









# **Assistant Greenhouse Operator**

QP Code: AGR/Q1009

Version: 1.0

NSQF Level: 2

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









# **Contents**

| AGR/Q1009: Assistant Greenhouse Operator                      | 3  |
|---|----|
| Brief Job Description   | 3  |
| Applicable National Occupational Standards (NOS)              | 3  |
| Compulsory NOS  | 3  |
| Qualification Pack (QP) Parameters                            |    |
| AGR/N1040: Assist in setting up of greenhouse                 | 5  |
| AGR/N1041: Carry out operations and maintenance of greenhouse | 10 |
| DGT/VSQ/N0101: Employability Skills (30 Hours)                | 17 |
| Assessment Guidelines and Weightage                           | 22 |
| Assessment Guidelines   | 22 |
| Assessment Weightage  | 23 |
| Acronyms  | 24 |
| Glossary  | 25 |
|   |    |









### **AGR/Q1009: Assistant Greenhouse Operator**

### **Brief Job Description**

An Assistant Greenhouse Operator assists in setting up and maintaining a greenhouse. The person is also responsible for planting, maintaining, harvesting and marketing different types of plants, vegetables and flowers in a greenhouse.

#### **Personal Attributes**

This individual must be physically fit to work for long durations. The person must be able to work as per the given instructions and in coordination with others to achieve the work objectives. Problem-solving skills along with basic oral and written communication skills are the other important attributes required in this job role.

### **Applicable National Occupational Standards (NOS)**

### **Compulsory NOS:**

- 1. AGR/N1040: Assist in setting up of greenhouse
- 2. AGR/N1041: Carry out operations and maintenance of greenhouse
- 3. DGT/VSQ/N0101: Employability Skills (30 Hours)

### **Qualification Pack (QP) Parameters**

| Sector   | Agriculture  |
|--|--|
| Sub-Sector                                     | Agriculture Crop Production                          |
| Occupation                                     | Precision Farming                                    |
| Country  | India  |
| NSQF Level                                     | 2  |
| Credits  | 7  |
| Aligned to NCO/ISCO/ISIC Code                  | NCO-2015/6113  |
| Minimum Educational Qualification & Experience | No formal education prescribed with NA of 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                                  | 29/09/2026                  |
| NSQC Approval Date                                | 29/09/2023                  |
| Version   | 1.0                         |
| Reference code on NQR                             | QG-02-AG-01016-2023-V1-ASCI |
| NQR Version                                       | 1.0                         |









### AGR/N1040: Assist in setting up of greenhouse

### **Description**

This OS unit is about assisting the greenhouse installer in setting up different types of greenhouse.

### Scope

The scope covers the following:

- Assist in setting up different types of greenhouse
- Optimise resource utilisation

#### **Elements and Performance Criteria**

### Assist in setting up different types of greenhouse

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

- **PC1.** assist in the selection of an appropriate type of greenhouse such as the lean-to, even or uneven span, ridge and furrow, saw tooth based on the relevant criteria such as the climate, topography, sunlight exposure, availability of quality water, market accessibility, etc.
- **PC2.** assist the greenhouse installer in taking measurements and preparing a layout of the greenhouse
- **PC3.** assist in organising the necessary materials such as wood, galvanized steel or iron, aluminium, glazing material, tools and equipment required for setting up the selected type of greenhouse
- **PC4.** level the selected land as per the installer's instructions before the installation of the greenhouse
- **PC5.** assist in preparing the greenhouse structure and erecting it as per the prepared layout, ensuring good air-circulation, adequate sunlight exposure along with temperature and humidity control equipment
- **PC6.** assist in installing the appropriate glazing material as per the plan such as Polycarbonate plastic, glass, Fibre-reinforced plastic (FRP), corrugated sheet, plastic film, Ultraviolet stabilised low-density polyethene, Silpaulin, etc.
- **PC7.** Assist in Installation of wireless sensor networks or IOT based systems to regulate the greenhouse as per plan
- PC8. assist in installing automated or non-automated irrigation or fertigation system as planned
- **PC9.** arrange for safe drainage of excess water from the greenhouse and its protection from external threats such as stray animals, whiteflies, rodents, etc.

### Optimise resource utilisation

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

- **PC10.** optimise the usage of water and other resources in various tasks and processes
- **PC11.** plug water leakages to prevent its wastage

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









The individual on the job needs to know and understand:

- **KU1.** different types of greenhouse such as the lean-to, even or uneven span, ridge and furrow, sawtooth, etc.
- **KU2.** the criteria for selecting a particular type of greenhouse to be set up, such as the climate, topography, sunlight exposure, availability of quality water, market accessibility, etc.
- **KU3.** the process of taking measurements and preparing a layout of the greenhouse
- **KU4.** various materials required for setting up a greenhouse according to the type selected such as wood, galvanized steel or iron, aluminium, glazing material, tools and equipment, etc.
- **KU5.** the process of levelling the selected land, preparing the greenhouse structure and erecting it as per the prepared layout
- **KU6.** the importance of ensuring good air-circulation along with the recommended sunlight exposure, temperature and humidity in the greenhouse
- **KU7.** how to install the relevant temperature and humidity control equipment
- **KU8.** the process of installing the appropriate glazing material as per the plan such as glass, Fibrereinforced plastic (FRP), corrugated sheet, plastic film, Ultraviolet stabilised low-density polyethene, Silpaulin, etc.
- **KU9.** the process of installing an irrigation or fertigation system
- **KU10.** the importance of arranging for safe drainage of excess water from the greenhouse and its protection from external threats such as stray animals, whiteflies, rodents, etc.
- **KU11.** the benefits of resource optimisation

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

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

- **GS1.** write work-related notes and records
- **GS2.** read the relevant literature to get information about new developments in the field of work
- **GS3.** communicate politely and professionally
- **GS4.** listen attentively to understand the information/ instructions being given
- **GS5.** identify possible disruptions to work and take appropriate preventive measures
- **GS6.** evaluate all possible solutions to a problem to select the best solution
- GS7. plan and prioritise tasks to ensure timely completion
- GS8. co-ordinate with the co-workers to achieve the work objectives









### **Assessment Criteria**

| Assessment Criteria for Outcomes  | Theory<br>Marks | Practical<br>Marks | Project<br>Marks | Viva<br>Marks |
|---|-----------------|--------------------|------------------|---------------|
| Assist in setting up different types of greenhouse  | 20              | 25                 | -                | 20            |
| <b>PC1.</b> assist in the selection of an appropriate type of greenhouse such as the lean-to, even or uneven span, ridge and furrow, saw tooth based on the relevant criteria such as the climate, topography, sunlight exposure, availability of quality water, market accessibility, etc. | -               | -                  | -                | -             |
| <b>PC2.</b> assist the greenhouse installer in taking measurements and preparing a layout of the greenhouse   | -               | -                  | -                | -             |
| <b>PC3.</b> assist in organising the necessary materials such as wood, galvanized steel or iron, aluminium, glazing material, tools and equipment required for setting up the selected type of greenhouse   | -               | -                  | -                | -             |
| <b>PC4.</b> level the selected land as per the installer's instructions before the installation of the greenhouse   | -               | -                  | -                | -             |
| PC5. assist in preparing the greenhouse structure and erecting it as per the prepared layout, ensuring good air-circulation, adequate sunlight exposure along with temperature and humidity control equipment   | -               | -                  | -                | -             |
| <b>PC6.</b> assist in installing the appropriate glazing material as per the plan such as Polycarbonate plastic, glass, Fibre-reinforced plastic (FRP), corrugated sheet, plastic film, Ultraviolet stabilised low-density polyethene, Silpaulin, etc.                                      | -               | -                  | -                | -             |
| <b>PC7.</b> Assist in Installation of wireless sensor networks or IOT based systems to regulate the greenhouse as per plan  | -               | -                  | -                | -             |
| PC8. assist in installing automated or non-<br>automated irrigation or fertigation system as<br>planned   | -               | -                  | -                | -             |









| Assessment Criteria for Outcomes  | Theory<br>Marks | Practical<br>Marks | Project<br>Marks | Viva<br>Marks |
|---|-----------------|--------------------|------------------|---------------|
| <b>PC9.</b> arrange for safe drainage of excess water from the greenhouse and its protection from external threats such as stray animals, whiteflies, rodents, etc. | -               | -                  | -                | -             |
| Optimise resource utilisation   | 10              | 15                 | -                | 10            |
| <b>PC10.</b> optimise the usage of water and other resources in various tasks and processes   | -               | -                  | -                | -             |
| PC11. plug water leakages to prevent its wastage  | -               | -                  | -                | -             |
| NOS Total   | 30              | 40                 | -                | 30            |









# **National Occupational Standards (NOS) Parameters**

| NOS Code            | AGR/N1040                          |
|---------------------|------------------------------------|
| NOS Name            | Assist in setting up of greenhouse |
| Sector              | Agriculture                        |
| Sub-Sector          | Agriculture Crop Production        |
| Occupation          | Precision Farming                  |
| NSQF Level          | 2                                  |
| Credits             | 3                                  |
| Version             | 1.0                                |
| Last Reviewed Date  | 29/09/2023                         |
| Next Review Date    | 29/09/2026                         |
| NSQC Clearance Date | 29/09/2023                         |









### AGR/N1041: Carry out operations and maintenance of greenhouse

### **Description**

This OS unit is about carrying out various greenhouse operations such as planting, maintaining, harvesting and marketing seeds, flowers, vegetables and plants. It also covers maintenance of the greenhouse and waste management practices.

### Scope

The scope covers the following:

- Plant and maintain seeds, vegetables and plants
- Harvest, acclimatise and transplant seedlings and plants
- Harvest the flowers and vegetables
- Carry out post-harvest processing and marketing of flowers and vegetables
- Maintain the greenhouse
- Perform waste management

#### **Elements and Performance Criteria**

### Plant and maintain seeds, vegetables and plants

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

- **PC1.** ensure the availability of required planting material
- **PC2.** prepare the raised, flat or sunken bed in the greenhouse as per the requirement
- **PC3.** plant seeds, vegetables and different types of plants in the greenhouse
- **PC4.** water the planted seeds, vegetables, flowers and plants with the recommended quantity
- **PC5.** apply relevant fertilizers in the recommended quantity to promote the healthy growth of seedlings, vegetables and plants
- **PC6.** check the seedlings, vegetables, flowers and plants to identify the signs of pests and disease
- **PC7.** apply the recommended pesticides and insecticides to control pest and disease infestation
- **PC8.** remove the dead and damaged seedlings, vegetables, flowers and plants
- **PC9.** apply herbicides and weedicides and carry out manual weeding to prevent unwanted growth in the greenhouse
- **PC10.** maintain the recommended temperature, humidity and sunlight exposure in the greenhouse
- PC11. carry out regular repair and maintenance of the irrigation or fertigation system
- **PC12.** maintain the manual and/ or electronic record of herbicides, weedicides fertilizers, pesticides and insecticides used in the greenhouse

### Harvest, acclimatise and transplant seedlings and plants

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

- **PC13.** check the readiness of the seedlings and plants for being transplanted
- **PC14.** harvest the seedlings and plants ensuring no damage to them
- **PC15.** acclimatise the seedlings and plants under the recommended temperature, protecting them from harsh conditions









**PC16.** transplant the acclimatised seedlings and plants in the garden

#### Harvest the flowers and vegetables

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

- **PC17.** check the maturity of flowers and vegetables grown in the greenhouse
- **PC18.** harvest the flowers and vegetables using the appropriate tools and collect them in appropriate baskets and/ or containers
- **PC19.** store the harvested flowers and vegetables at the recommended temperature, humidity and hygienic conditions

### Carry out post-harvest processing and marketing of flowers and vegetables

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

- **PC20.** carry out sorting and grading of the flowers and vegetables
- PC21. clean the vegetables using clean water and recommended cleaning agents
- PC22. prepare the hydration solution and apply it to the flowers to maintain their freshness
- **PC23.** market the flowers and vegetables to the customers visiting the greenhouse or to the regular market buyers
- **PC24.** process the payments using the appropriate e-payment methods
- **PC25.** maintain the record of sales and payments manually and/or electronically using the physical registers and/ or the relevant computer application

### Maintain the greenhouse

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

- **PC26.** maintain cleanliness in the greenhouse through regular sweeping and removal of trash
- **PC27.** check the greenhouse structure regularly to identify the repair and maintenance needs
- **PC28.** carry out regular repair and maintenance of the greenhouse structure and co-ordinate with an expert for complex repairs

#### Perform waste management

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

- PC29. segregate waste into appropriate categories
- **PC30.** dispose or recycle different types of wastes following the recommended practices

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

The individual on the job needs to know and understand:

- **KU1.** the process to prepare raised, flat or sunken bed in the greenhouse
- **KU2.** how to plant seeds, vegetables and different types of plants in the greenhouse
- **KU3.** water requirements of different types of seeds, vegetables, flowers and plants
- **KU4.** how to apply fertilizers, herbicides, weedicides, pesticides and insecticides in a greenhouse
- **KU5.** signs of pests and disease in the seedlings, vegetables, flowers and plants
- **KU6.** the importance of maintaining the recommended temperature, humidity and sunlight exposure in the greenhouse
- **KU7.** the process of carrying out regular repair and maintenance of the irrigation or fertigation system









- **KU8.** applicable documentation and record-keeping requirements
- KU9. the process of harvest, acclimatising and transplanting seedlings and plants
- KU10. the process of harvesting flowers and vegetables, and the use of relevant tools
- **KU11.** the importance of storing the harvested flowers and vegetables at the recommended temperature, humidity and hygienic conditions
- **KU12.** post-harvest processing and marketing of flowers and vegetables i.e. sorting and grading, cleaning and marketing
- **KU13.** how to prepare the hydration solution and apply it on flowers to maintain their freshness
- **KU14.** use of relevant e-payment methods
- **KU15.** use of physical registers and/ or the relevant computer application to maintain manual or electronic record of sales and payments
- **KU16.** the importance of maintaining cleanliness in the greenhouse
- KU17. how to carry out regular repair and maintenance of the greenhouse
- KU18. the criteria for segregating waste into different categories
- **KU19.** the process of recycling and disposing different types of waste

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

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

- **GS1.** maintain work-related notes and records
- **GS2.** read the relevant guides and manuals
- GS3. communicate politely and professionally
- **GS4.** listen attentively to understand the information/instructions being shared
- GS5. plan and schedule various tasks for effective time-management
- **GS6.** identify possible disruptions to work and take appropriate preventive measures
- **GS7.** evaluate all the possible solutions to a problem to select the best one









### **Assessment Criteria**

| Assessment Criteria for Outcomes   | Theory<br>Marks | Practical<br>Marks | Project<br>Marks | Viva<br>Marks |
|--|-----------------|--------------------|------------------|---------------|
| Plant and maintain seeds, vegetables and plants  | 10              | 12                 | -                | 8             |
| <b>PC1.</b> ensure the availability of required planting material  | -               | -                  | -                | -             |
| <b>PC2.</b> prepare the raised, flat or sunken bed in the greenhouse as per the requirement  | -               | -                  | -                | -             |
| <b>PC3.</b> plant seeds, vegetables and different types of plants in the greenhouse  | -               | -                  | -                | -             |
| <b>PC4.</b> water the planted seeds, vegetables, flowers and plants with the recommended quantity  | -               | -                  | -                | -             |
| <b>PC5.</b> apply relevant fertilizers in the recommended quantity to promote the healthy growth of seedlings, vegetables and plants                 | -               | -                  | -                | -             |
| <b>PC6.</b> check the seedlings, vegetables, flowers and plants to identify the signs of pests and disease   | -               | -                  | -                | -             |
| <b>PC7.</b> apply the recommended pesticides and insecticides to control pest and disease infestation  | -               | -                  | -                | -             |
| <b>PC8.</b> remove the dead and damaged seedlings, vegetables, flowers and plants  | -               | -                  | -                | -             |
| <b>PC9.</b> apply herbicides and weedicides and carry out manual weeding to prevent unwanted growth in the greenhouse                                | -               | -                  | -                | -             |
| <b>PC10.</b> maintain the recommended temperature, humidity and sunlight exposure in the greenhouse  | -               | -                  | -                | -             |
| <b>PC11.</b> carry out regular repair and maintenance of the irrigation or fertigation system  | -               | -                  | -                | -             |
| <b>PC12.</b> maintain the manual and/ or electronic record of herbicides, weedicides fertilizers, pesticides and insecticides used in the greenhouse | -               | -                  | -                | -             |
| Harvest, acclimatise and transplant seedlings and plants   | 6               | 8                  | -                | 4             |









| Assessment Criteria for Outcomes   | Theory<br>Marks | Practical<br>Marks | Project<br>Marks | Viva<br>Marks |
|--|-----------------|--------------------|------------------|---------------|
| <b>PC13.</b> check the readiness of the seedlings and plants for being transplanted  | -               | -                  | -                | -             |
| <b>PC14.</b> harvest the seedlings and plants ensuring no damage to them   | -               | -                  | -                | -             |
| <b>PC15.</b> acclimatise the seedlings and plants under the recommended temperature, protecting them from harsh conditions             | -               | -                  | -                | -             |
| <b>PC16.</b> transplant the acclimatised seedlings and plants in the garden  | -               | -                  | -                | -             |
| Harvest the flowers and vegetables   | 4               | 6                  | -                | 4             |
| <b>PC17.</b> check the maturity of flowers and vegetables grown in the greenhouse  | -               | -                  | -                | -             |
| <b>PC18.</b> harvest the flowers and vegetables using the appropriate tools and collect them in appropriate baskets and/ or containers | -               | -                  | -                | -             |
| <b>PC19.</b> store the harvested flowers and vegetables at the recommended temperature, humidity and hygienic conditions               | -               | -                  | -                | -             |
| Carry out post-harvest processing and marketing of flowers and vegetables  | 4               | 8                  | -                | 6             |
| <b>PC20.</b> carry out sorting and grading of the flowers and vegetables   | -               | -                  | -                | -             |
| <b>PC21.</b> clean the vegetables using clean water and recommended cleaning agents  | -               | -                  | -                | -             |
| <b>PC22.</b> prepare the hydration solution and apply it to the flowers to maintain their freshness                                    | -               | -                  | -                | -             |
| PC23. market the flowers and vegetables to the customers visiting the greenhouse or to the regular market buyers                       | -               | -                  | -                | -             |
| <b>PC24.</b> process the payments using the appropriate e-payment methods  | -               | -                  | -                | -             |









| Assessment Criteria for Outcomes   | Theory<br>Marks | Practical<br>Marks | Project<br>Marks | Viva<br>Marks |
|--|-----------------|--------------------|------------------|---------------|
| <b>PC25.</b> maintain the record of sales and payments manually and/or electronically using the physical registers and/ or the relevant computer application | -               | -                  | -                | -             |
| Maintain the greenhouse  | 2               | 4                  | -                | 4             |
| <b>PC26.</b> maintain cleanliness in the greenhouse through regular sweeping and removal of trash  | -               | -                  | -                | -             |
| <b>PC27.</b> check the greenhouse structure regularly to identify the repair and maintenance needs   | -               | -                  | -                | -             |
| <b>PC28.</b> carry out regular repair and maintenance of the greenhouse structure and co-ordinate with an expert for complex repairs                         | -               | -                  | -                | -             |
| Perform waste management   | 4               | 2                  | -                | 4             |
| <b>PC29.</b> segregate waste into appropriate categories   | -               | -                  | -                | -             |
| <b>PC30.</b> dispose or recycle different types of wastes following the recommended practices  | -               | -                  | -                | -             |
| NOS Total  | 30              | 40                 | -                | 30            |









# **National Occupational Standards (NOS) Parameters**

| NOS Code            | AGR/N1041  |
|---------------------|--|
| NOS Name            | Carry out operations and maintenance of greenhouse |
| Sector              | Agriculture  |
| Sub-Sector          | Agriculture Crop Production                        |
| Occupation          | Precision Farming                                  |
| NSQF Level          | 2  |
| Credits             | 1  |
| Version             | 1.0  |
| Last Reviewed Date  | 29/09/2023   |
| Next Review Date    | 29/09/2026   |
| NSQC Clearance Date | 29/09/2023   |









### **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<br>Marks | Practical<br>Marks | Project<br>Marks | Viva<br>Marks |
|--|-----------------|--------------------|------------------|---------------|
| Introduction to Employability Skills   | 1               | 1                  | -                | -             |
| <b>PC1.</b> understand the significance of employability skills in meeting the job requirements  | -               | -                  | -                | -             |
| Constitutional values – Citizenship  | 1               | 1                  | -                | -             |
| <b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices   | -               | -                  | -                | -             |
| Becoming a Professional in the 21st Century  | 1               | 3                  | -                | -             |
| <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. | -               | -                  | -                | -             |
| Basic English Skills   | 2               | 3                  | -                | -             |
| <b>PC4.</b> speak with others using some basic English phrases or sentences  | -               | -                  | -                | -             |
| Communication Skills   | 1               | 1                  | -                | -             |
| <b>PC5.</b> follow good manners while communicating with others  | -               | -                  | -                | -             |
| PC6. work with others in a team  | -               | -                  | -                | -             |
| Diversity & Inclusion  | 1               | 1                  | -                | -             |
| <b>PC7.</b> communicate and behave appropriately with all genders and PwD  | -               | -                  | -                | -             |
| PC8. report any issues related to sexual harassment  | -               | -                  | -                | -             |
| Financial and Legal Literacy   | 3               | 4                  | -                | -             |
| <b>PC9.</b> use various financial products and services safely and securely  | -               | -                  | -                | -             |









| Assessment Criteria for Outcomes  | Theory<br>Marks | Practical<br>Marks | Project<br>Marks | Viva<br>Marks |
|---|-----------------|--------------------|------------------|---------------|
| PC10. calculate income, expenses, savings etc.  | -               | -                  | -                | -             |
| <b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws | -               | -                  | -                | -             |
| Essential Digital Skills  | 4               | 6                  | -                | -             |
| <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                          | -               | -                  | -                | -             |
| Entrepreneurship  | 3               | 5                  | -                | -             |
| <b>PC14.</b> identify and assess opportunities for potential business                             | -               | -                  | -                | -             |
| <b>PC15.</b> identify sources for arranging money and associated financial and legal challenges   | -               | -                  | -                | -             |
| Customer Service  | 2               | 2                  | -                | -             |
| PC16. identify different types of customers   | -               | -                  | -                | -             |
| <b>PC17.</b> identify customer needs and address them appropriately                               | -               | -                  | -                | -             |
| <b>PC18.</b> follow appropriate hygiene and grooming standards                                    | -               | -                  | -                | -             |
| Getting ready for apprenticeship & Jobs   | 1               | 3                  | -                | -             |
| PC19. create a basic biodata  | -               | -                  | -                | -             |
| PC20. search for suitable jobs and apply  | -               | -                  | -                | -             |
| <b>PC21.</b> identify and register apprenticeship opportunities as per requirement                | -               | -                  | -                | -             |
| NOS Total   | 20              | 30                 | -                | -             |









### **National Occupational Standards (NOS) Parameters**

| NOS Code            | DGT/VSQ/N0101                   |
|---------------------|---------------------------------|
| NOS Name            | Employability Skills (30 Hours) |
| Sector              | Cross Sectoral                  |
| Sub-Sector          | Professional Skills             |
| Occupation          | Employability                   |
| NSQF Level          | 2                               |
| Credits             | 1                               |
| Version             | 1.0                             |
| Last Reviewed Date  | 29/09/2023                      |
| Next Review Date    | 29/09/2026                      |
| NSQC Clearance Date | 29/09/2023                      |

### 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<br>Standards                           | Theory<br>Marks | Practical<br>Marks | Project<br>Marks | Viva<br>Marks | Total<br>Marks | Weightage |
|--|-----------------|--------------------|------------------|---------------|----------------|-----------|
| AGR/N1040.Assist in setting up of greenhouse                 | 30              | 40                 | -                | 30            | 100            | 45        |
| AGR/N1041.Carry out operations and maintenance of greenhouse | 30              | 40                 | -                | 30            | 100            | 50        |
| DGT/VSQ/N0101.Employability<br>Skills (30 Hours)             | 20              | 30                 | -                | -             | 50             | 5         |
| Total  | 80              | 110                | -                | 60            | 250            | 100       |









# **Acronyms**

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









# Glossary

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









| Knowledge and<br>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<br>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<br>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.  |