

Qualification Pack



Agriculture Machinery Demonstrator

QP Code: AGR/Q1107

Version: 3.0

NSQF Level: 5

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AGR/Q1107: Agriculture Machinery Demonstrator

Brief Job Description

An Agriculture Machinery Demonstrator demonstrates and teaches the operations of various agricultural machineries such as tractor, power tiller, disc plough, harrow, seed drill, planter, irrigation system, harvest, etc. to the farmers.

Personal Attributes

The individual must have problem-solving skills with an aptitude for machines. The person must be good at reading, writing and oral communication with the ability to work independently.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N1123: Prepare for training and demonstration](#)
2. [AGR/N1124: Demonstrate the operation of various farm machineries and implements](#)
3. [AGR/N1125: Demonstrate and supervise the repair and maintenance of agricultural machineries and implements](#)
4. [AGR/N9903: Maintain health and safety at the workplace](#)
5. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation and Maintenance
Country	India
NSQF Level	5
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL

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Minimum Educational Qualification & Experience	12th Class with 4 Years of experience OR 10th Class (ars ITI / Diploma in relevant field from recognized institute) with 2 Years of experience in the relevant field OR Certificate-NSQF (Level 4 (Tractor Operator/Tractor mechanic)) with 2 Years of experience in the relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	30/04/2025
NSQC Approval Date	27/01/2022
Version	3.0
Reference code on NQR	QG-05-AG-00306-2023-V1.1-ASCI
NQR Version	1.1

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AGR/N1123: Prepare for training and demonstration

Description

This OS unit is about preparing for conducting training and demonstration of agricultural machineries.

Scope

The scope covers the following :

- Prepare for conducting training
- Arrange aids and equipment for demonstration

Elements and Performance Criteria

Prepare for conducting training

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

- PC1.** assess the target audience and the training programs being organised in the target area
- PC2.** prepare a checklist of agricultural machineries to be demonstrated
- PC3.** prepare a training/ demonstration calendar according to the training programs
- PC4.** identify the aids and equipment required for demonstration
- PC5.** schedule various activities for the demonstration

Arrange aids and equipment for demonstration

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

- PC6.** arrange the literature related to the agricultural machinery such as the operator's manual, service manual, etc.
- PC7.** collect information about the new developments in the field of agricultural machinery
- PC8.** arrange the necessary equipment, aids and resources for the demonstration such as printouts, audio-visual aids, Personal Protective Equipment (PPE), etc.
- PC9.** hire a technical assistant to help with demonstrations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** own job role and responsibilities
- KU2.** geographical distribution of farmers and map of the target areas
- KU3.** process for participating in training programs as a demonstrator
- KU4.** importance of audio-visual aids in a demonstration
- KU5.** use of various equipment and aids in demonstrations
- KU6.** latest developments in the field of agricultural machineries
- KU7.** relevant PPE used in the demonstration of various agricultural machinery

Generic Skills (GS)

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

- GS1.** write work-related notes and communications
- GS2.** read and interpret the relevant manuals, guides and literature on new developments in the field of agricultural machinery
- GS3.** communicate politely and professionally
- GS4.** plan and schedule tasks to ensure timely completion
- GS5.** evaluate all possible solutions to a problem to select the best one
- GS6.** co-ordinate with co-workers to achieve the work objectives
- GS7.** identify possible disruptions to work and take preventive measures

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for conducting training</i>	15	20	-	15
PC1. assess the target audience and the training programs being organised in the target area	-	-	-	-
PC2. prepare a checklist of agricultural machineries to be demonstrated	-	-	-	-
PC3. prepare a training/ demonstration calendar according to the training programs	-	-	-	-
PC4. identify the aids and equipment required for demonstration	-	-	-	-
PC5. schedule various activities for the demonstration	-	-	-	-
<i>Arrange aids and equipment for demonstration</i>	15	20	-	15
PC6. arrange the literature related to the agricultural machinery such as the operator's manual, service manual, etc.	-	-	-	-
PC7. collect information about the new developments in the field of agricultural machinery	-	-	-	-
PC8. arrange the necessary equipment, aids and resources for the demonstration such as printouts, audio-visual aids, Personal Protective Equipment (PPE), etc.	-	-	-	-
PC9. hire a technical assistant to help with demonstrations	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1123
NOS Name	Prepare for training and demonstration
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation and Maintenance
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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AGR/N1124: Demonstrate the operation of various farm machineries and implements

Description

This OS unit is about demonstrating the operation of various agricultural machineries, implements and Personal Protective Equipment (PPE).

Scope

The scope covers the following :

- Explain the functions of machineries
- Demonstrate the operation of machineries
- Demonstrate the use of PPE
- Explain and perform resource optimisation

Elements and Performance Criteria

Explain the functions of machineries

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

- PC1.** describe the functions of various agricultural machineries such as tractor, power tiller, disc plough, disc harrow, cultivator, seed drill, sprayer and duster, reaper and thresher, etc.
- PC2.** explain the key considerations in selecting a specific agricultural machinery/ implement for farm operations
- PC3.** explain the design and advantages of various irrigation systems such as sprinklers and drip irrigation system
- PC4.** describe the functions of post-harvest machineries such as cleaner, grader, dryer, oil expeller, sugar cane crusher, chaff cutter, etc.
- PC5.** explain the new developments and technologies in the field of agricultural machineries

Demonstrate the operations of machineries

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

- PC6.** demonstrate the operation of various agricultural machineries used in preparing farms for tillage, sowing, inter-cultural operations and harvesting
- PC7.** demonstrate the operation of various attachments used with farm machineries
- PC8.** demonstrate the operation of various irrigation systems
- PC9.** demonstrate the operation of various post-harvest equipment
- PC10.** follow the relevant health and safety standards while conducting demonstrations

Demonstrate the use of PPE

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

- PC11.** explain the importance of using various PPE for safe farm operations and maintenance activities
- PC12.** explain the applicable laws and regulations governing the use of agricultural machineries and implements

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PC13. demonstrate the use of various PPE for the repair/ maintenance of agricultural machineries and implements

PC14. describe the process of dealing with any farm emergencies/ accidents

Explain and perform resource optimisation

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

PC15. optimise the usage of water, electricity and relevant materials in various tasks and processes

PC16. connect electrical tools and equipment safely and turn them off when not in use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the Standard Operating Procedure (SOP) for the demonstration of various farm machineries

KU2. various methods for effective teaching and demonstrations

KU3. design and operation of various farm machineries and implements such as tractor, power tiller, disc plough, disc harrow, cultivator, seed drill, sprayer and duster, sprinkler, etc.

KU4. design and operation of various irrigation and water lifting systems

KU5. design and operation of various post-harvest machineries such as thresher, cleaner, grader, dryer, chaff cutter, sugarcane crusher, etc.

KU6. operation of various attachments used with farm machineries

KU7. risks and hazards associated with the use of farm machineries and implements

KU8. correct use of the relevant PPE

KU9. importance of following environmental and ecological best practice to minimise the impact on the environment

KU10. benefits of resource optimisation

KU11. ways of efficiently managing various materials used in training and demonstrations

KU12. common practices of conserving electricity

KU13. the process to deal with farm emergencies

Generic Skills (GS)

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

GS1. write work-related notes, letters or emails

GS2. read the relevant literature to get information about latest developments in the field of work

GS3. communicate politely and professionally

GS4. plan and schedule tasks for effective time-management

GS5. take quick decisions to deal with emergencies/ accidents

GS6. identify possible disruptions to work and take preventive measures

GS7. co-ordinate with co-workers to achieve the work objectives

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Explain the functions of machineries</i>	10	15	-	10
PC1. describe the functions of various agricultural machineries such as tractor, power tiller, disc plough, disc harrow, cultivator, seed drill, sprayer and duster, reaper and thresher, etc.	-	-	-	-
PC2. explain the key considerations in selecting a specific agricultural machinery/ implement for farm operations	-	-	-	-
PC3. explain the design and advantages of various irrigation systems such as sprinklers and drip irrigation system	-	-	-	-
PC4. describe the functions of post-harvest machineries such as cleaner, grader, dryer, oil expeller, sugar cane crusher, chaff cutter, etc.	-	-	-	-
PC5. explain the new developments and technologies in the field of agricultural machineries	-	-	-	-
<i>Demonstrate the operations of machineries</i>	10	5	-	10
PC6. demonstrate the operation of various agricultural machineries used in preparing farms for tillage, sowing, inter-cultural operations and harvesting	-	-	-	-
PC7. demonstrate the operation of various attachments used with farm machineries	-	-	-	-
PC8. demonstrate the operation of various irrigation systems	-	-	-	-
PC9. demonstrate the operation of various post-harvest equipment	-	-	-	-
PC10. follow the relevant health and safety standards while conducting demonstrations	-	-	-	-
<i>Demonstrate the use of PPE</i>	5	10	-	5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. explain the importance of using various PPE for safe farm operations and maintenance activities	-	-	-	-
PC12. explain the applicable laws and regulations governing the use of agricultural machineries and implements	-	-	-	-
PC13. demonstrate the use of various PPE for the repair/ maintenance of agricultural machineries and implements	-	-	-	-
PC14. describe the process of dealing with any farm emergencies/ accidents	-	-	-	-
<i>Explain and perform resource optimisation</i>	5	10	-	5
PC15. optimise the usage of water, electricity and relevant materials in various tasks and processes	-	-	-	-
PC16. connect electrical tools and equipment safely and turn them off when not in use	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1124
NOS Name	Demonstrate the operation of various farm machineries and implements
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation and Maintenance
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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AGR/N1125: Demonstrate and supervise the repair and maintenance of agricultural machineries and implements

Description

This OS unit is about demonstrating the process of carrying out repair and maintenance of various farm machineries and implements. It also covers supervising farmers during the repair and maintenance process.

Scope

The scope covers the following :

- Demonstrate and supervise the repair and maintenance process
- Explain and perform waste management

Elements and Performance Criteria

Demonstrate the process of carrying out repairs and maintenance

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

- PC1.** explain the importance of carrying out regular repair and maintenance of different agricultural machineries and implements
- PC2.** demonstrate the handling of relevant repair and maintenance tools and equipment and supervise the farmers in their practical use
- PC3.** explain the process of making adjustments to different agricultural machineries and implements with the help of relevant Information and Communication Technology (ICT) equipment
- PC4.** demonstrate the process of detecting faults in different agricultural machineries and implements and supervise the farmers during the fault detection process at the demonstration site
- PC5.** demonstrate how to carry out repair and maintenance of various farm machineries and implements and supervise the farmers during the repair and maintenance process at the demonstration site

Explain and perform waste management

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

- PC6.** explain the criteria for segregating waste into appropriate categories and carry out segregation
- PC7.** explain how to recycle and dispose different types of waste appropriately and do the same

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various types of personal protective equipment (PPE) used in farm operations
- KU2.** correct process to carry out minor repairs of agricultural machinery and implements

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- KU3.** detection of faults in various farm machineries and implements such as tractor, power tiller, disc plough, harrow, cultivator, seed drill, sprayer and duster, reaper and thresher, cleaner, grader, dryer, etc.
- KU4.** detection of faults in water lifting devices and irrigation systems
- KU5.** use of the relevant repair and maintenance tools and equipment
- KU6.** methods of safe disposal and recycling of different types of waste
- KU7.** common sources of pollution and the ways to minimise it

Generic Skills (GS)

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

- GS1.** read the relevant literature to get latest updates about the field of work
- GS2.** communicate politely and professionally
- GS3.** write work-related notes
- GS4.** identify possible disruptions to work and take preventive measures
- GS5.** evaluate all possible solutions to a problem to select the best one

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Demonstrate the process of carrying out repairs and maintenance</i>	15	25	-	15
PC1. explain the importance of carrying out regular repair and maintenance of different agricultural machineries and implements	-	-	-	-
PC2. demonstrate the handling of relevant repair and maintenance tools and equipment and supervise the farmers in their practical use	-	-	-	-
PC3. explain the process of making adjustments to different agricultural machineries and implements with the help of relevant Information and Communication Technology (ICT) equipment	-	-	-	-
PC4. demonstrate the process of detecting faults in different agricultural machineries and implements and supervise the farmers during the fault detection process at the demonstration site	-	-	-	-
PC5. demonstrate how to carry out repair and maintenance of various farm machineries and implements and supervise the farmers during the repair and maintenance process at the demonstration site	-	-	-	-
<i>Explain and perform waste management</i>	15	15	-	15
PC6. explain the criteria for segregating waste into appropriate categories and carry out segregation	-	-	-	-
PC7. explain how to recycle and dispose different types of waste appropriately and do the same	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1125
NOS Name	Demonstrate and supervise the repair and maintenance of agricultural machineries and implements
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation and Maintenance
NSQF Level	5
Credits	3
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

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

Maintain clean and safe workplace

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

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

Administer appropriate emergency procedures

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

- GS1.** record the data as per the requirement
- GS2.** report problems to the appropriate personnel in a timely manner

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- GS3.** read instruction manual for hand tool and equipments
- GS4.** communicate clearly and effectively with co-workers, and other stakeholders
- GS5.** comprehend information shared by senior people and experts
- GS6.** make decisions pertaining to personal hygiene and safety
- GS7.** schedule daily activities and draw up priorities
- GS8.** manage relationships with co-workers, manager and other stakeholders
- GS9.** assess situation and identify appropriate control measures

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Assessment Criteria

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

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

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9903
NOS Name	Maintain health and safety at the workplace
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	3.0
Last Reviewed Date	27/08/2024
Next Review Date	27/08/2027
NSQC Clearance Date	27/08/2024

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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

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- 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

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- 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

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- 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

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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	-	-	-	-

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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	-	-	-	-

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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	-	-	-	-

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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	-	-

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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	15/03/2024
Next Review Date	15/03/2027
NSQC Clearance Date	15/03/2024

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

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(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/N1123.Prepare for training and demonstration	30	40	-	30	100	30
AGR/N1124.Demonstrate the operation of various farm machineries and implements	30	40	-	30	100	25
AGR/N1125.Demonstrate and supervise the repair and maintenance of agricultural machineries and implements	30	40	-	30	100	30
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
Total	150	175	-	125	450	100

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Acronyms

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

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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.

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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.