2nd year diploma after 12th OR Pursuing 2nd year of 2-year diploma after 12th OR Previous relevant Qualification of NSQF Level (4) (and with minimum education as 8th grade pass) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (4.5) with 1.5 years of relevant experience)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	22 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-05-AG-00353-2023-V1-ASCI
NQR Version	1

AGR/N7914: Monitor the pre-trade preparation activities

Description

This OS unit is about monitoring the preparations before the start of trading sessions.

Scope

The scope covers the following :

- Monitor the analysis reports
- Prepare reports on the pre-market conditions

Elements and Performance Criteria

Monitor the analysis reports

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

- PC1.** coordinate with the price and risk analysts for timely sourcing of reports before the trading market opening time
- PC2.** ensure the quality of information by validating the same
- PC3.** identify the relevant trends, price fluctuations and associated risks by scanning the reports
- PC4.** create a trading plan for the team based on the insights gained from the analysis of reports

Prepare reports on the pre-market conditions

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

- PC5.** prepare the daily report on pre-market conditions before the opening of the trading market
- PC6.** communicate the trade plan and insights for the day based on the prepared reports with the clients

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the agricultural supply chain and its components
- KU2.** the process of collecting and analyzing data on trading activities
- KU3.** the importance and process of monitoring the analysis reports before trading
- KU4.** the process of preparing appropriate reports on the pre-market conditions
- KU5.** the components of technical analysis reports
- KU6.** different types of reporting mechanisms for reporting to clients
- KU7.** how to identify the appropriate trends and patterns from large data sets

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 of work
- GS3.** listen attentively to understand the information being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies/ accidents
- GS7.** identify possible disruptions to work and take appropriate preventive measures

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Monitor the analysis reports</i>	15	18	-	16
PC1. coordinate with the price and risk analysts for timely sourcing of reports before the trading market opening time	-	-	-	-
PC2. ensure the quality of information by validating the same	-	-	-	-
PC3. identify the relevant trends, price fluctuations and associated risks by scanning the reports	-	-	-	-
PC4. create a trading plan for the team based on the insights gained from the analysis of reports	-	-	-	-
<i>Prepare reports on the pre-market conditions</i>	15	22	-	14
PC5. prepare the daily report on pre-market conditions before the opening of the trading market	-	-	-	-
PC6. communicate the trade plan and insights for the day based on the prepared reports with the clients	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7914
NOS Name	Monitor the pre-trade preparation activities
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N7915: Monitor the execution of trades

Description

This OS unit is about monitoring the relevant aspects concerning the execution of trades.

Scope

The scope covers the following :

- Monitor the real-time market conditions
- Monitor the execution of trades

Elements and Performance Criteria

Monitor the real-time market conditions

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

- PC1.** identify fluctuations and risks through real-time market monitoring
- PC2.** use the appropriate analytics software for more efficient research
- PC3.** identify the real-time trends and make quick decisions concerning market entry and exit
- PC4.** communicate real-time updates to the clients and take their inputs

Monitor the execution of trades

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

- PC5.** evaluate different options and identify the appropriate trade options for clients using the relevant tools, e.g. trading journals and logs
- PC6.** ensure the buying or selling decisions are made based on the client requirements and market conditions
- PC7.** monitor the trade executions to ensure their execution at the appropriate price levels to minimize the risks for clients
- PC8.** collect data on executed trades and communicate them to the clients

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance and process of identifying fluctuations and risks through real-time market monitoring
- KU2.** the use of appropriate analytics software
- KU3.** how to identify the real-time trends and make decisions concerning market entry and exit
- KU4.** the process of evaluating different options and identifying the appropriate trade options for clients
- KU5.** the importance of executing trades at the appropriate price levels to minimize the risks for clients
- KU6.** how to execute trades

Generic Skills (GS)

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

- GS1.** prepare work reports and write formal letters/ emails to the relevant authorities
- GS2.** read the work-related literature
- GS3.** prepare a work plan and task lists
- GS4.** communicate politely and professionally with co-workers and clients
- GS5.** evaluate all the possible solutions to a problem to select the best one
- GS6.** listen attentively to understand the information/ instruction being given
- GS7.** coordinate with the co-workers to achieve the organizational goals
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Monitor the real-time market conditions</i>	16	22	-	15
PC1. identify fluctuations and risks through real-time market monitoring	-	-	-	-
PC2. use the appropriate analytics software for more efficient research	-	-	-	-
PC3. identify the real-time trends and make quick decisions concerning market entry and exit	-	-	-	-
PC4. communicate real-time updates to the clients and take their inputs	-	-	-	-
<i>Monitor the execution of trades</i>	14	18	-	15
PC5. evaluate different options and identify the appropriate trade options for clients using the relevant tools, e.g. trading journals and logs	-	-	-	-
PC6. ensure the buying or selling decisions are made based on the client requirements and market conditions	-	-	-	-
PC7. monitor the trade executions to ensure their execution at the appropriate price levels to minimize the risks for clients	-	-	-	-
PC8. collect data on executed trades and communicate them to the clients	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7915
NOS Name	Monitor the execution of trades
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N7916: Conduct the post-trade analysis of trades

Description

This OS unit is about conducting the post-trade analysis of the trading sessions to evaluate performance and gather data for future use.

Scope

The scope covers the following :

- Conduct the trading session recap
- Evaluate the traders performance
- Communicate the trade review to the clients

Elements and Performance Criteria

Conduct the trading session recap

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

- PC1.** conduct a review of the price behaviour during the sessions and compare the trends with the predicted outcomes
- PC2.** examine the effect of external stimuli on the market performance
- PC3.** review the fluctuation levels in the market and gather data for better planning in the future

Evaluate the traders' performance

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

- PC4.** check the quality of trades and assess the traders performance
- PC5.** determine the trader's adherence to the trading guidelines
- PC6.** measure the trading outcomes and compare them with the set expectations
- PC7.** analyze the trading results and make necessary changes as required for the next trading session

Communicate the trade review to the clients

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

- PC8.** check the trade review reports for accuracy
- PC9.** communicate the trade review to the clients following an appropriate medium
- PC10.** collect and implement the client feedback for future transactions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to collect information on price behaviour
- KU2.** how to monitor trade quality
- KU3.** the process of reviewing the price behaviour during the sessions and comparing the trends with the predicted outcomes
- KU4.** how to examine the effect of external stimuli on the market performance

- KU5.** the importance of reviewing the fluctuation levels in the market for better planning
- KU6.** the importance and process of checking the quality of trades and assessing the traders performance
- KU7.** the applicable trading guidelines
- KU8.** how to measure the trading outcomes
- KU9.** the importance of analyzing the trading results and making the necessary changes for following trading sessions
- KU10.** the importance of checking the trade review reports for accuracy

Generic Skills (GS)

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

- GS1.** write work-related letters/ emails/ notes
- GS2.** read written communications from clients and co-workers and respond accordingly
- GS3.** communicate politely and professionally
- GS4.** listen attentively and comprehend the information given by the speaker
- GS5.** identify possible risks to work and implement appropriate control measures
- GS6.** plan and prioritize tasks for maximum work efficiency
- GS7.** take quick decisions to deal with any emergencies/ accidents
- GS8.** coordinate with the co-workers to achieve the organizational goals

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conduct the trading session recap</i>	9	12	-	9
PC1. conduct a review of the price behaviour during the sessions and compare the trends with the predicted outcomes	-	-	-	-
PC2. examine the effect of external stimuli on the market performance	-	-	-	-
PC3. review the fluctuation levels in the market and gather data for better planning in the future	-	-	-	-
<i>Evaluate the traders' performance</i>	12	16	-	12
PC4. check the quality of trades and assess the traders performance	-	-	-	-
PC5. determine the trader's adherence to the trading guidelines	-	-	-	-
PC6. measure the trading outcomes and compare them with the set expectations	-	-	-	-
PC7. analyze the trading results and make necessary changes as required for the next trading session	-	-	-	-
<i>Communicate the trade review to the clients</i>	9	12	-	9
PC8. check the trade review reports for accuracy	-	-	-	-
PC9. communicate the trade review to the clients following an appropriate medium	-	-	-	-
PC10. collect and implement the client feedback for future transactions	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7916
NOS Name	Conduct the post-trade analysis of trades
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N7917: Implement appropriate measures to improve the trading quality

Description

This OS unit is about implementing appropriate measures to improve trading quality, e.g. development of trading guidelines and monitoring mechanisms.

Scope

The scope covers the following :

- Develop the trading guidelines
- Develop the mechanisms to identify unethical practices
- Train and supervise the traders and analysts

Elements and Performance Criteria

Develop the trading guidelines

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

- PC1.** develop the trading guidelines for the traders to follow
- PC2.** coordinate with the relevant authorities to identify the scope of improvement in the trading guidelines
- PC3.** update the trading guidelines as per the feedback from the authorities
- PC4.** communicate the trading guidelines to traders and ensure they follow the guidelines

Develop the mechanisms to identify unethical practices

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

- PC5.** develop control mechanisms to avoid trading practices with legal implications
- PC6.** identify the defaulting personnel and take appropriate corrective measures

Train and supervise the traders and analysts

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

- PC7.** conduct training for the trading team on the relevant trading tools and techniques to improve the trading quality and maximize returns for the clients
- PC8.** ensure that traders and analysts are updated with the latest information
- PC9.** coordinate and manage the research, analytics and trading activities
- PC10.** monitor the activities of the traders and provide them feedback to maintain the quality of trades
- PC11.** ensure adherence to the applicable regulations by the traders

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of developing trading guidelines in coordination with the relevant authorities for the traders to follow

- KU2.** the importance of developing control mechanisms to avoid trading practices with legal implications
- KU3.** the importance and process of training the trading team on the relevant trading tools and techniques
- KU4.** the importance of monitoring the activities of the traders and providing them feedback to maintain the quality of trades
- KU5.** the applicable regulations on market trading
- KU6.** the appropriate mechanisms to prevent unethical trade practices

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 of work
- GS3.** listen attentively to understand the information being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies/ accidents
- GS7.** identify possible disruptions to work and take appropriate preventive measures

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Develop the trading guidelines</i>	10	15	-	9
PC1. develop the trading guidelines for the traders to follow	-	-	-	-
PC2. coordinate with the relevant authorities to identify the scope of improvement in the trading guidelines	-	-	-	-
PC3. update the trading guidelines as per the feedback from the authorities	-	-	-	-
PC4. communicate the trading guidelines to traders and ensure they follow the guidelines	-	-	-	-
<i>Develop the mechanisms to identify unethical practices</i>	9	14	-	10
PC5. develop control mechanisms to avoid trading practices with legal implications	-	-	-	-
PC6. identify the defaulting personnel and take appropriate corrective measures	-	-	-	-
<i>Train and supervise the traders and analysts</i>	11	11	-	11
PC7. conduct training for the trading team on the relevant trading tools and techniques to improve the trading quality and maximize returns for the clients	-	-	-	-
PC8. ensure that traders and analysts are updated with the latest information	-	-	-	-
PC9. coordinate and manage the research, analytics and trading activities	-	-	-	-
PC10. monitor the activities of the traders and provide them feedback to maintain the quality of trades	-	-	-	-
PC11. ensure adherence to the applicable regulations by the traders	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7917
NOS Name	Implement appropriate measures to improve the trading quality
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	5
Credits	1
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N7904: Maintain records concerning commodity management

Description

This OS unit is about documenting and maintaining records concerning commodity management.

Scope

The scope covers the following :

- Maintain the records
- Store the records safely

Elements and Performance Criteria

Maintain the records

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

- PC1.** maintain records concerning the trends, patterns, factors impacting commodity prices and other relevant observations
- PC2.** evaluate the records to ensure they are up-to-date, complete and accurate
- PC3.** use the appropriate computer software to maintain electronic records
- PC4.** ensure to maintain the appropriate organizational records in compliance with the applicable regulations
- PC5.** conduct a regular review of the records as per the organizational policies

Store the records safely

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

- PC6.** store the records safely with appropriate access controls to prevent unauthorized access
- PC7.** maintain the electronic backup of the critical records to protect against accidental damage or loss of physical documents

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the appropriate procedures for documentation and record keeping
- KU2.** the relevant details to be recorded on market trends and patterns
- KU3.** the appropriate impact analysis method
- KU4.** the use of relevant Enterprise Resource Planning (ERP) system/ information management computer software for effective management of information/data
- KU5.** the use of relevant computer software for the statistical analysis of data
- KU6.** the applicable reporting requirements
- KU7.** different methods of safely storing organizational records and documents
- KU8.** the importance of creating data backup and ensuring data access by the authorized personnel only

Generic Skills (GS)

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

- GS1.** communicate politely and professionally
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** maintain work-related notes and records
- GS4.** listen attentively to understand the information being given
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** use time and resources efficiently
- GS7.** coordinate with the co-workers to achieve the work objectives
- GS8.** use reasoning skills to identify appropriate solutions to work-related issues
- GS9.** 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>Maintain the records</i>	16	18	-	16
PC1. maintain records concerning the trends, patterns, factors impacting commodity prices and other relevant observations	-	-	-	-
PC2. evaluate the records to ensure they are up-to-date, complete and accurate	-	-	-	-
PC3. use the appropriate computer software to maintain electronic records	-	-	-	-
PC4. ensure to maintain the appropriate organizational records in compliance with the applicable regulations	-	-	-	-
PC5. conduct a regular review of the records as per the organizational policies	-	-	-	-
<i>Store the records safely</i>	14	22	-	14
PC6. store the records safely with appropriate access controls to prevent unauthorized access	-	-	-	-
PC7. maintain the electronic backup of the critical records to protect against accidental damage or loss of physical documents	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7904
NOS Name	Maintain records concerning commodity management
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N9911: Ensure adherence to health and safety guidelines at work

Description

This OS unit is about ensuring health and safety at the work and dealing with any emergencies or accidents.

Scope

The scope covers the following :

- Ensure health and safety
- Deal with emergencies at work

Elements and Performance Criteria

Ensure health and safety

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

- PC1.** follow the organisational policy to ensure personal health and safety at the work
- PC2.** ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations
- PC3.** conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable
- PC4.** arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required
- PC5.** ensure the machinery, tools, equipment and the work area are sanitised before and after the use
- PC6.** check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions
- PC7.** ensure safe handling of any hazardous materials such as chemicals and flammable objects
- PC8.** identify health and safety hazards at the work and take appropriate preventive measures
- PC9.** ensure that only authorised personnel have access to hazardous work areas
- PC10.** arrange for regular workplace audit to ensure safe working conditions
- PC11.** report any out of authority issues to the relevant authority for a timely resolution

Deal with emergencies at work

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

- PC12.** follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities
- PC13.** arrange for immediate medical attention for any injured personnel
- PC14.** ensure the safe use of emergency equipment according to the manufacturer's instructions
- PC15.** arrange for the emergency equipment to be repaired or replaced as required
- PC16.** report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various practices to ensure personal health and safety at the workplace
- KU2.** the importance of ensuring the use of PPE such as gloves, hairnet, mask, earplug, goggles and shoes at the workplace
- KU3.** the importance of ensuring that PPE, emergency equipment and first-aid kit at the workplace are up to date
- KU4.** the importance and process of sanitising various machineries, tools, equipment and the work before and after the use
- KU5.** safe handling of hazardous materials such as chemicals and flammable objects
- KU6.** the process of identifying health and safety hazards at the workplace and taking appropriate preventive measures
- KU7.** the importance of ensuring that only authorised personnel have access to hazardous work areas
- KU8.** the importance and process of arranging regular workplace audits to ensure safe working conditions
- KU9.** the correct action to be taken to deal with workplace emergencies such as fire, accidents, disease outbreak or natural calamities
- KU10.** the process of providing first aid and requesting further medical assistance
- KU11.** safe use of the emergency equipment as per the manufacturer's instructions
- KU12.** the process of reporting workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements

Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely with co-workers and clients
- GS3.** read the relevant literature to get information about the latest developments in the field of work
- GS4.** plan and prioritise tasks to ensure timely completion
- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information being shared by the speaker
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** co-ordinate with the co-workers to achieve the work objectives
- GS9.** 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>Ensure health and safety</i>	16	18	-	16
PC1. follow the organisational policy to ensure personal health and safety at the work	-	-	-	-
PC2. ensure that all the co-workers use the appropriate PPE such as gloves, hairnet, mask, earplug, goggles and shoes in all the operations	-	-	-	-
PC3. conduct regular checks to ensure that PPE, emergency equipment and first-aid kit are updated and useable	-	-	-	-
PC4. arrange for the PPE, emergency equipment and first-aid kit to be updated/ replaced as required	-	-	-	-
PC5. ensure the machinery, tools, equipment and the work area are sanitised before and after the use	-	-	-	-
PC6. check that machineries, tools and equipment are used and stored safely as per the manufacturer's instructions	-	-	-	-
PC7. ensure safe handling of any hazardous materials such as chemicals and flammable objects	-	-	-	-
PC8. identify health and safety hazards at the work and take appropriate preventive measures	-	-	-	-
PC9. ensure that only authorised personnel have access to hazardous work areas	-	-	-	-
PC10. arrange for regular workplace audit to ensure safe working conditions	-	-	-	-
PC11. report any out of authority issues to the relevant authority for a timely resolution	-	-	-	-
<i>Deal with emergencies at work</i>	14	22	-	14
PC12. follow the organisational policy to deal with emergencies such as fire, accidents, disease outbreak or natural calamities	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. arrange for immediate medical attention for any injured personnel	-	-	-	-
PC14. ensure the safe use of emergency equipment according to the manufacturer's instructions	-	-	-	-
PC15. arrange for the emergency equipment to be repaired or replaced as required	-	-	-	-
PC16. report workplace emergencies/ accidents to the relevant authority in compliance with the organisational and regulatory requirements	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9911
NOS Name	Ensure adherence to health and safety guidelines at work
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Commodity Management
NSQF Level	6
Credits	1
Version	2.0
Next Review Date	29/03/2026

DGT/VSQ/N0103: Employability Skills (90 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.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values - Citizenship

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

- PC4.** 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.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC6.** recognize the significance of 21st Century Skills for employment
- PC7.** 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

PC8. adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

PC9. use basic English for everyday conversation in different contexts, in person and over the telephone

PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC11. 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:

PC12. identify career goals based on the skills, interests, knowledge, and personal attributes

PC13. prepare a career development plan with short- and long-term goals

Communication Skills

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

PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings

PC15. use active listening techniques for effective communication

PC16. communicate in writing using appropriate style and format based on formal or informal requirements

PC17. work collaboratively with others in a team

Diversity & Inclusion

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

PC18. communicate and behave appropriately with all genders and PwD

PC19. 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:

PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.

PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook

PC22. identify common components of salary and compute income, expenses, taxes, investments etc

PC23. 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:

PC24. operate digital devices and use their features and applications securely and safely

PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.

PC26. display responsible online behaviour while using various social media platforms

PC27. create a personal email account, send and process received messages as per requirement

PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications

PC29. utilize virtual collaboration tools to work effectively

Entrepreneurship

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** 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:

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** 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.** components of salary and 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

- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** 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 in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- 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. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC4. 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.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. 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	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. 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/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
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/N7914.Monitor the pre-trade preparation activities	30	40	0	30	100	20
AGR/N7915.Monitor the execution of trades	30	40	0	30	100	20
AGR/N7916.Conduct the post-trade analysis of trades	30	40	0	30	100	15
AGR/N7917.Implement appropriate measures to improve the trading quality	30	40	0	30	100	15
AGR/N7904.Maintain records concerning commodity management	30	40	0	30	100	20
AGR/N9911.Ensure adherence to health and safety guidelines at work	30	40	-	30	100	5
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	5
Total	200	270	0	180	650	100

Acronyms

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

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.