



# Jute and Mesta Cultivator

QP Code: AGR/Q0204

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NSQF Level: 3

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

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## AGR/Q0204: Jute and Mesta Cultivator

### Brief Job Description

A Jute and Mesta Cultivator is responsible for cultivating jute and mesta plants and extracting their fibre. In the process, the individual selects an appropriate site, prepares the field, procures the planting material and sows the jute and mesta seeds. The person maintains the jute and mesta plants, including nutrient, irrigation, weed, and pest and disease management. The person also harvests jute and mesta crops, extracts their fibre and markets it.

### Personal Attributes

The individual should be physically fit to work for long durations. The person should have attention to detail, problem-solving skills, and basic verbal and written communication skills.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [AGR/N0211: Select the site, prepare the land and sow jute and mesta seeds](#)
2. [AGR/N0212: Maintain the jute and mesta plants](#)
3. [AGR/N0213: Perform harvesting and post-harvest management of jute and mesta crops](#)
4. [AGR/N0220: Market jute and mesta and maintain records](#)
5. [AGR/N9903: Maintain health and safety at the workplace](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	
<b>Occupation</b>	Field Crops Cultivation (Cash crops)
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Credits</b>	9

<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/6111.0200
<b>Minimum Educational Qualification &amp; Experience</b>	8th grade pass with 2 Years of experience in the relevant field OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject OR 5th grade pass with 5 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2) with 1 Year of experience in the relevant field OR Previous relevant Qualification of NSQF Level (2.5) with 6 Years of experience in the relevant field
<b>Minimum Level of Education for Training in School</b>	8th Class
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>Deactivation Date</b>	18/02/2025
<b>NSQC Approval Date</b>	29/03/2023
<b>Version</b>	2.0
<b>Reference code on NQR</b>	QG-03-AG-00369-2023-V1-ASCI
<b>NQR Version</b>	1



## **AGR/N0211: Select the site, prepare the land and sow jute and mesta seeds**

### **Description**

This OS unit is about selecting an appropriate site, preparing the land and sowing jute and mesta seeds.

### **Scope**

The scope covers the following :

- Select the site for jute and mesta cultivation
- Prepare the land for jute and mesta cultivation
- Sow the jute and mesta seeds

### **Elements and Performance Criteria**

#### *Select the site for jute and mesta cultivation*

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

- PC1.** select a site with the recommended agro-climatic conditions and land with the recommended topography, i.e. elevation and slope for jute and mesta cultivation
- PC2.** ensure the site does not experience waterlogging
- PC3.** check the soil type to ensure it is suitable for jute and mesta cultivation

#### *Prepare the land for jute and mesta cultivation*

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

- PC4.** arrange the necessary tools, equipment and machineries required for jute and mesta cultivation
- PC5.** collect and label soil samples with the relevant information and coordinate with a government-approved for soil-testing
- PC6.** remove any weeds, debris and waste material from the field
- PC7.** carry out ploughing, harrowing and planking in the field for the recommended number of times to break soil clods and achieve a fine tilth
- PC8.** apply the necessary treatment to the soil as per the recommendations of the soil-testing laboratory, e.g. compost to increase the percentage of organic matter
- PC9.** apply the basal dose of manure to improve the physical properties of the soil
- PC10.** create drainage channels in the field to ensure effective water drainage
- PC11.** install an appropriate irrigation system in the field

#### *Sow the jute and mesta seeds*

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

- PC12.** select an appropriate season for planting jute and mesta
- PC13.** select the appropriate jute and mesta varieties to grow according to the climatic conditions and soil type available at the site
- PC14.** procure the seeds for the selected varieties from reliable sources, such as government nurseries, research institutes, agricultural universities and approved vendors
- PC15.** treat the seeds following an appropriate seed treatment method before sowing

- PC16.** sow seeds in the field manually or using an appropriate seed sowing equipment at the recommended seed rate
- PC17.** follow an appropriate seed sowing method
- PC18.** maintain required sowing depth and plant and row spacing to allow optimum conditions for seed germination and growth of seedlings
- PC19.** apply the recommended organic and inorganic fertilizers in appropriate quantities in the field and carry out irrigation after sowing
- PC20.** carry out thinning after the recommended number of days following sowing

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** the appropriate agro-climatic conditions suitable for jute and mesta cultivation
- KU2.** the appropriate types of soil suitable for jute and mesta cultivation
- KU3.** the use of the necessary tools, equipment and machineries required for jute and mesta cultivation
- KU4.** the process of collecting soil samples and the importance of getting the samples tested by a government-approved soil testing laboratory
- KU5.** the appropriate treatments to be applied to the soil to improve its fertility
- KU6.** the process of preparing the field for jute and mesta cultivation
- KU7.** the importance of ensuring effective drainage and jute and mesta fields
- KU8.** different types of irrigation systems and the suitable ones for jute and mesta fields
- KU9.** the different varieties of jute and mesta and the appropriate seasons for their sowing
- KU10.** the importance of procuring the planting material from reliable sources
- KU11.** the appropriate seed treatment methods
- KU12.** different seed sowing methods and the use of relevant seed sowing equipment
- KU13.** the importance of maintaining the required sowing depth and plant and row spacing to allow optimum conditions for seed germination and growth of seedlings
- KU14.** the immediate care to be provided to jute and mesta seeds after sowing
- KU15.** the importance and process of carrying out thinning in jute and mesta fields

### **Generic Skills (GS)**

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

- GS1.** read the relevant literature to get the latest updates about the field of work
- GS2.** listen attentively to understand the instructions being given
- GS3.** maintain work-related notes and records
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** coordinate with the co-workers to achieve the work objectives
- GS7.** take quick decisions to deal with any emergencies/ accidents

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Select the site for jute and mesta cultivation</i>	<b>4</b>	<b>6</b>	-	<b>4</b>
<b>PC1.</b> select a site with the recommended agro-climatic conditions and land with the recommended topography, i.e. elevation and slope for jute and mesta cultivation	-	-	-	-
<b>PC2.</b> ensure the site does not experience waterlogging	-	-	-	-
<b>PC3.</b> check the soil type to ensure it is suitable for jute and mesta cultivation	-	-	-	-
<i>Prepare the land for jute and mesta cultivation</i>	<b>12</b>	<b>16</b>	-	<b>12</b>
<b>PC4.</b> arrange the necessary tools, equipment and machineries required for jute and mesta cultivation	-	-	-	-
<b>PC5.</b> collect and label soil samples with the relevant information and coordinate with a government-approved for soil-testing	-	-	-	-
<b>PC6.</b> remove any weeds, debris and waste material from the field	-	-	-	-
<b>PC7.</b> carry out ploughing, harrowing and planking in the field for the recommended number of times to break soil clods and achieve a fine tilth	-	-	-	-
<b>PC8.</b> apply the necessary treatment to the soil as per the recommendations of the soil-testing laboratory, e.g. compost to increase the percentage of organic matter	-	-	-	-
<b>PC9.</b> apply the basal dose of manure to improve the physical properties of the soil	-	-	-	-
<b>PC10.</b> create drainage channels in the field to ensure effective water drainage	-	-	-	-
<b>PC11.</b> install an appropriate irrigation system in the field	-	-	-	-
<i>Sow the jute and mesta seeds</i>	<b>14</b>	<b>18</b>	-	<b>14</b>
<b>PC12.</b> select an appropriate season for planting jute and mesta	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> select the appropriate jute and mesta varieties to grow according to the climatic conditions and soil type available at the site	-	-	-	-
<b>PC14.</b> procure the seeds for the selected varieties from reliable sources, such as government nurseries, research institutes, agricultural universities and approved vendors	-	-	-	-
<b>PC15.</b> treat the seeds following an appropriate seed treatment method before sowing	-	-	-	-
<b>PC16.</b> sow seeds in the field manually or using an appropriate seed sowing equipment at the recommended seed rate	-	-	-	-
<b>PC17.</b> follow an appropriate seed sowing method	-	-	-	-
<b>PC18.</b> maintain required sowing depth and plant and row spacing to allow optimum conditions for seed germination and growth of seedlings	-	-	-	-
<b>PC19.</b> apply the recommended organic and inorganic fertilizers in appropriate quantities in the field and carry out irrigation after sowing	-	-	-	-
<b>PC20.</b> carry out thinning after the recommended number of days following sowing	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>



**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N0211
<b>NOS Name</b>	Select the site, prepare the land and sow jute and mesta seeds
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Field Crop Cultivation (Cash crop)
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## **AGR/N0212: Maintain the jute and mesta plants**

### **Description**

This OS unit is about maintaining the jute and mesta plants to ensure their optimum growth. It includes trimming and pruning, irrigation, nutrient, pest and disease, and weed management.

### **Scope**

The scope covers the following :

- Perform nutrient management of jute and mesta
- Perform irrigation management of jute and mesta
- Perform integrated pest and disease management of jute and mesta
- Carry out pruning and trimming
- Perform weed management of jute and mesta

### **Elements and Performance Criteria**

#### *Perform nutrient management of jute and mesta*

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

- PC1.** select the appropriate organic and inorganic fertilizers for application in the field
- PC2.** prepare organic fertilizers such as farmyard manure and vermicompost, and prepare the mixture of liquid fertilizers for application in the field
- PC3.** apply organic and inorganic fertilizers in the field, using them in the recommended quantity according to the stages of growth of the jute and mesta crops
- PC4.** use the appropriate tools and equipment for fertilization application
- PC5.** carry out intercropping with the recommended crops for the best utilization of soil nutrients
- PC6.** follow the recommended practices for soil conservation, e.g. mulching to conserve soil moisture and application of organic fertilizers

#### *Perform irrigation management of jute and mesta*

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

- PC7.** follow the recommended irrigation schedule for the grown jute and mesta varieties
- PC8.** carry out irrigation in the field according to the rainfall and stages of the growth of jute and mesta crops
- PC9.** follow the recommended measures to ensure there is no under or over-irrigation
- PC10.** ensure no waterlogging in the field by draining out the excess water

#### *Perform integrated pest and disease management of jute and mesta*

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

- PC11.** follow the relevant preventive measures to protect the jute and mesta crops from pest and disease infestation, such as light traps, sticky traps, etc.
- PC12.** adopt the natural enemies of jute and mesta pests to control and prevent pest infestation
- PC13.** check the jute and mesta plants regularly to identify the symptoms of pest and disease infestation
- PC14.** determine the economic threshold level of pest infestation to initiate the appropriate remedial action to prevent the pest population from reaching the Economic Injury Level (EIL)

- PC15.** follow the appropriate Integrated Pest and Disease Management (IPDM) techniques for removing identified pests and diseases
- PC16.** identify and remove the pest-infested parts of jute and mesta to prevent the spread of pests and disease to the healthy ones
- PC17.** apply the recommended treatment in the appropriate dose to jute and mesta to remove pests and diseases
- PC18.** follow the recommended safety practices while applying any treatment, such as using the relevant PPE
- PC19.** maintain the record of the use of pesticides
- PC20.** use the recommended combination of biological, mechanical and chemical control methods for effective pest and disease prevention

#### *Carry out pruning and trimming*

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

- PC21.** identify the need for trimming and pruning the jute and mesta plants
- PC22.** carry out trimming and pruning using the appropriate tools and implements, ensuring not to cause damage to the stem
- PC23.** use the plant residue from trimming and pruning to prepare compost, manure, etc

#### *Perform weed management of jute and mesta*

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

- PC24.** check the jute and mesta fields regularly to identify weed growth
- PC25.** remove weeds manually using the appropriate tools and implements, retaining the weeds of importance during the weeding process
- PC26.** select and prepare the recommended herbicide/ bio-herbicide solution suitable to the crop
- PC27.** apply the recommended herbicide/ bio-herbicide safely in the recommended dose using the appropriate equipment
- PC28.** follow an appropriate combination of different types of intercultural and mechanical methods for effective weed control

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** the nutrient requirements of jute and mesta crops
- KU2.** the effective use of different types of organic and inorganic fertilizers
- KU3.** how to prepare organic fertilizers such as Farmyard Manure (FYM), compost, vermicompost, etc.
- KU4.** how to prepare the mixture of liquid fertilizers for application in the field
- KU5.** the different methods of applying fertilizers and the use of relevant tools and equipment
- KU6.** the benefits and process of carrying out intercropping
- KU7.** the recommended soil conservation practices
- KU8.** the water requirements of jute and mesta crops
- KU9.** the recommended irrigation schedule for different jute and mesta varieties
- KU10.** the importance of carrying out irrigation in the field according to the rainfall and stages of the crops growth

- KU11.** the recommended measures to be followed to avoid under and over-irrigation
- KU12.** the importance and process of draining out excess water from jute and mesta fields to ensure no waterlogging
- KU13.** the relevant preventive measures to be followed to protect the jute and mesta crops from pest and disease infestation
- KU14.** the importance and process of adopting the natural enemies of crop pests
- KU15.** the common insect-pests and diseases of jute and mesta and their symptoms
- KU16.** the importance and process of determining the economic threshold level of pest infestation and initiating the appropriate remedial action to prevent the pest population from reaching the Economic Injury Level (EIL)
- KU17.** the relevant Integrated Pest and Disease Management (IPDM) techniques to be followed for jute and mesta crops
- KU18.** the recommended treatment to be used to treat pest and disease infestation in jute and mesta crops
- KU19.** the process of preparing pesticides for application and the use of relevant plant protection equipment
- KU20.** the recommended safety practices to be followed while applying pesticides
- KU21.** the importance of maintaining the record of the use of pesticides and using them in the recommended quantities
- KU22.** the recommended combination of biological, mechanical and chemical control methods to be followed for effective pest and disease prevention
- KU23.** how to identify the need for trimming and pruning the jute and mesta plants
- KU24.** the process of carrying out trimming and pruning using the appropriate tools and implements
- KU25.** the use of plant residue from trimming and pruning to prepare compost, manure, etc.
- KU26.** different types of weeds found in jute and mesta fields
- KU27.** the importance of checking for weed infestation regularly
- KU28.** the weeding process and the use of appropriate tools and implements
- KU29.** the process of preparing and applying the recommended herbicide/ bio-herbicide solutions for weed control
- KU30.** different types of intercultural and mechanical methods for effective weed control

## **Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** communicate clearly and politely
- GS3.** listen attentively to understand the instructions being given
- GS4.** read the relevant literature to get the latest updates about the field of work
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** use of time and resources efficiently
- GS7.** identify appropriate solutions to work-related problems

**Assessment Criteria**

<b>Assessment Criteria for Outcomes</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<i>Perform nutrient management of jute and mesta</i>	<b>7</b>	<b>9</b>	-	<b>7</b>
<b>PC1.</b> select the appropriate organic and inorganic fertilizers for application in the field	-	-	-	-
<b>PC2.</b> prepare organic fertilizers such as farmyard manure and vermicompost, and prepare the mixture of liquid fertilizers for application in the field	-	-	-	-
<b>PC3.</b> apply organic and inorganic fertilizers in the field, using them in the recommended quantity according to the stages of growth of the jute and mesta crops	-	-	-	-
<b>PC4.</b> use the appropriate tools and equipment for fertilization application	-	-	-	-
<b>PC5.</b> carry out intercropping with the recommended crops for the best utilization of soil nutrients	-	-	-	-
<b>PC6.</b> follow the recommended practices for soil conservation, e.g. mulching to conserve soil moisture and application of organic fertilizers	-	-	-	-
<i>Perform irrigation management of jute and mesta</i>	<b>4</b>	<b>6</b>	-	<b>4</b>
<b>PC7.</b> follow the recommended irrigation schedule for the grown jute and mesta varieties	-	-	-	-
<b>PC8.</b> carry out irrigation in the field according to the rainfall and stages of the growth of jute and mesta crops	-	-	-	-
<b>PC9.</b> follow the recommended measures to ensure there is no under or over-irrigation	-	-	-	-
<b>PC10.</b> ensure no waterlogging in the field by draining out the excess water	-	-	-	-
<i>Perform integrated pest and disease management of jute and mesta</i>	<b>11</b>	<b>13</b>	-	<b>11</b>



Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> follow the relevant preventive measures to protect the jute and mesta crops from pest and disease infestation, such as light traps, sticky traps, etc.	-	-	-	-
<b>PC12.</b> adopt the natural enemies of jute and mesta pests to control and prevent pest infestation	-	-	-	-
<b>PC13.</b> check the jute and mesta plants regularly to identify the symptoms of pest and disease infestation	-	-	-	-
<b>PC14.</b> determine the economic threshold level of pest infestation to initiate the appropriate remedial action to prevent the pest population from reaching the Economic Injury Level (EIL)	-	-	-	-
<b>PC15.</b> follow the appropriate Integrated Pest and Disease Management (IPDM) techniques for removing identified pests and diseases	-	-	-	-
<b>PC16.</b> identify and remove the pest-infested parts of jute and mesta to prevent the spread of pests and disease to the healthy ones	-	-	-	-
<b>PC17.</b> apply the recommended treatment in the appropriate dose to jute and mesta to remove pests and diseases	-	-	-	-
<b>PC18.</b> follow the recommended safety practices while applying any treatment, such as using the relevant PPE	-	-	-	-
<b>PC19.</b> maintain the record of the use of pesticides	-	-	-	-
<b>PC20.</b> use the recommended combination of biological, mechanical and chemical control methods for effective pest and disease prevention	-	-	-	-
<i>Carry out pruning and trimming</i>	<b>3</b>	<b>5</b>	-	<b>3</b>
<b>PC21.</b> identify the need for trimming and pruning the jute and mesta plants	-	-	-	-
<b>PC22.</b> carry out trimming and pruning using the appropriate tools and implements, ensuring not to cause damage to the stem	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC23.</b> use the plant residue from trimming and pruning to prepare compost, manure, etc	-	-	-	-
<i>Perform weed management of jute and mesta</i>	<b>5</b>	<b>7</b>	-	<b>5</b>
<b>PC24.</b> check the jute and mesta fields regularly to identify weed growth	-	-	-	-
<b>PC25.</b> remove weeds manually using the appropriate tools and implements, retaining the weeds of importance during the weeding process	-	-	-	-
<b>PC26.</b> select and prepare the recommended herbicide/ bio-herbicide solution suitable to the crop	-	-	-	-
<b>PC27.</b> apply the recommended herbicide/ bio-herbicide safely in the recommended dose using the appropriate equipment	-	-	-	-
<b>PC28.</b> follow an appropriate combination of different types of intercultural and mechanical methods for effective weed control	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N0212
<b>NOS Name</b>	Maintain the jute and mesta plants
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Field Crop Cultivation (Cash crop)
<b>NSQF Level</b>	3
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## **AGR/N0213: Perform harvesting and post-harvest management of jute and mesta crops**

### **Description**

This OS unit is about harvesting and performing post-harvest management of jute and mesta crops.

### **Scope**

The scope covers the following :

- Harvest the jute and mesta crops
- Perform post-harvest management of jute and mesta crops

### **Elements and Performance Criteria**

#### *Harvest the jute and mesta crops*

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

- PC1.** check the jute and mesta crops to determine their maturity for harvesting
- PC2.** identify the maturity indices and select an appropriate time for harvesting the crops
- PC3.** arrange the appropriate tools and implements for harvesting, such as the sickle
- PC4.** harvest the jute plants by uprooting them in the flooded lands
- PC5.** ensure to harvest the mesta crop in the recommended months according to the mesta varieties
- PC6.** maintain the harvested jute plants in the field for the recommended duration to allow the leaves to shed
- PC7.** collect the harvested jute plants in bundles after trimming the branching tops and tying them into bundles

#### *Perform post-harvest management of jute and mesta crops*

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

- PC8.** carry out retting to facilitate the separation of the fibre from the stem, following the recommended retting method, e.g. stem, ribbon or dry retting
- PC9.** ensure to perform steep retting in clean water at the recommended temperature
- PC10.** extract the jute and mesta fibre following an appropriate method, e.g. Single plant extraction method or Beat-break-jerk method
- PC11.** clean the extracted fibre using clean water and dry it under the sun for the recommended duration
- PC12.** follow the recommended measures to ensure minimum wastage during harvesting
- PC13.** grade the fibre on the applicable parameters, e.g. strength, root content, fineness, density, etc.
- PC14.** create bales of the extracted fibre and pack them using the appropriate packing material
- PC15.** pack the fibre using the appropriate packing material

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** the maturity indices of jute and mesta crops
- KU2.** the appropriate time and season for harvesting jute and mesta crops
- KU3.** the use of appropriate harvesting tools and implements
- KU4.** the process of harvesting jute and mesta crops and collecting them from the field for post-harvest management
- KU5.** the relevant post-harvest procedures to be performed before retting
- KU6.** the process of carrying out retting to facilitate the separation of the fibre from the stem and different retting methods, e.g. stem, ribbon or dry retting
- KU7.** the relevant advance retting technology
- KU8.** the appropriate requirements for carrying out retting, such as clean water and an appropriate temperature
- KU9.** the methods of extracting jute and mesta fibre, e.g. Single plant extraction method or Beat-break-jerk method
- KU10.** how to clean the extracted fibre and the importance of drying it under the sun for the recommended duration
- KU11.** the appropriate parameters for grading the extracted fibre, e.g. strength, root content, fineness, density, etc.
- KU12.** the process of creating bales of the extracted fibre
- KU13.** the appropriate packing material for packing jute and mesta fibre
- KU14.** the use of appropriate weighing tools and equipment and how to weigh jute and mesta accurately
- KU15.** how to make ropes using jute
- KU16.** the process of testing jute fibre on the relevant parameters, such as strength, Bulk-Density, colour, fineness, etc.
- KU17.** the process of grade-wise baling and packing of jute
- KU18.** the use of bale press machine
- KU19.** the appropriate conditions required to store raw jute and mesta

## **Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the instructions being given
- GS4.** communicate politely and professionally
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** use of time and resources efficiently
- GS8.** take quick decisions to deal with any emergencies/ accidents



**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Harvest the jute and mesta crops</i>	<b>15</b>	<b>20</b>	-	<b>15</b>
<b>PC1.</b> check the jute and mesta crops to determine their maturity for harvesting	-	-	-	-
<b>PC2.</b> identify the maturity indices and select an appropriate time for harvesting the crops	-	-	-	-
<b>PC3.</b> arrange the appropriate tools and implements for harvesting, such as the sickle	-	-	-	-
<b>PC4.</b> harvest the jute plants by uprooting them in the flooded lands	-	-	-	-
<b>PC5.</b> ensure to harvest the mesta crop in the recommended months according to the mesta varieties	-	-	-	-
<b>PC6.</b> maintain the harvested jute plants in the field for the recommended duration to allow the leaves to shed	-	-	-	-
<b>PC7.</b> collect the harvested jute plants in bundles after trimming the branching tops and tying them into bundles	-	-	-	-
<i>Perform post-harvest management of jute and mesta crops</i>	<b>15</b>	<b>20</b>	-	<b>15</b>
<b>PC8.</b> carry out retting to facilitate the separation of the fibre from the stem, following the recommended retting method, e.g. stem, ribbon or dry retting	-	-	-	-
<b>PC9.</b> ensure to perform steep retting in clean water at the recommended temperature	-	-	-	-
<b>PC10.</b> extract the jute and mesta fibre following an appropriate method, e.g. Single plant extraction method or Beat-break-jerk method	-	-	-	-
<b>PC11.</b> clean the extracted fibre using clean water and dry it under the sun for the recommended duration	-	-	-	-
<b>PC12.</b> follow the recommended measures to ensure minimum wastage during harvesting	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> grade the fibre on the applicable parameters, e.g. strength, root content, fineness, density, etc.	-	-	-	-
<b>PC14.</b> create bales of the extracted fibre and pack them using the appropriate packing material	-	-	-	-
<b>PC15.</b> pack the fibre using the appropriate packing material	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N0213
<b>NOS Name</b>	Perform harvesting and post-harvest management of jute and mesta crops
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Field Crop Cultivation (Cash crop)
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## **AGR/N0220: Market jute and mesta and maintain records**

### **Description**

This OS unit is about marketing jute and mesta and maintaining the relevant records.

### **Scope**

The scope covers the following :

- Market jute and mesta
- Maintain records

### **Elements and Performance Criteria**

#### *Market jute and mesta*

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

- PC1.** identify the buyers of jute and mesta, such as jute mills, and traders
- PC2.** negotiate with the buyers to secure a profitable price
- PC3.** arrange safe transportation to deliver jute and mesta to the buyer
- PC4.** ensure safe loading and unloading of jute and mesta
- PC5.** follow the recommended measures to protect jute and mesta products from damage while handling and transporting them
- PC6.** process the payments using the buyer-preferred e-payment method
- PC7.** calculate the benefit-cost (B:C) ratio

#### *Maintain records*

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

- PC8.** maintain the manual and/or electronic record of sales and payments using the physical registers and/or the relevant computer application
- PC9.** maintain the electronic backup of records to protect against their accidental loss
- PC10.** review the records regularly to ensure they are accurate and up-to-date

### **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

- KU1.** the concept and benefits of Minimum Support Price (MSP)
- KU2.** the MSP for jute and mesta and the relevant nodal agency for conducting MSP purchase
- KU3.** various terms used in the Jute and mesta trading sector
- KU4.** the identification and quality parameters of jute fibre
- KU5.** various terms used in the jute and mesta trading sector
- KU6.** the relevant buyers of jute and mesta fibre, such as jute mills and traders
- KU7.** the process of negotiating with the buyers
- KU8.** the appropriate mode of transportation for jute and mesta fibre

- KU9.** the use of different e-payment methods
- KU10.** how to calculate the benefit-cost (B:C) ratio
- KU11.** how to maintain manual and electronic records using the physical registers and the relevant computer application
- KU12.** the relevant records to be maintained, e.g. stock, packing and dispatch, bill of supply, etc.
- KU13.** the importance of maintaining the backup of records

### **Generic Skills (GS)**

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the instructions being given
- GS4.** communicate politely and professionally
- GS5.** coordinate with the co-workers to achieve the work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** use of time and resources efficiently
- GS8.** take quick decisions to deal with any emergencies/ accidents



**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Market jute and mesta</i>	<b>21</b>	<b>28</b>	-	<b>21</b>
<b>PC1.</b> identify the buyers of jute and mesta, such as jute mills, and traders	-	-	-	-
<b>PC2.</b> negotiate with the buyers to secure a profitable price	-	-	-	-
<b>PC3.</b> arrange safe transportation to deliver jute and mesta to the buyer	-	-	-	-
<b>PC4.</b> ensure safe loading and unloading of jute and mesta	-	-	-	-
<b>PC5.</b> follow the recommended measures to protect jute and mesta products from damage while handling and transporting them	-	-	-	-
<b>PC6.</b> process the payments using the buyer-preferred e-payment method	-	-	-	-
<b>PC7.</b> calculate the benefit-cost (B:C) ratio	-	-	-	-
<i>Maintain records</i>	<b>9</b>	<b>12</b>	-	<b>9</b>
<b>PC8.</b> maintain the manual and/or electronic record of sales and payments using the physical registers and/or the relevant computer application	-	-	-	-
<b>PC9.</b> maintain the electronic backup of records to protect against their accidental loss	-	-	-	-
<b>PC10.</b> review the records regularly to ensure they are accurate and up-to-date	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

**National Occupational Standards (NOS) Parameters**

<b>NOS Code</b>	AGR/N0220
<b>NOS Name</b>	Market jute and mesta and maintain records
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Crop Production
<b>Occupation</b>	Field Crops Cultivation (Cash Crops)
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## **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:

- 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
- 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

**Assessment Criteria**

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

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

**National Occupational Standards (NOS) Parameters**

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



## **DGT/VSQ/N0101: Employability Skills (30 Hours)**

### **Description**

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

### **Scope**

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

### **Elements and Performance Criteria**

#### *Introduction to Employability Skills*

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

**PC1.** understand the significance of employability skills in meeting the job requirements

#### *Constitutional values – Citizenship*

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

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

#### *Becoming a Professional in the 21st Century*

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

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

#### *Basic English Skills*

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

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

#### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

#### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

#### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

#### *Essential Digital Skills*

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

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

**PC13.** use internet and social media platforms securely and safely

#### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

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

#### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

#### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## **Knowledge and Understanding (KU)**

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

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

**KU9.** different types of financial products and services

**KU10.** how to compute income and expenses

**KU11.** importance of maintaining safety and security in financial transactions

- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

### **Generic Skills (GS)**

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

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

**Assessment Criteria**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	17/11/2022
<b>Next Review Date</b>	30/06/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

### Minimum Aggregate Passing % at QP Level : 50

(**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/N0211.Select the site, prepare the land and sow jute and mesta seeds	30	40	0	30	100	20
AGR/N0212.Maintain the jute and mesta plants	30	40	0	30	100	20
AGR/N0213.Perform harvesting and post-harvest management of jute and mesta crops	30	40	0	30	100	20
AGR/N0220.Market jute and mesta and maintain records	30	40	0	30	100	20
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>180</b>	<b>215</b>	<b>0</b>	<b>155</b>	<b>550</b>	<b>100</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training
<b>PPE</b>	Personal Protective Equipment



## Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.
<b>Knowledge and Understanding (KU)</b>	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.

<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.