

Qualification Pack



Supply Chain Field Executive

QP Code: AGR/Q7501

Version: 3.0

NSQF Level: 4

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AGR/Q7501: Supply Chain Field Executive

Brief Job Description

A Supply Chain Field Assistant manages the flow of produce and ensures continuity of supply through coordination with suppliers and buyers. It includes identifying the needs of the buyer, procuring, packing and transporting the produce. The individual ensures the quality of produce is maintained while it is handled, stored and transported.

Personal Attributes

The individual must be physically fit to work for long durations. The person must have problem-solving skills with the ability to coordinate with others to achieve the work objectives. The individual must be good at written and verbal communication.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N7501: Prepare for the supply chain field operations](#)
2. [AGR/N7502: Procure and prepare the produce for transportation](#)
3. [AGR/N7504: Manage the transportation and payments](#)
4. [AGR/N9903: Maintain health and safety at the workplace](#)
5. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Post-Harvest Supply Chain Management
Country	India
NSQF Level	4
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3323.0602

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Minimum Educational Qualification & Experience	12th grade Pass OR Completed 2nd year of the 3-year diploma after 10 (and 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	27/01/2022
Version	3.0
Reference code on NQR	QG-04-AG-00281-2023-V1.1-ASCI
NQR Version	1.1

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AGR/N7501: Prepare for the supply chain field operations

Description

This OS unit is about preparing for supply chain field operations such as analysing demand, assisting farmers, setting up collection points, etc.

Scope

The scope covers the following :

- Coordinate with the suppliers and buyers
- Assist the farmers with production planning
- Set up collection points

Elements and Performance Criteria

Coordinate with the suppliers and buyers

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

- PC1.** analyse the trade environment and coordinate with the buyers to determine the type of agricultural produce they need, along with the quality and quantity
- PC2.** carry out demand analysis regularly so that suppliers produce agricultural produce as per the demand, avoiding under or over-production
- PC3.** maintain the necessary documentation regarding the demand analysis
- PC4.** coordinate on long-term plans, terms of the contract, pricing strategy, etc.
- PC5.** manage the regulatory aspects of supply chain operations
- PC6.** maintain regular and effective communication with the suppliers and buyers, checking regularly with farmers the availability of stocks and informing the buyers about it
- PC7.** match the supply with demand to ensure continuity of supply

Assist the farmers with production planning

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

- PC8.** assist the farmers in selecting the crop to be produced based on the market demand and profitability
- PC9.** assist the farmers in planning for the farming season
- PC10.** guide the farmers on the use of fertilizers, pesticides, insecticides, herbicides and various equipment
- PC11.** assist the farmers in selecting and procuring the required resources such as appropriate fertilizers, pesticides, insecticides, herbicides, tools and equipment to achieve the desired quality of produce as per the buyer's requirements
- PC12.** guide the farmers on various practices to maintain the quality and freshness of produce along with value-addition practices
- PC13.** guide the farmers about crop insurance and help them avail it

Set up collection points

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

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- PC14.** identify villages with an adequate number of suppliers for setting up collection points
- PC15.** set up collection points in different villages to collect the stock from various suppliers
- PC16.** ensure there is effective coordination between the collection points

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the prevalent market channels for agricultural commodities
- KU2.** the components of an agri supply chain
- KU3.** the benefits of coordinated supply chains
- KU4.** the use of market information system for making marketing decisions
- KU5.** the relevant legal issues involved in managing contracts with farmers
- KU6.** the process of analysing the trade environment and coordinating with the buyers to determine the demand for different types of agricultural produce
- KU7.** the process of preparing the long-term plans, terms of the contract, pricing strategy, etc.
- KU8.** applicable regulatory requirements to be complied with in supply chain operations
- KU9.** the importance of maintaining regular and effective communication with the suppliers and buyers
- KU10.** benefits of selecting crops to be produced based on the market demand and profitability
- KU11.** the process of selecting and procuring required resources such as appropriate fertilizers, pesticides, insecticides, herbicides, tools and equipment for agricultural production
- KU12.** recommended practices to be followed to maintain the quality and freshness of produce and the applicable value-addition practices
- KU13.** the benefits and process of availing crop insurance
- KU14.** the process of setting up produce collection points and the importance of maintaining effective coordination between the collection points

Generic Skills (GS)

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

- GS1.** prepare work-related notes and reports
- GS2.** read the relevant literature to get the latest information about the field of work
- GS3.** listen attentively to understand the information being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritise tasks for effective time management
- 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.** take quick decisions to deal with workplace emergencies and accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Coordinate with the suppliers and buyers</i>	12	14	-	8
PC1. analyse the trade environment and coordinate with the buyers to determine the type of agricultural produce they need, along with the quality and quantity	-	-	-	-
PC2. carry out demand analysis regularly so that suppliers produce agricultural produce as per the demand, avoiding under or over-production	-	-	-	-
PC3. maintain the necessary documentation regarding the demand analysis	-	-	-	-
PC4. coordinate on long-term plans, terms of the contract, pricing strategy, etc.	-	-	-	-
PC5. manage the regulatory aspects of supply chain operations	-	-	-	-
PC6. maintain regular and effective communication with the suppliers and buyers, checking regularly with farmers the availability of stocks and informing the buyers about it	-	-	-	-
PC7. match the supply with demand to ensure continuity of supply	-	-	-	-
<i>Assist the farmers with production planning</i>	8	12	-	10
PC8. assist the farmers in selecting the crop to be produced based on the market demand and profitability	-	-	-	-
PC9. assist the farmers in planning for the farming season	-	-	-	-
PC10. guide the farmers on the use of fertilizers, pesticides, insecticides, herbicides and various equipment	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. assist the farmers in selecting and procuring the required resources such as appropriate fertilizers, pesticides, insecticides, herbicides, tools and equipment to achieve the desired quality of produce as per the buyer's requirements	-	-	-	-
PC12. guide the farmers on various practices to maintain the quality and freshness of produce along with value-addition practices	-	-	-	-
PC13. guide the farmers about crop insurance and help them avail it	-	-	-	-
<i>Set up collection points</i>	10	14	-	12
PC14. identify villages with an adequate number of suppliers for setting up collection points	-	-	-	-
PC15. set up collection points in different villages to collect the stock from various suppliers	-	-	-	-
PC16. ensure there is effective coordination between the collection points	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7501
NOS Name	Prepare for the supply chain field operations
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Post-harvest Supply Chain Management
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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AGR/N7502: Procure and prepare the produce for transportation

Description

The OS unit is about procuring the produce from the suppliers and preparing it for being transported to the buyers.

Scope

The scope covers the following :

- Procure the produce from suppliers
- Sort, grade, clean and store the produce
- Pack the produce
- Optimise resource utilisation
- Perform waste management

Elements and Performance Criteria

Procure the produce from suppliers

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

- PC1.** check the availability of the produce in the required quantity and quality with the supplier and communicate it to the buyer
- PC2.** carry out negotiations with suppliers to buy produce at profitable prices
- PC3.** collect produce through the collection points, ensuring the produce meets the required quality standards
- PC4.** ensure the supply meets the demand and it is uninterrupted
- PC5.** use the appropriate tracking system to provide accurate information on the quality of stock, and ensure transparency in the flow of goods and logistics
- PC6.** maintain the record of collection from each supplier, recording the appropriate details such as the location, quantity, quality, cost of production, price, etc.
- PC7.** manage the procured inventory efficiently using the relevant inventory management system

Sort, grade, clean and store the produce

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

- PC8.** pre-cool the produce as required to remove the field heat
- PC9.** coordinate with the farmers for sorting and grading of the produce on applicable parameters
- PC10.** wash or clean the produce following the recommended practices, ensuring minimum wastage during the cleaning process
- PC11.** prepare the storage by applying the recommended treatment to remove rodents, pests and insects
- PC12.** store the produce at the recommended temperature and humidity, ensuring hygienic conditions and safe handling of produce

Pack the produce

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

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- PC13.** use appropriate packing material such as containers, gunny bags and sacks to pack the produce, ensuring it is hygienic and provides protection from mechanical damage, adequate ventilation along with the convenience of handling
- PC14.** follow the effective packaging practices
- PC15.** ensure no damage to the packaging and the produce, and avoid over-filling

Optimise resource utilisation

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

- PC16.** optimise the usage of water, electricity and other resources in relevant tasks and processes
- PC17.** plug any water leakages to prevent its wastage

Perform waste management

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

- PC18.** segregate waste into appropriate categories
- PC19.** recycle the recyclable waste appropriately and dispose the non-recyclable waste in an environment-friendly manner, in compliance with the applicable regulations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of negotiating the price of agricultural produce with vendors
- KU2.** appropriate safety measures to be taken for the protection of procured stock of agricultural produce
- KU3.** the applicable taxes and the importance of complying with the relevant tax laws
- KU4.** the Agricultural Produce Market Committee (APMC) mechanism
- KU5.** applicable organisational management practices such as contracting, and signing of strategic alliances and partnerships
- KU6.** various components of vertical integration, such as long-term storage, packaging technology, cold chain management, energy-efficient transport, quality management and safety of agricultural produce
- KU7.** the process of negotiating with suppliers and procuring produce according to the demand
- KU8.** the importance of ensuring the supply meets the demand without interruption
- KU9.** the process of collecting the produce through the collection points
- KU10.** how to check and ensure that produce meets the applicable quality standards
- KU11.** use of the relevant tracking and tracking system to ensure transparency in the flow of agricultural inputs and produce
- KU12.** relevant details to be recorded while procuring the produce such as the location, quantity, quality, price, etc.
- KU13.** the process of sorting, grading, cleaning and storing the produce
- KU14.** the importance of storing the produce at the recommended temperature and humidity
- KU15.** appropriate packing material to be used for packing different types of agricultural produce
- KU16.** the benefits and process of resource optimisation and preventing wastage
- KU17.** the process of recycling and disposing different types of waste

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Generic Skills (GS)

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

- GS1.** write work-related notes
- 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 by the speaker
- 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>Procure the produce from suppliers</i>	10	14	-	10
PC1. check the availability of the produce in the required quantity and quality with the supplier and communicate it to the buyer	-	-	-	-
PC2. carry out negotiations with suppliers to buy produce at profitable prices	-	-	-	-
PC3. collect produce through the collection points, ensuring the produce meets the required quality standards	-	-	-	-
PC4. ensure the supply meets the demand and it is uninterrupted	-	-	-	-
PC5. use the appropriate tracking system to provide accurate information on the quality of stock, and ensure transparency in the flow of goods and logistics	-	-	-	-
PC6. maintain the record of collection from each supplier, recording the appropriate details such as the location, quantity, quality, cost of production, price, etc.	-	-	-	-
PC7. manage the procured inventory efficiently using the relevant inventory management system	-	-	-	-
<i>Sort, grade, clean and store the produce</i>	8	8	-	8
PC8. pre-cool the produce as required to remove the field heat	-	-	-	-
PC9. coordinate with the farmers for sorting and grading of the produce on applicable parameters	-	-	-	-
PC10. wash or clean the produce following the recommended practices, ensuring minimum wastage during the cleaning process	-	-	-	-
PC11. prepare the storage by applying the recommended treatment to remove rodents, pests and insects	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. store the produce at the recommended temperature and humidity, ensuring hygienic conditions and safe handling of produce	-	-	-	-
<i>Pack the produce</i>	6	8	-	6
PC13. use appropriate packing material such as containers, gunny bags and sacks to pack the produce, ensuring it is hygienic and provides protection from mechanical damage, adequate ventilation along with the convenience of handling	-	-	-	-
PC14. follow the effective packaging practices	-	-	-	-
PC15. ensure no damage to the packaging and the produce, and avoid over-filling	-	-	-	-
<i>Optimise resource utilisation</i>	2	4	-	2
PC16. optimise the usage of water, electricity and other resources in relevant tasks and processes	-	-	-	-
PC17. plug any water leakages to prevent its wastage	-	-	-	-
<i>Perform waste management</i>	4	6	-	4
PC18. segregate waste into appropriate categories	-	-	-	-
PC19. recycle the recyclable waste appropriately and dispose the non-recyclable waste in an environment-friendly manner, in compliance with the applicable regulations	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7502
NOS Name	Procure and prepare the produce for transportation
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Post-Harvest Supply Chain Management
NSQF Level	4
Credits	3
Version	3.0
Last Reviewed Date	NA
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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AGR/N7504: Manage the transportation and payments

Description

This OS unit is about transporting the produce to buyers and processing the payments.

Scope

The scope covers the following :

- Arrange for transportation of the produce
- Oversee the loading of produce
- Manage the deliveries and payments

Elements and Performance Criteria

Arrange for transportation of the produce

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

- PC1.** identify relevant transporters and negotiate the cost of transporting the produce
- PC2.** select a cost-effective and appropriate mode of transport to deliver the produce to the buyer while maintaining its freshness and quality during transit with the use of temperature control, air circulation and other necessary equipment
- PC3.** ensure the selected transporter is able to deliver the produce to the buyer as per the agreed Service Level Agreement (SLA)

Oversee the loading of produce

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

- PC4.** ensure the availability of appropriate tools and equipment for loading the produce in the transport vehicle
- PC5.** arrange for pre-cooling of the transport vehicle, as required according to the produce to be transported and the prevailing weather
- PC6.** ensure the produce is loaded, unloaded and positioned appropriately, while avoiding damage to it, and overloading the vehicle
- PC7.** arrange for the produce of similar type with compatibility to be placed together in batches in the transport vehicle
- PC8.** ensure the transport vehicle has the recommended temperature according to the produce, both at the time of loading and during transit

Manage the deliveries and payments

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

- PC9.** coordinate with the transporter to ensure timely delivery of produce to the buyer, and exchange the relevant information with the stakeholders in a timely manner
- PC10.** carry out invoicing using the relevant computer application, including returns and refunds
- PC11.** ensure the suppliers are paid in a timely manner as per the agreed price
- PC12.** maintain the manual and/ or electronic record of payments and deliveries in the manual registers and/ or the relevant computer application

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the concept of reverse logistics and its benefits
- KU2.** the process of supply chain benchmarking
- KU3.** the importance of supply chain coordination
- KU4.** the importance and process of supply chain digitalisation
- KU5.** the relevant practices to be followed to create a green supply chain and the process of managing it
- KU6.** the applicable financial and management accounting practices
- KU7.** the use of managerial economics method for managerial decision-making
- KU8.** the relevant business research methodologies
- KU9.** the modern logistics network model, its operations and advantages
- KU10.** the applicable material management practices
- KU11.** the importance of arranging an appropriate mode of transport to maintain the freshness and quality of produce during transit
- KU12.** recommended practices for safe loading and unloading of agricultural produce and the use of relevant tools and equipment
- KU13.** the importance of ensuring timely delivery of the produce to the buyer
- KU14.** use of various e-payment methods and the importance of ensuring the suppliers are paid as per the agreed price
- KU15.** applicable documentation requirements

Generic Skills (GS)

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

- GS1.** prepare work-related notes and reports
- GS2.** read the relevant literature to get the latest information about the field of work
- GS3.** listen attentively to understand the information being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritise tasks for effective time management
- 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.** take quick decisions to deal with workplace emergencies and accidents

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Arrange for transportation of the produce</i>	12	14	-	10
PC1. identify relevant transporters and negotiate the cost of transporting the produce	-	-	-	-
PC2. select a cost-effective and appropriate mode of transport to deliver the produce to the buyer while maintaining its freshness and quality during transit with the use of temperature control, air circulation and other necessary equipment	-	-	-	-
PC3. ensure the selected transporter is able to deliver the produce to the buyer as per the agreed Service Level Agreement (SLA)	-	-	-	-
<i>Oversee the loading of produce</i>	10	12	-	8
PC4. ensure the availability of appropriate tools and equipment for loading the produce in the transport vehicle	-	-	-	-
PC5. arrange for pre-cooling of the transport vehicle, as required according to the produce to be transported and the prevailing weather	-	-	-	-
PC6. ensure the produce is loaded, unloaded and positioned appropriately, while avoiding damage to it, and overloading the vehicle	-	-	-	-
PC7. arrange for the produce of similar type with compatibility to be placed together in batches in the transport vehicle	-	-	-	-
PC8. ensure the transport vehicle has the recommended temperature according to the produce, both at the time of loading and during transit	-	-	-	-
<i>Manage the deliveries and payments</i>	8	14	-	12
PC9. coordinate with the transporter to ensure timely delivery of produce to the buyer, and exchange the relevant information with the stakeholders in a timely manner	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. carry out invoicing using the relevant computer application, including returns and refunds	-	-	-	-
PC11. ensure the suppliers are paid in a timely manner as per the agreed price	-	-	-	-
PC12. maintain the manual and/ or electronic record of payments and deliveries in the manual registers and/ or the relevant computer application	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7504
NOS Name	Manage the transportation and payments
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Post-harvest Supply Chain Management
NSQF Level	4
Credits	3
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

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AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

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

Maintain clean and safe workplace

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

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

Administer appropriate emergency procedures

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

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

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Assessment Criteria

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

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

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National Occupational Standards (NOS) Parameters

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

Qualification Pack

DGT/VSQ/N0103: Employability Skills (90 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

- PC1.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values – Citizenship

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

- PC4.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

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

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- PC7.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life
- PC8.** adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

- PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC11.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes
- PC13.** prepare a career development plan with short- and long-term goals

Communication Skills

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

- PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- PC15.** use active listening techniques for effective communication
- PC16.** communicate in writing using appropriate style and format based on formal or informal requirements
- PC17.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
- PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
- PC22.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC23.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC24.** operate digital devices and use their features and applications securely and safely
- PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
- PC26.** display responsible online behaviour while using various social media platforms

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- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

Entrepreneurship

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

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

Getting ready for apprenticeship & Jobs

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills and different learning and employability related portals
- KU2.** various constitutional and personal values
- KU3.** different environmentally sustainable practices and their importance
- KU4.** Twenty first (21st) century skills and their importance
- KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up
- KU6.** importance of career development and setting long- and short-term goals
- KU7.** about effective communication
- KU8.** POSH Act
- KU9.** Gender sensitivity and inclusivity
- KU10.** different types of financial institutes, products, and services

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- KU11.** components of salary and how to compute income and expenditure
- KU12.** importance of maintaining safety and security in offline and online financial transactions
- KU13.** different legal rights and laws
- KU14.** different types of digital devices and the procedure to operate them safely and securely
- KU15.** how to create and operate an e- mail account
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** read and write different types of documents/instructions/correspondence in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC4. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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

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

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	15/03/2024
Next Review Date	15/03/2027
NSQC Clearance Date	15/03/2024

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

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subsequent assessment on the balance NOS's to pass the Qualification Pack.

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

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N7501.Prepare for the supply chain field operations	30	40	-	30	100	30
AGR/N7502.Procure and prepare the produce for transportation	30	40	-	30	100	30
AGR/N7504.Manage the transportation and payments	30	40	-	30	100	25
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
Total	150	175	-	125	450	100

Qualification Pack

Acronyms

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

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Glossary

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

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.