



Produce Mapping Surveyor

QP Code: AGR/Q7907

Version: 2.0

NSQF Level: 5

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AGR/Q7907: Produce Mapping Surveyor

Brief Job Description

A Produce Mapping Surveyor is responsible for produce mapping, supervising the establishment of crops, and identifying and treating pests, diseases, weeds and soil fertility issues. The individual is also responsible for developing and implementing sustainable farming strategies.

Personal Attributes

The individual should have the ability to plan and organize and solve problems. The person should possess good written and verbal communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N7920: Carry out produce mapping](#)
2. [AGR/N7921: Supervise the establishment of crops](#)
3. [AGR/N7922: Identify and treat plant pests, diseases, weeds and soil fertility issues](#)
4. [AGR/N7923: Develop and implement sustainable farming strategies](#)
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	Agriculture Industries
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	21 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
Deactivation Date	17/12/2024
NSQC Approval Date	29/03/2023
Version	2.0
Reference code on NQR	QG-05-AG-00355-2023-V1-ASCI
NQR Version	1

AGR/N7920: Carry out produce mapping

Description

This OS unit is about making appropriate preparation and carrying out produce mapping.

Scope

The scope covers the following :

- Determine the demand and supply of relevant commodities
- Prepare the produce map

Elements and Performance Criteria

Determine the demand and supply of relevant commodities

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

PC1. identify all the commodities produced in a particular season and territory

PC2. analyze the demand and supply curve of the selected commodities

Prepare the produce map

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

PC3. select the appropriate primary and secondary sources for collecting the relevant information

PC4. identify the target areas and survey them for produce mapping

PC5. collect information about the relevant growers, traders and aggregators, and prepare their database

PC6. collect information about the existing crops, production systems, land and other resources

PC7. prepare the produce map maps and produce arrival maps

PC8. use the appropriate tools and equipment for produce mapping, e.g. Geographic Information System (GIS)

PC9. ensure to consider the relevant factors while preparing the produce map, such as possible changes in the produce ecosystem

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the appropriate primary and secondary sources for collecting information for produce mapping

KU2. the procedure for the preparation of produce mapping

KU3. how to resolve the common problems experienced while preparing the produce map

KU4. usage of modern mapping tools, e.g. GIS

KU5. demand and supply analysis techniques for commodities

Generic Skills (GS)

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

- GS1.** prepare work reports and write formal letters/ emails to communicate with the relevant authorities
- GS2.** read the relevant literature, e.g. government policies and schemes
- GS3.** prepare a work plan and task lists
- GS4.** communicate politely and professionally with co-workers and clients
- GS5.** evaluate various 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>Determine the demand and supply of relevant commodities</i>	10	15	-	6
PC1. identify all the commodities produced in a particular season and territory	-	-	-	-
PC2. analyze the demand and supply curve of the selected commodities	-	-	-	-
<i>Prepare the produce map</i>	20	25	-	24
PC3. select the appropriate primary and secondary sources for collecting the relevant information	-	-	-	-
PC4. identify the target areas and survey them for produce mapping	-	-	-	-
PC5. collect information about the relevant growers, traders and aggregators, and prepare their database	-	-	-	-
PC6. collect information about the existing crops, production systems, land and other resources	-	-	-	-
PC7. prepare the produce map maps and produce arrival maps	-	-	-	-
PC8. use the appropriate tools and equipment for produce mapping, e.g. Geographic Information System (GIS)	-	-	-	-
PC9. ensure to consider the relevant factors while preparing the produce map, such as possible changes in the produce ecosystem	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7920
NOS Name	Carry out produce mapping
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/N7921: Supervise the establishment of crops

Description

This OS unit is about supervising the establishment of crops, including planning the planting activities, scheduling planting, determining the responsibilities of personnel involved and monitoring the production activities.

Scope

The scope covers the following :

- Plan the planting activities
- Schedule planting activities and determine responsibilities
- Monitor the production activities

Elements and Performance Criteria

Plan the planting activities

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

- PC1.** identify the target area for planting by studying the production/management plan
- PC2.** assess the land conditions in the target area
- PC3.** identify the crop to be grown and the cultivation method to be adopted as per the production plan
- PC4.** determine the requirement of various resources for planting according to the cultivation area and the planting method
- PC5.** arrange the necessary resources in the required quantity
- PC6.** identify and adopt appropriate measures to minimize the detrimental impacts of climate on the crop
- PC7.** ensure the availability of required tools, equipment, machinery and Personal Protective Equipment (PPE)
- PC8.** set measurable targets and performance indicators based on the production plan

Schedule planting activities and determine responsibilities

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

- PC9.** determine the schedule for planting considering relevant factors, e.g. geographic and resourcing factors
- PC10.** determine the responsibilities of different individuals concerning the preparatory and planting activities
- PC11.** carry out appropriate documentation concerning the scheduling and identified responsibilities for individuals

Monitor the production activities

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

- PC12.** ensure monitoring of production activities as per the implementation plan
- PC13.** check and ensure the recommended environmental protection measures are followed
- PC14.** ensure smooth production activities through coordination with farmers, contractors and other relevant personnel

- PC15.** identify issues with the implementation of the production plan and take appropriate corrective measures
- PC16.** carry out appropriate documentation as per the organizational standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of planning planting activities and the relevant factors to be considered
- KU2.** the appropriate measures to be adopted to minimize the detrimental impacts of climate on the crop
- KU3.** the requirement of various resources for planting activities
- KU4.** the use of relevant tools, equipment and machinery
- KU5.** the importance of setting measurable targets and performance indicators based on the production plan
- KU6.** the process of scheduling the planting activities based on the relevant factors
- KU7.** how to determine the responsibilities of different individuals concerning the preparatory and planting activities
- KU8.** the importance and process of monitoring the production activities
- KU9.** the recommended environmental protection measures to be followed, e.g. measures to prevent soil degradation
- KU10.** the sound planning and management practices for the agriculture sector

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>Plan the planting activities</i>	11	12	-	10
PC1. identify the target area for planting by studying the production/management plan	-	-	-	-
PC2. assess the land conditions in the target area	-	-	-	-
PC3. identify the crop to be grown and the cultivation method to be adopted as per the production plan	-	-	-	-
PC4. determine the requirement of various resources for planting according to the cultivation area and the planting method	-	-	-	-
PC5. arrange the necessary resources in the required quantity	-	-	-	-
PC6. identify and adopt appropriate measures to minimize the detrimental impacts of climate on the crop	-	-	-	-
PC7. ensure the availability of required tools, equipment, machinery and Personal Protective Equipment (PPE)	-	-	-	-
PC8. set measurable targets and performance indicators based on the production plan	-	-	-	-
<i>Schedule planting activities and determine responsibilities</i>	10	14	-	9
PC9. determine the schedule for planting considering relevant factors, e.g. geographic and resourcing factors	-	-	-	-
PC10. determine the responsibilities of different individuals concerning the preparatory and planting activities	-	-	-	-
PC11. carry out appropriate documentation concerning the scheduling and identified responsibilities for individuals	-	-	-	-
<i>Monitor the production activities</i>	9	14	-	11

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. ensure monitoring of production activities as per the implementation plan	-	-	-	-
PC13. check and ensure the recommended environmental protection measures are followed	-	-	-	-
PC14. ensure smooth production activities through coordination with farmers, contractors and other relevant personnel	-	-	-	-
PC15. identify issues with the implementation of the production plan and take appropriate corrective measures	-	-	-	-
PC16. carry out appropriate documentation as per the organizational standards	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7921
NOS Name	Supervise the establishment of crops
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/N7922: Identify and treat plant pests, diseases, weeds and soil fertility issues

Description

This OS unit is about identifying and treating pests, diseases, weeds and soil fertility issues in agricultural fields.

Scope

The scope covers the following :

- Identify and treat pest and disease issues
- Identify and treat soil fertility issues
- Identify and treat weed issues

Elements and Performance Criteria

Identify and treat pest and disease issues

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

- PC1.** perform regular checks on the crop and identify the signs of pest and disease infestation
- PC2.** select the appropriate pesticides to treat the pest and disease infestation
- PC3.** supervise the process of preparing pesticides for application as per the manufacturer's instructions, e.g. dilution of liquid pesticides with water
- PC4.** ensure appropriate pesticides are applied to the crop in the recommended quantity to remove the identified pests and diseases
- PC5.** ensure the use of appropriate plant protection equipment and PPE during the application of pesticides
- PC6.** adopt the recommended organic methods to prevent and control pest and disease infestation, ensuring to protect the environment
- PC7.** maintain records concerning the use of pesticides

Identify and treat soil fertility issues

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

- PC8.** supervise the process of collecting and labelling soil samples from the field
- PC9.** identify soil fertility issues by getting soil samples tested through coordination with a government-approved soil testing laboratory
- PC10.** identify soil fertility issues by getting soil samples tested through coordination with a government-approved soil testing laboratory
- PC11.** instruct the relevant personnel to apply appropriate soil treatment, e.g. compost, manure, and inorganic fertilizers, to improve soil fertility

Identify and treat weed issues

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

- PC12.** identify different types of weed infestation in crop fields
- PC13.** select the appropriate method for weed control, e.g. cultural, mechanical, biological and chemical weed control

- PC14.** ensure the use of appropriate herbicides in the recommended quantity
- PC15.** maintain the beneficial weeds in crop fields
- PC16.** maintain a weed herbarium for the identification and management of weeds

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of performing regular checks on the crop to identify pest and disease infestation
- KU2.** different types of crop pests and diseases
- KU3.** the process of preparing and applying different types of pesticides
- KU4.** the use of relevant plant protection equipment and PPE
- KU5.** the importance of using pesticides judiciously to minimize the impact on the environment and consumers
- KU6.** the organic methods of preventing and controlling pest and disease infestation, e.g. adoption of natural enemies of crop pests
- KU7.** the process of collecting soil samples and the importance of getting them tested from a government-approved soil testing laboratory
- KU8.** the appropriate soil treatment to be applied to improve soil fertility
- KU9.** the common types of weeds found in crop fields
- KU10.** the appropriate methods for weed control, e.g. cultural, mechanical, biological and chemical weed control
- KU11.** the importance of maintaining beneficial weeds in crop fields
- KU12.** the importance of maintaining a weed herbarium for the identification and management of weeds
- KU13.** the relevant documentation requirements

Generic Skills (GS)

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

- GS1.** prepare work reports and write formal letters/ emails to communicate with the relevant authorities
- GS2.** read the relevant literature, e.g. government policies and schemes
- GS3.** prepare a work plan and task lists
- GS4.** communicate politely and professionally with co-workers and clients
- GS5.** evaluate various 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>Identify and treat pest and disease issues</i>	7	11	-	10
PC1. perform regular checks on the crop and identify the signs of pest and disease infestation	-	-	-	-
PC2. select the appropriate pesticides to treat the pest and disease infestation	-	-	-	-
PC3. supervise the process of preparing pesticides for application as per the manufacturer's instructions, e.g. dilution of liquid pesticides with water	-	-	-	-
PC4. ensure appropriate pesticides are applied to the crop in the recommended quantity to remove the identified pests and diseases	-	-	-	-
PC5. ensure the use of appropriate plant protection equipment and PPE during the application of pesticides	-	-	-	-
PC6. adopt the recommended organic methods to prevent and control pest and disease infestation, ensuring to protect the environment	-	-	-	-
PC7. maintain records concerning the use of pesticides	-	-	-	-
<i>Identify and treat soil fertility issues</i>	12	14	-	10
PC8. supervise the process of collecting and labelling soil samples from the field	-	-	-	-
PC9. identify soil fertility issues by getting soil samples tested through coordination with a government-approved soil testing laboratory	-	-	-	-
PC10. identify soil fertility issues by getting soil samples tested through coordination with a government-approved soil testing laboratory	-	-	-	-
PC11. instruct the relevant personnel to apply appropriate soil treatment, e.g. compost, manure, and inorganic fertilizers, to improve soil fertility	-	-	-	-
<i>Identify and treat weed issues</i>	11	15	-	10

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. identify different types of weed infestation in crop fields	-	-	-	-
PC13. select the appropriate method for weed control, e.g. cultural, mechanical, biological and chemical weed control	-	-	-	-
PC14. ensure the use of appropriate herbicides in the recommended quantity	-	-	-	-
PC15. maintain the beneficial weeds in crop fields	-	-	-	-
PC16. maintain a weed herbarium for the identification and management of weeds	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7922
NOS Name	Identify and treat plant pests, diseases, weeds and soil fertility issues
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/N7923: Develop and implement sustainable farming strategies

Description

This OS unit is about developing and implementing sustainable farming strategies.

Scope

The scope covers the following :

- Assess the existing farming practices
- Develop sustainability strategies
- Implement sustainability strategies

Elements and Performance Criteria

Assess the existing farming practices

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

- PC1.** determine the applicable environmental regulations and sustainable farming requirements
- PC2.** analyze the guidelines and best practices concerning environmental regulations and sustainable farming, referring to the relevant and reliable sources
- PC3.** determine the impact of existing practices on the environment and farming operations

Develop sustainability strategies

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

- PC4.** identify new and appropriate sustainable and organic farming practices, ensuring they comply with the applicable regulations
- PC5.** develop and communicate sustainability strategies to the relevant stakeholders to seek their feedback
- PC6.** update the sustainability strategies as per the stakeholder feedback

Implement sustainability strategies

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

- PC7.** identify and document continuous improvement opportunities in the farming business guidelines and principles
- PC8.** implement appropriate strategies to integrate sustainability practices into the farming business effectively
- PC9.** encourage and assist the farming community in implementing the developed sustainability strategies
- PC10.** use the relevant resources such as water and electricity optimally and ensure others also do the same
- PC11.** follow the appropriate practices to reduce the wastage of resources, e.g. turn off electrical equipment when they are not in use
- PC12.** ensure segregation of waste into appropriate categories
- PC13.** ensure recycling and disposal of different types of waste as per the applicable regulatory requirements
- PC14.** monitor the farming community and the supply chain's compliance with the sustainability strategies

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the relevant sustainability issues
- KU2.** the principles and processes relevant to sustainable farming
- KU3.** the benchmarks relevant to organic and sustainable farming
- KU4.** the importance and process of assessing the existing farming guidelines and practices
- KU5.** the process of developing and implementing sustainability strategies
- KU6.** the benefits and methods of optimizing the usage of resources such as water and electricity
- KU7.** the criteria and process of segregating waste into appropriate categories
- KU8.** the process of recycling and disposing of different types of waste as per the applicable regulatory requirements

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>Assess the existing farming practices</i>	9	12	-	9
PC1. determine the applicable environmental regulations and sustainable farming requirements	-	-	-	-
PC2. analyze the guidelines and best practices concerning environmental regulations and sustainable farming, referring to the relevant and reliable sources	-	-	-	-
PC3. determine the impact of existing practices on the environment and farming operations	-	-	-	-
<i>Develop sustainability strategies</i>	9	12	-	9
PC4. identify new and appropriate sustainable and organic farming practices, ensuring they comply with the applicable regulations	-	-	-	-
PC5. develop and communicate sustainability strategies to the relevant stakeholders to seek their feedback	-	-	-	-
PC6. update the sustainability strategies as per the stakeholder feedback	-	-	-	-
<i>Implement sustainability strategies</i>	12	16	-	12
PC7. identify and document continuous improvement opportunities in the farming business guidelines and principles	-	-	-	-
PC8. implement appropriate strategies to integrate sustainability practices into the farming business effectively	-	-	-	-
PC9. encourage and assist the farming community in implementing the developed sustainability strategies	-	-	-	-
PC10. use the relevant resources such as water and electricity optimally and ensure others also do the same	-	-	-	-
PC11. follow the appropriate practices to reduce the wastage of resources, e.g. turn off electrical equipment when they are not in use	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. ensure segregation of waste into appropriate categories	-	-	-	-
PC13. ensure recycling and disposal of different types of waste as per the applicable regulatory requirements	-	-	-	-
PC14. monitor the farming community and the supply chain's compliance with the sustainability strategies	-	-	-	-
NOS Total	30	40	-	30

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7923
NOS Name	Develop and implement sustainable farming strategies
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/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/N7920.Carry out produce mapping	30	40	0	30	100	20
AGR/N7921.Supervise the establishment of crops	30	40	0	30	100	20
AGR/N7922.Identify and treat plant pests, diseases, weeds and soil fertility issues	30	40	0	30	100	15
AGR/N7923.Develop and implement sustainable farming strategies	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	-	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.