

Qualification Pack



Barefoot Technician

QP Code: AGR/Q7801

Version: 3.0

NSQF Level: 4

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AGR/Q7801: Barefoot Technician

Brief Job Description

A Barefoot Technician is responsible for assisting the Technical Assistant/ Junior Engineer (JE)/ Assistant Engineer (AE) in various activities such as identifying work and worksites under Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA); collecting baseline information; assisting in making the presentation to Gram Panchayat (GP); and assisting in preparing for work on the MGNREGA worksite. The person also assists in monitoring work at worksites and maintaining the relevant MGNREGA records.

Personal Attributes

The person must be physically fit to work for long durations. The individual must have attention to detail and problem-solving skills with the ability to coordinate with others to achieve the work objectives. The person must be able to communicate clearly both orally and in writing.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N7801: Assist in identifying the works to be taken up and collecting baseline information](#)
2. [AGR/N7802: Assist in making the presentation to the GP and preparing the work register](#)
3. [AGR/N7804: Assist in preparing for work on the MGNREGA work site](#)
4. [AGR/N7805: Assist in monitoring work at MGNREGA work sites](#)
5. [AGR/N7806: Maintain the relevant MGNREGA records](#)
6. [AGR/N9903: Maintain health and safety at the workplace](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

| | |
|-------------------|---------------------------------------------|
| Sector | Agriculture |
| Sub-Sector | Agriculture Industries |
| Occupation | Agri-Entrepreneurship and Rural Enterprises |
| Country | India |

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|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NSQF Level | 4 |
| Credits | 13 |
| Aligned to NCO/ISCO/ISIC Code | NCO-2015/NIL |
| Minimum Educational Qualification & Experience | 12th grade Pass OR Completed 2nd year of the 3-year diploma after 10 (pursuing regular diploma) OR 10th grade pass (plus 2-year NTC) OR 10th grade pass (plus 1-year NTC plus 1 year NAC) OR 8th grade pass with 2 year NTC plus 1 year NAC plus 1 year CITS OR 10th grade pass and pursuing continuous schooling OR 10th grade pass with 2 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 3.0 with minimum education as 8th Grade pass) with 3 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 3.5 with 1.5- year relevant experience) |
| 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 | 31/03/2022 |
| Version | 3.0 |
| Reference code on NQR | QG-04-AG-00274-2023-V1.1-ASCI |
| NQR Version | 1.1 |

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AGR/N7801: Assist in identifying the works to be taken up and collecting baseline information

Description

This OS unit is about assisting the TA/ JE/ AE in identifying the works to be taken up under MGNREGA and collecting baseline information.

Scope

The scope covers the following :

- Assist in identifying works to be taken up
- Assist in collecting the baseline information
- Assist in preparing the documents

Elements and Performance Criteria

Assist in identifying the works to be taken up

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

- PC1.** conduct village-level survey through coordination with the TA/ JE/AE to identify the potential work sites such as water bodies, streets, ridges, contours, and work suitable for taking up under the MGNREGA
- PC2.** select the worksites and work to be taken up based on survey and study of topographic sheets and maps
- PC3.** assist the TA/ JE/ AE in mapping the required resources for works to be taken up under MGNREGA in the identified areas

Assist in collecting the baseline information

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

- PC4.** collect information regarding the land use and ownership of the selected worksites along with information of the beneficiary farmers for each of the work by going to the field
- PC5.** assist the TA/ JE/ AE in taking measurements such as length, breadth, depth/thickness, area, volume/ quantity and other relevant technical details at the proposed MGNREGA worksite
- PC6.** record information regarding the type of soil and slope at the worksite, as required according to the type of work to be taken up
- PC7.** mark contours and horizontal lines on slopes using the A-frame
- PC8.** measure slopes for various works using Abney level, hydro marker, etc.

Assist in preparing the documents

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

- PC9.** prepare the site plan, along with the necessary drawings and documentation in consultation with TA/ JE/ AE
- PC10.** assist the TA/ JE/ AE in preparing the workbook regarding the work estimates
- PC11.** prepare index map and sketches for each type of work, along with the work input data sheet meant for the preparation of work estimates

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance and benefits of MGNREGA
- KU2.** relevant provisions of Schedule I of the MGNREGA Act relating to categories of permissible works
- KU3.** the process of conducting a village-level survey through coordination with the TA/JE/AE to identify the potential worksites and work suitable for taking up under the MGNREGA
- KU4.** the process of selecting worksites and works to be taken up based on the village survey and study of topographic sheets and maps
- KU5.** the process of mapping the resources required for works to be taken up under MGNREGA in the identified areas
- KU6.** various pieces of information to be recorded during the survey such as land use and ownership of the selected work sites; measurements such as length, breadth, depth/thickness, area, volume/ quantity, slope, weight, densities, and other relevant technical details
- KU7.** the basic principles of geometrics
- KU8.** the process of estimate preparation and the relevant estimate components to be considered
- KU9.** how to estimate for the excavation of farm pond, construction of Rock Fill Dam (RFD), construction of water trough
- KU10.** the process of calculating the requirement of materials for different types of works
- KU11.** the process and necessity of conducting surveys for MGNREGA works
- KU12.** the use of various measuring aids and instruments to take relevant measurements
- KU13.** the process of preparing layout, setting out straight lines and lines of different angles on the ground
- KU14.** how to mark contours and horizontal lines on slopes using the A-Frame
- KU15.** the process of identifying and setting out levels and slopes using a hydrometer/ pipe level and Abney level
- KU16.** different types of soils, sands, stones, bricks, cement
- KU17.** different types of maps and their use
- KU18.** how to convert units of length, area, volume and weight
- KU19.** how to draw relevant sketches, basic drawings, cross-sections, layouts
- KU20.** how to calculate the average of multiple values
- KU21.** the application of basic measurements
- KU22.** the process of estimating and calculating areas, slopes and weights related to construction works under MGNREGA
- KU23.** the process of preparing the site plan, along with the necessary drawings and documentation in consultation with TA/JE/AE
- KU24.** the process of preparing the input data sheet/workbook regarding the work estimates
- KU25.** how to prepare index maps and sketches

Generic Skills (GS)

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

- GS1.** write work-related notes and maintain the relevant records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the information/ instructions being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** evaluate all possible solutions to a problem to select the best one
- GS7.** co-ordinate with the co-workers to achieve the work objectives
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Assist in identifying the works to be taken up</i> | 10 | 15 | - | 10 |
| PC1. conduct village-level survey through coordination with the TA/ JE/AE to identify the potential work sites such as water bodies, streets, ridges, contours, and work suitable for taking up under the MGNREGA | - | - | - | - |
| PC2. select the worksites and work to be taken up based on survey and study of topographic sheets and maps | - | - | - | - |
| PC3. assist the TA/ JE/ AE in mapping the required resources for works to be taken up under MGNREGA in the identified areas | - | - | - | - |
| <i>Assist in collecting the baseline information</i> | 10 | 15 | - | 10 |
| PC4. collect information regarding the land use and ownership of the selected worksites along with information of the beneficiary farmers for each of the work by going to the field | - | - | - | - |
| PC5. assist the TA/ JE/ AE in taking measurements such as length, breadth, depth/thickness, area, volume/ quantity and other relevant technical details at the proposed MGNREGA worksite | - | - | - | - |
| PC6. record information regarding the type of soil and slope at the worksite, as required according to the type of work to be taken up | - | - | - | - |
| PC7. mark contours and horizontal lines on slopes using the A-frame | - | - | - | - |
| PC8. measure slopes for various works using Abney level, hydro marker, etc. | - | - | - | - |
| <i>Assist in preparing the documents</i> | 10 | 10 | - | 10 |
| PC9. prepare the site plan, along with the necessary drawings and documentation in consultation with TA/ JE/ AE | - | - | - | - |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| PC10. assist the TA/ JE/ AE in preparing the workbook regarding the work estimates | - | - | - | - |
| PC11. prepare index map and sketches for each type of work, along with the work input data sheet meant for the preparation of work estimates | - | - | - | - |
| NOS Total | 30 | 40 | - | 30 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|------------------------------------------------------------------------------------|
| NOS Code | AGR/N7801 |
| NOS Name | Assist in identifying the works to be taken up and collecting baseline information |
| Sector | Agriculture |
| Sub-Sector | Agriculture Industries |
| Occupation | Agri Entrepreneurship and Rural Enterprises |
| NSQF Level | 4 |
| Credits | 1 |
| Version | 2.0 |
| Last Reviewed Date | 31/03/2022 |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 31/03/2022 |

Qualification Pack

AGR/N7802: Assist in making the presentation to the GP and preparing the work register

Description

This OS unit is about assisting in making the presentation to Gram Panchayat (GP) and preparing the work register.

Scope

The scope covers the following :

- Assist in making the presentation to GP
- Prepare the work register

Elements and Performance Criteria

Assist in making the presentation to GP

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

- PC1.** assist the TA/ JE/ AE in preparing the work estimates according to the labour budget in the required format to be presented to GP, ranking the work as per the priorities given in schedule I of the MGNREGA
- PC2.** assist in making the presentation of work proposals to GP for their approval, presenting workwise costs separately for each category of work

Prepare the work register

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

- PC3.** prepare the work register after obtaining approval from the relevant authority, including the list of works to be done by labourers based on the demand and approval from GP
- PC4.** prepare the work schedule according to the required person-days and available material
- PC5.** update the worksheets with the information regarding the work completed and remaining

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the role of GP, GP Secretary, TA, JE, AE, Technical sanction authority, Administration sanction authority in sanctioning the works to be taken up under MGNREGA
- KU2.** the process of preparing the work estimates according to the labour budget
- KU3.** the process of making the presentation of the work proposals to GP for their approval, presenting workwise costs separately for each category of work, ranking the work as per the priorities given in schedule I of the MGNREGA
- KU4.** the annual planning process and the labour budget preparation
- KU5.** the important technical features of the works mentioned in schedule I of the MGNREGA Act

Generic Skills (GS)

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

- GS1.** write work-related notes and maintain the relevant records
- GS2.** communicate politely and professionally
- GS3.** read the relevant literature to learn about the latest developments in the field of work
- GS4.** listen attentively to understand the information/ instructions being shared
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Assist in making the presentation to GP</i> | 13 | 18 | - | 13 |
| PC1. assist the TA/ JE/ AE in preparing the work estimates according to the labour budget in the required format to be presented to GP, ranking the work as per the priorities given in schedule I of the MGNREGA | - | - | - | - |
| PC2. assist in making the presentation of work proposals to GP for their approval, presenting workwise costs separately for each category of work | - | - | - | - |
| <i>Prepare the work register</i> | 17 | 22 | - | 17 |
| PC3. prepare the work register after obtaining approval from the relevant authority, including the list of works to be done by labourers based on the demand and approval from GP | - | - | - | - |
| PC4. prepare the work schedule according to the required person-days and available material | - | - | - | - |
| PC5. update the worksheets with the information regarding the work completed and remaining | - | - | - | - |
| NOS Total | 30 | 40 | - | 30 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|-----------------------------------------------------------------------------|
| NOS Code | AGR/N7802 |
| NOS Name | Assist in making the presentation to the GP and preparing the work register |
| Sector | Agriculture |
| Sub-Sector | Agriculture Industries |
| Occupation | Agri Entrepreneurship and Rural Enterprises |
| NSQF Level | 4 |
| Credits | 1 |
| Version | 2.0 |
| Last Reviewed Date | 31/03/2022 |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 31/03/2022 |

Qualification Pack

AGR/N7804: Assist in preparing for work on the MGNREGA work site

Description

This OS unit is about preparing for work on the MGNREGA work site.

Scope

The scope covers the following :

- Assist in preparing for work at the worksite

Elements and Performance Criteria

Assist in preparing for work at the worksite

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

- PC1.** assist the GP in the procurement of quality construction materials such as cement, stones, bricks, etc.
- PC2.** arrange for safe and efficient storage of construction materials at the worksite, ensuring the quality of materials and prevention of wastage
- PC3.** organise relevant training sessions such as on-the-job training for mates and labourers and Rozgar Sevak to help them learn the required skills and perform their duties as per the applicable quality standards
- PC4.** allot tasks to labour groups at the worksite, ensuring no overlap among them, briefing them about the scope of work, applicable quality standards and targets to be achieved, along with the payable wages
- PC5.** ensure proportionate work allocation according to the number of labourers in each group and minimum guaranteed number of work hours
- PC6.** ensure the availability of appropriate tools, implements, equipment and materials to the labourers for effective and timely completion of work
- PC7.** guide the labourers and other relevant personnel on the applicable health and safety guidelines to be followed at the worksite

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the role of labour groups, mates, Rozgar Sevak, GP secretary
- KU2.** task rates and the process of calculating task rates using a ready reckoner
- KU3.** various worksite facilities to be provided under MGNREGA
- KU4.** the process of setting work to be done on the ground using an L-scale, A-frame, hydrometer, water tube, line level, rope, measuring tape, etc.
- KU5.** applicable construction activities, their units and quality specifications
- KU6.** the process of preparing for various works sanctioned under MGNREGA
- KU7.** the standard schedule of rates

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- KU8.** the process of preparing the Bill of Quantities (BoQ)
- KU9.** the process of procuring construction materials such as cement, stones, bricks, etc.
- KU10.** the importance of ensuring safe and efficient storage of construction materials at the worksite
- KU11.** the importance of organising relevant training sessions such as on-the-job training for mates and labourers and Rozgar Sevak to help them learn the required skills and perform their duties
- KU12.** the process of allotting tasks to labour groups at the worksite, ensuring no overlap among them
- KU13.** the importance of briefing labourers about the scope of work, applicable quality standards and targets to be achieved, along with the payable wages
- KU14.** the importance of ensuring proportionate work allocation according to the number of labourers in each group and minimum guaranteed number of work hours
- KU15.** the importance of ensuring the availability of appropriate tools, implements, equipment and materials to the labourers for effective and timely completion of work
- KU16.** the applicable health and safety guidelines to be followed at worksites

Generic Skills (GS)

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

- GS1.** write work-related notes and maintain the relevant records
- GS2.** communicate politely and professionally
- GS3.** read the relevant literature to learn about the latest developments in the field of work
- GS4.** listen attentively to understand the information/ instructions being shared
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Assist in preparing for work at the worksite</i> | 30 | 40 | - | 30 |
| PC1. assist the GP in the procurement of quality construction materials such as cement, stones, bricks, etc. | - | - | - | - |
| PC2. arrange for safe and efficient storage of construction materials at the worksite, ensuring the quality of materials and prevention of wastage | - | - | - | - |
| PC3. organise relevant training sessions such as on-the-job training for mates and labourers and Rozgar Sevak to help them learn the required skills and perform their duties as per the applicable quality standards | - | - | - | - |
| PC4. allot tasks to labour groups at the worksite, ensuring no overlap among them, briefing them about the scope of work, applicable quality standards and targets to be achieved, along with the payable wages | - | - | - | - |
| PC5. ensure proportionate work allocation according to the number of labourers in each group and minimum guaranteed number of work hours | - | - | - | - |
| PC6. ensure the availability of appropriate tools, implements, equipment and materials to the labourers for effective and timely completion of work | - | - | - | - |
| PC7. guide the labourers and other relevant personnel on the applicable health and safety guidelines to be followed at the worksite | - | - | - | - |
| NOS Total | 30 | 40 | - | 30 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|-------------------------------------------------------|
| NOS Code | AGR/N7804 |
| NOS Name | Assist in preparing for work on the MGNREGA work site |
| Sector | Agriculture |
| Sub-Sector | Agriculture Industries |
| Occupation | Agri-Entrepreneurship and Rural Enterprises |
| NSQF Level | 4 |
| Credits | 2 |
| Version | 3.0 |
| Last Reviewed Date | NA |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 31/03/2022 |

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AGR/N7805: Assist in monitoring work at MGNREGA work sites

Description

This OS unit is about assisting in monitoring the work done by labourers at MGNREGA work sites. It also covers resource optimisation and waste management.

Scope

The scope covers the following :

- Assisting in supervising the execution and quality of work
- Assist in ensuring adherence to health and safety standards
- Optimise and ensure resource utilisation
- Perform and ensure effective waste management

Elements and Performance Criteria

Assisting in supervising the execution and quality of work

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

- PC1.** assist the mates and Rozgar Sevak in providing worksite facilities
- PC2.** conduct regular worksite visits to check work execution and ensure the work is carried out as planned, and according to the mark-out, work specifications and applicable quality standards
- PC3.** ensure work is completed as per the applicable standards and within the agreed Turn-Around-Time (TAT)
- PC4.** ensure tools, implements and equipment are used safely and are maintained as per the manufacturer's instructions
- PC5.** ensure the remaining material is kept protected at the work site for future use or returned to Gram Panchayat/ seller, following the applicable procedure
- PC6.** coordinate with the TA/ JE/ AE for reviewing and verifying the measurements of work done by each group as recorded in the M Book
- PC7.** assist the TA/ JE/ AE in checking the quality of work carried out by each group to get approval
- PC8.** assist in taking appropriate corrective action as per the applicable standards, if any defects are identified in work

Assist in ensuring adherence to health and safety standards

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

- PC9.** ensure the labourers follow the applicable occupational health and safety measures, such as the use of the relevant Personal Protective Equipment (PPE), barriers, and warning signs at the worksite
- PC10.** check the availability of fully-equipped first aid kit with each labour group on the site and ensure the mate of the group is trained in providing first aid

Optimise and ensure resource utilisation

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

- PC11.** optimise the usage of water and other resources in various tasks and processes, ensuring the labourers do the same

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PC12. arrange for any water leakages to be plugged to prevent its wastage

Perform and ensure effective waste management

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

PC13. segregate waste into appropriate categories, also guiding the labourers on the process

PC14. recycle the recyclable waste appropriately and dispose the non-recyclable waste in an environment-friendly manner, urging the labourers to follow the same practices

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the importance of guiding the mates and Rozgar Sevak for providing worksite facilities

KU2. the process of checking work execution at the worksite to ensure the work is carried out as planned, and according to the work specifications and applicable quality standards

KU3. how to prepare and use cement concentration and mortar

KU4. the process of making superstructure with stones or bricks

KU5. the process of laying the foundation in construction works

KU6. the applicable brick masonry practices

KU7. the importance of ensuring work is completed as per the applicable standards and within the agreed Turn-Around-Time (TAT)

KU8. the importance of ensuring safe usage and maintenance of tools, implements and equipment as per the manufacturer's instructions

KU9. the process of managing with remaining construction material

KU10. the importance of ensuring activity-specific compliance to environmental laws, community facilitation requirements, health and safety standards in the execution of works

KU11. how to coordinate with the TA/ JE/ AE for reviewing and verifying the measurements of work done by each labour group as recorded in the M-Book

KU12. the process of checking the quality of work carried out by each labour group to get approval

KU13. the process of initiating and taking corrective action as per the applicable standards if any defects are identified in work

KU14. the benefits and ways of resource optimisation

KU15. the criteria for segregating waste into appropriate categories

KU16. how to recycle and dispose different types of waste appropriately

Generic Skills (GS)

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

GS1. write work-related notes and maintain the relevant records

GS2. read the relevant literature to get the latest updates about the field of work

GS3. listen attentively to understand the information/ instructions being shared

GS4. communicate politely and professionally

GS5. plan and prioritise tasks to ensure timely completion

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- GS6.** evaluate all possible solutions to a problem to select the best one
- GS7.** co-ordinate with the co-workers to achieve the work objectives
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

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Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Assisting in supervising the execution and quality of work</i> | 12 | 16 | - | 12 |
| PC1. assist the mates and Rozgar Sevak in providing worksite facilities | - | - | - | - |
| PC2. conduct regular worksite visits to check work execution and ensure the work is carried out as planned, and according to the mark-out, work specifications and applicable quality standards | - | - | - | - |
| PC3. ensure work is completed as per the applicable standards and within the agreed Turn-Around-Time (TAT) | - | - | - | - |
| PC4. ensure tools, implements and equipment are used safely and are maintained as per the manufacturer's instructions | - | - | - | - |
| PC5. ensure the remaining material is kept protected at the work site for future use or returned to Gram Panchayat/ seller, following the applicable procedure | - | - | - | - |
| PC6. coordinate with the TA/ JE/ AE for reviewing and verifying the measurements of work done by each group as recorded in the M Book | - | - | - | - |
| PC7. assist the TA/ JE/ AE in checking the quality of work carried out by each group to get approval | - | - | - | - |
| PC8. assist in taking appropriate corrective action as per the applicable standards, if any defects are identified in work | - | - | - | - |
| <i>Assist in ensuring adherence to health and safety standards</i> | 12 | 14 | - | 12 |
| PC9. ensure the labourers follow the applicable occupational health and safety measures, such as the use of the relevant Personal Protective Equipment (PPE), barriers, and warning signs at the worksite | - | - | - | - |

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| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| PC10. check the availability of fully-equipped first aid kit with each labour group on the site and ensure the mate of the group is trained in providing first aid | - | - | - | - |
| <i>Optimise and ensure resource utilisation</i> | 2 | 4 | - | 2 |
| PC11. optimise the usage of water and other resources in various tasks and processes, ensuring the labourers do the same | - | - | - | - |
| PC12. arrange for any water leakages to be plugged to prevent its wastage | - | - | - | - |
| <i>Perform and ensure effective waste management</i> | 4 | 6 | - | 4 |
| PC13. segregate waste into appropriate categories, also guiding the labourers on the process | - | - | - | - |
| PC14. recycle the recyclable waste appropriately and dispose the non-recyclable waste in an environment-friendly manner, urging the labourers to follow the same practices | - | - | - | - |
| NOS Total | 30 | 40 | - | 30 |

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National Occupational Standards (NOS) Parameters

| | |
|----------------------------|-------------------------------------------------|
| NOS Code | AGR/N7805 |
| NOS Name | Assist in monitoring work at MGNREGA work sites |
| Sector | Agriculture |
| Sub-Sector | Agriculture Industries |
| Occupation | Agri Entrepreneurship and Rural Enterprises |
| NSQF Level | 4 |
| Credits | 1 |
| Version | 2.0 |
| Last Reviewed Date | 31/03/2022 |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 31/03/2022 |

Qualification Pack

AGR/N7806: Maintain the relevant MGNREGA records

Description

This OS unit is about maintaining the relevant MGNREGA records and ensuring their safe storage.

Scope

The scope covers the following :

- Maintain the relevant records
- Ensure safe storage of records

Elements and Performance Criteria

Maintain the relevant records

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

- PC1.** prepare and update the work register in the template as required by the Ministry of Rural Development (MoRD), recording information regarding the administrative and technical sanctions given by the relevant authority
- PC2.** maintain and review the technical sanction estimates to ensure accuracy
- PC3.** maintain the status of work with respect to work sanctioned under different categories, spillover works, works under coverage and work completed
- PC4.** maintain supplier-wise material supply report along with the material expenditure report
- PC5.** prepare and update the workwise Material at Site (MAS) register with the information regarding the receipt and consumption of various materials for each type of work
- PC6.** prepare and update asset register with details of assets created under MGNREGA after completion of the works
- PC7.** record the measurements of work completed by each labour group in the measurement book (MBook) and update the relevant authority with the status of MBook in a timely manner
- PC8.** calculate the wages payable to labourers in each group, based on the extent of work done by each of them and update the payment register with information regarding the payments made according to the recorded measurements
- PC9.** maintain the tools issue register with details of their issue and return
- PC10.** record photographic evidence of the status of work and uploaded it to the relevant portal using a mobile phone or computer
- PC11.** ensure all the records are maintained both manually and electronically using the physical registers and the relevant computer application

Ensure safe storage of records

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

- PC12.** arrange for safe storage of all the records
- PC13.** ensure access to records by the authorised personnel only

Knowledge and Understanding (KU)

Qualification Pack

The individual on the job needs to know and understand:

- KU1.** how to maintain the Material at work site (MAS) register, M Book or measurement book and asset register
- KU2.** how to write and maintain a shelf of works register
- KU3.** the process of preparing and updating the work register in the template as required by the Ministry of Rural Development (MoRD)
- KU4.** the relevant administrative and technical sanctions from the relevant authority to be recorded during the documentation process
- KU5.** the process of reviewing the technical sanction estimates to ensure accuracy
- KU6.** the importance of recording information regarding the receipt and consumption of various materials for each type of work in the Material at Site (MAS) register
- KU7.** the importance of updating the asset register with details of assets created under MGNREGA after completion of the works
- KU8.** the importance and process of recording the measurements of work completed by each labour group in the measurement book (MBook)
- KU9.** the process of calculating the wages payable to labourers in each group, based on the extent of work done by each of them
- KU10.** the importance of updating the payment register with information regarding the payments made according to the recorded measurements
- KU11.** the process of maintaining the tools issue register with details of their issue and return
- KU12.** the importance of ensuring safe storage of records and access to them by the authorised personnel only

Generic Skills (GS)

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

- GS1.** write work-related notes and maintain the relevant records
- GS2.** communicate politely and professionally
- GS3.** read the relevant literature to learn about the latest developments in the field of work
- GS4.** listen attentively to understand the information/ instructions being shared
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Maintain the relevant records</i> | 26 | 34 | - | 26 |
| PC1. prepare and update the work register in the template as required by the Ministry of Rural Development (MoRD), recording information regarding the administrative and technical sanctions given by the relevant authority | - | - | - | - |
| PC2. maintain and review the technical sanction estimates to ensure accuracy | - | - | - | - |
| PC3. maintain the status of work with respect to work sanctioned under different categories, spillover works, works under coverage and work completed | - | - | - | - |
| PC4. maintain supplier-wise material supply report along with the material expenditure report | - | - | - | - |
| PC5. prepare and update the workwise Material at Site (MAS) register with the information regarding the receipt and consumption of various materials for each type of work | - | - | - | - |
| PC6. prepare and update asset register with details of assets created under MGNREGA after completion of the works | - | - | - | - |
| PC7. record the measurements of work completed by each labour group in the measurement book (MBook) and update the relevant authority with the status of MBook in a timely manner | - | - | - | - |
| PC8. calculate the wages payable to labourers in each group, based on the extent of work done by each of them and update the payment register with information regarding the payments made according to the recorded measurements | - | - | - | - |
| PC9. maintain the tools issue register with details of their issue and return | - | - | - | - |
| PC10. record photographic evidence of the status of work and uploaded it to the relevant portal using a mobile phone or computer | - | - | - | - |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| PC11. ensure all the records are maintained both manually and electronically using the physical registers and the relevant computer application | - | - | - | - |
| <i>Ensure safe storage of records</i> | 4 | 6 | - | 4 |
| PC12. arrange for safe storage of all the records | - | - | - | - |
| PC13. ensure access to records by the authorised personnel only | - | - | - | - |
| NOS Total | 30 | 40 | - | 30 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---------------------------------------------|
| NOS Code | AGR/N7806 |
| NOS Name | Maintain the relevant MGNREGA records |
| Sector | Agriculture |
| Sub-Sector | Agriculture Industries |
| Occupation | Agri Entrepreneurship and Rural Enterprises |
| NSQF Level | 4 |
| Credits | 1 |
| Version | 2.0 |
| Last Reviewed Date | 31/03/2022 |
| Next Review Date | 31/03/2025 |
| NSQC Clearance Date | 31/03/2022 |

Qualification Pack

AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

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

Maintain clean and safe workplace

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

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

Administer appropriate emergency procedures

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

Qualification Pack

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

Qualification Pack

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

Qualification Pack

Assessment Criteria

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---------------------------------------------|
| NOS Code | AGR/N9903 |
| NOS Name | Maintain health and safety at the workplace |
| Sector | Agriculture |
| Sub-Sector | Generic |
| Occupation | Generic |
| NSQF Level | 4 |
| Credits | 1 |
| Version | 4.0 |
| Last Reviewed Date | 22/10/2024 |
| Next Review Date | 22/10/2027 |
| NSQC Clearance Date | 22/10/2024 |

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values – Citizenship

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

- PC3.** 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.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** 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

Basic English Skills

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

Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** 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:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** 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:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** 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:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** 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:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. 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. 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 and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. 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

GS2. communicate effectively using appropriate language in formal and informal settings

Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- 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

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Introduction to Employability Skills</i> | 1 | 1 | - | - |
| PC1. identify employability skills required for jobs in various industries | - | - | - | - |
| PC2. identify and explore learning and employability portals | - | - | - | - |
| <i>Constitutional values – Citizenship</i> | 1 | 1 | - | - |
| PC3. 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. | - | - | - | - |
| PC4. follow environmentally sustainable practices | - | - | - | - |
| <i>Becoming a Professional in the 21st Century</i> | 2 | 4 | - | - |
| PC5. recognize the significance of 21st Century Skills for employment | - | - | - | - |
| PC6. 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 | - | - | - | - |
| <i>Basic English Skills</i> | 2 | 3 | - | - |
| PC7. use basic English for everyday conversation in different contexts, in person and over the telephone | - | - | - | - |
| PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English | - | - | - | - |
| PC9. write short messages, notes, letters, e-mails etc. in English | - | - | - | - |
| <i>Career Development & Goal Setting</i> | 1 | 2 | - | - |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|-----------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| PC10. understand the difference between job and career | - | - | - | - |
| PC11. prepare a career development plan with short- and long-term goals, based on aptitude | - | - | - | - |
| <i>Communication Skills</i> | 2 | 2 | - | - |
| PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings | - | - | - | - |
| PC13. work collaboratively with others in a team | - | - | - | - |
| <i>Diversity & Inclusion</i> | 1 | 2 | - | - |
| PC14. communicate and behave appropriately with all genders and PwD | - | - | - | - |
| PC15. escalate any issues related to sexual harassment at workplace according to POSH Act | - | - | - | - |
| <i>Financial and Legal Literacy</i> | 2 | 3 | - | - |
| PC16. select financial institutions, products and services as per requirement | - | - | - | - |
| PC17. carry out offline and online financial transactions, safely and securely | - | - | - | - |
| PC18. identify common components of salary and compute income, expenses, taxes, investments etc | - | - | - | - |
| PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation | - | - | - | - |
| <i>Essential Digital Skills</i> | 3 | 4 | - | - |
| PC20. operate digital devices and carry out basic internet operations securely and safely | - | - | - | - |
| PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively | - | - | - | - |
| PC22. use basic features of word processor, spreadsheets, and presentations | - | - | - | - |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Entrepreneurship</i> | 2 | 3 | - | - |
| PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research | - | - | - | - |
| PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion | - | - | - | - |
| PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity | - | - | - | - |
| <i>Customer Service</i> | 1 | 2 | - | - |
| PC26. identify different types of customers | - | - | - | - |
| PC27. identify and respond to customer requests and needs in a professional manner. | - | - | - | - |
| PC28. follow appropriate hygiene and grooming standards | - | - | - | - |
| <i>Getting ready for apprenticeship & Jobs</i> | 2 | 3 | - | - |
| PC29. create a professional Curriculum vitae (Résumé) | - | - | - | - |
| PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively | - | - | - | - |
| PC31. apply to identified job openings using offline /online methods as per requirement | - | - | - | - |
| PC32. answer questions politely, with clarity and confidence, during recruitment and selection | - | - | - | - |
| PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements | - | - | - | - |
| NOS Total | 20 | 30 | - | - |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---------------------------------|
| NOS Code | DGT/VSQ/N0102 |
| NOS Name | Employability Skills (60 Hours) |
| Sector | Cross Sectoral |
| Sub-Sector | Professional Skills |
| Occupation | Employability |
| NSQF Level | 4 |
| Credits | 2 |
| 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

Qualification Pack

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

| National Occupational Standards | Theory Marks | Practical Marks | Project Marks | Viva Marks | Total Marks | Weightage |
|----------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|-------------|------------|
| AGR/N7801.Assist in identifying the works to be taken up and collecting baseline information | 30 | 40 | - | 30 | 100 | 20 |
| AGR/N7802.Assist in making the presentation to the GP and preparing the work register | 30 | 40 | - | 30 | 100 | 20 |
| AGR/N7804.Assist in preparing for work on the MGNREGA work site | 30 | 40 | - | 30 | 100 | 20 |
| AGR/N7805.Assist in monitoring work at MGNREGA work sites | 30 | 40 | - | 30 | 100 | 15 |
| AGR/N7806.Maintain the relevant MGNREGA records | 30 | 40 | - | 30 | 100 | 15 |
| AGR/N9903.Maintain health and safety at the workplace | 40 | 25 | - | 35 | 100 | 5 |
| DGT/VSQ/N0102.Employability Skills (60 Hours) | 20 | 30 | - | - | 50 | 5 |
| Total | 210 | 255 | - | 185 | 650 | 100 |

Qualification Pack

Acronyms

| | |
|-------------|-------------------------------------------------|
| NOS | National Occupational Standard(s) |
| NSQF | National Skills Qualifications Framework |
| QP | Qualifications Pack |
| TVET | Technical and Vocational Education and Training |
| PPE | Personal Protective Equipment |
| PPE | Personal Protective Equipment |
| PPE | Personal Protective Equipment |

Qualification Pack

Glossary

| | |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sector | Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. |
| Sub-sector | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| Occupation | Occupation is a set of job roles, which perform similar/ related set of functions in an industry. |
| Job role | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation. |
| Occupational Standards (OS) | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria (PC) | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task. |
| National Occupational Standards (NOS) | NOS are occupational standards which apply uniquely in the Indian context. |
| Qualifications Pack (QP) | QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code. |
| Unit Code | Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N' |
| Unit Title | Unit title gives a clear overall statement about what the incumbent should be able to do. |
| Description | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. |
| Scope | Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required. |

Qualification Pack

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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. |