

Qualification Pack



Agriculture Warehouse Worker

QP Code: AGR/Q7502

Version: 3.0

NSQF Level: 3

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

Qualification Pack

Contents

AGR/Q7502: Agriculture Warehouse Worker	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
AGR/N7505: Assist in unloading, sorting, grading and storing the produce	5
AGR/N7507: Assist in inventory management, organising and maintaining the stock	11
AGR/N7508: Assist in preparing and loading the produce for transportation	16
AGR/N7509: Assist in the maintenance and documentation activities	20
AGR/N9903: Maintain health and safety at the workplace	26
DGT/VSQ/N0101: Employability Skills (30 Hours)	32
Assessment Guidelines and Weightage	37
<i>Assessment Guidelines</i>	37
<i>Assessment Weightage</i>	38
Acronyms	39
Glossary	40

Qualification Pack

AGR/Q7502: Agriculture Warehouse Worker

Brief Job Description

An Agricultural Warehouse Worker is responsible for assisting in carrying out various activities at an agricultural produce warehouse such as unloading varieties of agricultural produce received at the warehouse; sorting and grading the produce; preparing the storage area and storing the produce; maintaining and loading the produce in the transport vehicle. The individual is also responsible for assisting in maintaining various records and carrying out minor repair and maintenance activities at the warehouse. The person carries out these activities under supervision.

Personal Attributes

The individual must be physically fit to work for long durations. The person must have problem-solving skills, attention to detail, with the ability to work in coordination with others. The individual must know how to read and write.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N7505: Assist in unloading, sorting, grading and storing the produce](#)
2. [AGR/N7507: Assist in inventory management, organising and maintaining the stock](#)
3. [AGR/N7508: Assist in preparing and loading the produce for transportation](#)
4. [AGR/N7509: Assist in the maintenance and documentation activities](#)
5. [AGR/N9903: Maintain health and safety at the workplace](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Post-Harvest Supply Chain Management
Country	India
NSQF Level	3

Qualification Pack

Credits	9
Aligned to NCO/ISCO/ISIC Code	NCO-2015/9333.0201
Minimum Educational Qualification & Experience	<p>8th Class with 1 Year of experience relevant experience</p> <p>OR</p> <p>8th Class (Pass and pursuing continuous regular schooling)</p> <p>OR</p> <p>5th Class (Pass) with 4 Years of experience relevant experience</p> <p>OR</p> <p>Certificate-NSQF (Level-3 (Pack house worker)) with 6 Months of experience relevant experience</p> <p>OR</p> <p>Ability to read and write with 5 Years of experience relevant experience</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	17 Years
Last Reviewed On	NA
Next Review Date	27/01/2025
NSQC Approval Date	27/01/2022
Version	3.0
Reference code on NQR	2022/AGR/ASCI/06528
NQR Version	1.0

Qualification Pack

AGR/N7505: Assist in unloading, sorting, grading and storing the produce

Description

This OS unit is about unloading the agricultural produce received at the workhouse.

Scope

The scope covers the following :

- Unload and check the produce
- Assist in sampling, sorting and grading the produce
- Store the produce

Elements and Performance Criteria

Unload and check the produce

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

- PC1.** unload the agricultural produce received at the warehouse from the transport vehicle, using the relevant unloading equipment as per the manufacturer's instructions, ensuring no damage to the produce
- PC2.** use the relevant Personal Protective Equipment (PPE) and follow the recommended practices to ensure personal safety while unloading the produce
- PC3.** follow the appropriate procedures to ensure quality and safety of different types of agricultural produce such as grains, fruits, vegetables and flowers while unloading and moving it
- PC4.** check the delivered produce to ensure it is in good condition and delivery matches with the purchase order
- PC5.** weigh or count the produce using the relevant equipment, as applicable
- PC6.** report any discrepancies in the delivery or defects in the produce to the supervisor

Assist in sampling, sorting and grading the produce

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

- PC7.** carry out sampling of the received lot as per the supervisor's instructions
- PC8.** assist in sorting and grading the agricultural produce on the basis of relevant parameters such as type, size, colour, and other characteristics as per the supervisor's instructions
- PC9.** assist in segregating the produce into appropriate categories according to its storage requirements such as refrigeration or storage at room temperature
- PC10.** follow the recommended practices to prevent different types of produce from getting mixed

Store the produce

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

- PC11.** clean the storage area and apply the necessary treatment as per the supervisor's instructions to remove pests and diseases
- PC12.** carry the produce to the designated storage area using the relevant equipment
- PC13.** use appropriate storage accessories such as crates, pallets, trays to store the produce, as suitable to the produce

Qualification Pack

- PC14.** maintain the required temperature and humidity for the produce being stored as per the supervisor's instructions
- PC15.** assist in maintaining the manual and/ or electronic record of the produce received, unloaded and stored in the warehouse

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organisational standards on stocking of different types of produce, documentation, and delivery of relevant services
- KU2.** correct and safe use of the relevant equipment for unloading and moving different types of agricultural produce
- KU3.** material handling procedures for different types of agriculture produce
- KU4.** use of the relevant PPE to ensure personal safety in unloading operations
- KU5.** the appropriate procedures to be followed while unloading and moving different types of agricultural produce
- KU6.** the importance of checking the delivered produce to ensure it is in good condition and delivery matches with the purchase order
- KU7.** the process of weighing or counting the produce using the relevant equipment
- KU8.** different types of sampling methods employed for varieties of agricultural produce such as grains, fruits, vegetables and flowers
- KU9.** the criteria for sorting and grading different types of agricultural produce
- KU10.** the practice of segregating agricultural produce into appropriate categories according to its storage requirements
- KU11.** the process of cleaning the storage area and applying the necessary treatment in it to remove pests and disease
- KU12.** the use of various storage accessories such as crates, pallets, trays to store different types of agricultural produce
- KU13.** the importance of storing the agricultural produce at the recommended temperature and humidity
- KU14.** how to maintain different types of manual and electronic records
- KU15.** modern warehousing practices and methods

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 get the latest updates about the field of work
- GS4.** plan and prioritise tasks to ensure timely completion
- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information/ instructions being shared

Qualification Pack

- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** co-ordinate with the co-workers to achieve the work objectives
- GS9.** evaluate all possible solutions to a problem to select the best one

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Unload and check the produce</i>	12	16	-	10
PC1. unload the agricultural produce received at the warehouse from the transport vehicle, using the relevant unloading equipment as per the manufacturer's instructions, ensuring no damage to the produce	-	-	-	-
PC2. use the relevant Personal Protective Equipment (PPE) and follow the recommended practices to ensure personal safety while unloading the produce	-	-	-	-
PC3. follow the appropriate procedures to ensure quality and safety of different types of agricultural produce such as grains, fruits, vegetables and flowers while unloading and moving it	-	-	-	-
PC4. check the delivered produce to ensure it is in good condition and delivery matches with the purchase order	-	-	-	-
PC5. weigh or count the produce using the relevant equipment, as applicable	-	-	-	-
PC6. report any discrepancies in the delivery or defects in the produce to the supervisor	-	-	-	-
<i>Assist in sampling, sorting and grading the produce</i>	8	10	-	12
PC7. carry out sampling of the received lot as per the supervisor's instructions	-	-	-	-
PC8. assist in sorting and grading the agricultural produce on the basis of relevant parameters such as type, size, colour, and other characteristics as per the supervisor's instructions	-	-	-	-
PC9. assist in segregating the produce into appropriate categories according to its storage requirements such as refrigeration or storage at room temperature	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. follow the recommended practices to prevent different types of produce from getting mixed	-	-	-	-
<i>Store the produce</i>	10	14	-	8
PC11. clean the storage area and apply the necessary treatment as per the supervisor's instructions to remove pests and diseases	-	-	-	-
PC12. carry the produce to the designated storage area using the relevant equipment	-	-	-	-
PC13. use appropriate storage accessories such as crates, pallets, trays to store the produce, as suitable to the produce	-	-	-	-
PC14. maintain the required temperature and humidity for the produce being stored as per the supervisor's instructions	-	-	-	-
PC15. assist in maintaining the manual and/ or electronic record of the produce received, unloaded and stored in the warehouse	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7505
NOS Name	Assist in unloading, sorting, grading and storing the produce
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Post-harvest Supply Chain Management
NSQF Level	3
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

AGR/N7507: Assist in inventory management, organising and maintaining the stock

Description

This OS unit is about assisting in inventory management along with organising and maintaining the stock.

Scope

The scope covers the following :

- Assist in inventory management
- Assist in organising the stock
- Assist in maintaining the quality of stock

Elements and Performance Criteria

Assist in inventory management

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

- PC1.** assist in maintaining the manual and/ or electronic record of inventory in the warehouse, including the incoming and outgoing produce
- PC2.** track the inventory using the appropriate system as per the supervisor's instructions
- PC3.** assist in managing the stock according to the Last-In, First-Out (LIFO) or First-In, First-Out (FIFO) method as per the supervisor's instructions

Assist in organising the stock

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

- PC4.** assist in organising the stock in the storage area appropriately to ensure maximum utilisation of the available space and availability of adequate space for loading and unloading activities
- PC5.** use the appropriate tools, equipment and accessories for safe and efficient movement and storage of different types of produce
- PC6.** store the produce in the warehouse as per the supervisor's directions and applicable warehouse practices
- PC7.** label and mark the stock for efficient identification and retrieval in the warehouse
- PC8.** report any issues identified with the produce promptly to the supervisor, such as damage or deterioration
- PC9.** regulate the temperature in the warehouse as per the supervisor's instructions to maintain the quality of produce

Assist in maintaining the quality of stock

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

- PC10.** assist in storing the produce in the required controlled conditions depending on the type of produce
- PC11.** follow the necessary measures to control the temperature in case of refrigerated warehouse
- PC12.** assist in maintaining the temperature, humidity and controlled atmosphere required according to the type of produce

Qualification Pack

- PC13.** apply sheet or cloth cover on the produce to protect it, as per the requirement and type of produce
- PC14.** follow the relevant pest and rodent control practices to protect the produce while it is stored in the warehouse
- PC15.** check the condition of the produce stored in the warehouse regularly to ensure its quality
- PC16.** remove the damaged or deteriorating agricultural produce and dispose it safely as per the supervisor's instructions
- PC17.** follow the appropriate handling practices to ensure no damage or loss of produce

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to maintain the manual and electronic record of inventory in the warehouse
- KU2.** how to track the inventory using the appropriate system
- KU3.** the Last-In, First-Out (LIFO) or First-In, First-Out (FIFO) methods of managing stock
- KU4.** how to organise the stock in the storage area to ensure maximum utilisation of the available space
- KU5.** use of the appropriate tools, equipment and accessories for safe, efficient movement and storage of different types of produce
- KU6.** the process of labelling and marking the stock for efficient identification and retrieval from the warehouse
- KU7.** how to deal with the stock of deteriorating agricultural produce
- KU8.** the importance and process of regulating the temperature in the warehouse to maintain the quality of produce
- KU9.** different types of controlled conditions required for storing different types of agricultural produce such as temperature, humidity, ventilation, etc.
- KU10.** the appropriate measures to be followed to protect the produce stored in the warehouse from pests, rodents and disease
- KU11.** the importance of checking the condition of produce stored in the warehouse regularly

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant literature to learn about the latest development in the field of work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and schedule tasks for effective time management
- GS6.** evaluate all possible solutions to a problem to select the best one
- GS7.** identify possible hazards and disruptions to work and take appropriate preventive measures
- GS8.** take quick decisions to deal with workplace emergencies

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in inventory management</i>	8	10	-	10
PC1. assist in maintaining the manual and/ or electronic record of inventory in the warehouse, including the incoming and outgoing produce	-	-	-	-
PC2. track the inventory using the appropriate system as per the supervisor's instructions	-	-	-	-
PC3. assist in managing the stock according to the Last-In, First-Out (LIFO) or First-In, First-Out (FIFO) method as per the supervisor's instructions	-	-	-	-
<i>Assist in organising the stock</i>	12	14	-	8
PC4. assist in organising the stock in the storage area appropriately to ensure maximum utilisation of the available space and availability of adequate space for loading and unloading activities	-	-	-	-
PC5. use the appropriate tools, equipment and accessories for safe and efficient movement and storage of different types of produce	-	-	-	-
PC6. store the produce in the warehouse as per the supervisor's directions and applicable warehouse practices	-	-	-	-
PC7. label and mark the stock for efficient identification and retrieval in the warehouse	-	-	-	-
PC8. report any issues identified with the produce promptly to the supervisor, such as damage or deterioration	-	-	-	-
PC9. regulate the temperature in the warehouse as per the supervisor's instructions to maintain the quality of produce	-	-	-	-
<i>Assist in maintaining the quality of stock</i>	10	16	-	12
PC10. assist in storing the produce in the required controlled conditions depending on the type of produce	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. follow the necessary measures to control the temperature in case of refrigerated warehouse	-	-	-	-
PC12. assist in maintaining the temperature, humidity and controlled atmosphere required according to the type of produce	-	-	-	-
PC13. apply sheet or cloth cover on the produce to protect it, as per the requirement and type of produce	-	-	-	-
PC14. follow the relevant pest and rodent control practices to protect the produce while it is stored in the warehouse	-	-	-	-
PC15. check the condition of the produce stored in the warehouse regularly to ensure its quality	-	-	-	-
PC16. remove the damaged or deteriorating agricultural produce and dispose it safely as per the supervisor's instructions	-	-	-	-
PC17. follow the appropriate handling practices to ensure no damage or loss of produce	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7507
NOS Name	Assist in inventory management, organising and maintaining the stock
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Post-harvest Supply Chain Management
NSQF Level	3
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

AGR/N7508: Assist in preparing and loading the produce for transportation

Description

This OS unit is about assisting in preparing the produce for transportation and loading it in the transport vehicle.

Scope

The scope covers the following :

- Prepare the produce for transportation
- Assist in the loading the produce

Elements and Performance Criteria

Prepare the produce for transportation

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

- PC1.** retrieve the produce for dispatch from the storage as per the supervisor's instructions, ensuring the produce is in good condition
- PC2.** pack the produce in appropriate packaging such as gunny bags, corrugated boxes, pallets, containers, etc.
- PC3.** label the packed produce with the required information as instructed by the supervisor

Assist in the loading the produce

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

- PC4.** assist in preparing the transport vehicle by cleaning and pre-cooling it as per the supervisor's instruction, before the loading of produce
- PC5.** carry the produce to the transport vehicle using appropriate equipment such as forklifts, conveyor belts, rail cars, high stackers, etc.
- PC6.** follow the recommended handling practices to ensure no damage to the produce and packing material
- PC7.** load the packed produce in the transport vehicle safely and stack it appropriately to ensure no damage during transit

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** applicable practices for efficient retrieval of produce from the warehouse
- KU2.** appropriate packing material for varieties of agricultural produce such as gunny bags, corrugated boxes, pallets, containers, etc.
- KU3.** the process of packing and labelling the produce with the required information
- KU4.** the process of preparing the transport vehicle for the loading of produce

Qualification Pack

- KU5.** how to carry the produce to the transport vehicle using appropriate equipment such as forklift, conveyor belt, rail car, stacker, etc.
- KU6.** the recommended handling practices to be followed to ensure no damage to the produce and packing material
- KU7.** the process of loading and stacking the packed produce in the transport vehicle safely to ensure no damage during transit

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare the produce for transportation</i>	14	18	-	16
PC1. retrieve the produce for dispatch from the storage as per the supervisor's instructions, ensuring the produce is in good condition	-	-	-	-
PC2. pack the produce in appropriate packaging such as gunny bags, corrugated boxes, pallets, containers, etc.	-	-	-	-
PC3. label the packed produce with the required information as instructed by the supervisor	-	-	-	-
<i>Assist in the loading the produce</i>	16	22	-	14
PC4. assist in preparing the transport vehicle by cleaning and pre-cooling it as per the supervisor's instruction, before the loading of produce	-	-	-	-
PC5. carry the produce to the transport vehicle using appropriate equipment such as forklifts, conveyor belts, rail cars, high stackers, etc.	-	-	-	-
PC6. follow the recommended handling practices to ensure no damage to the produce and packing material	-	-	-	-
PC7. load the packed produce in the transport vehicle safely and stack it appropriately to ensure no damage during transit	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7508
NOS Name	Assist in preparing and loading the produce for transportation
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Post-harvest Supply Chain Management
NSQF Level	3
Credits	2
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

AGR/N7509: Assist in the maintenance and documentation activities

Description

This OS unit is about carrying out general maintenance of the warehouse and transport vehicle. It also covers the documentation activities, along with resource optimization, waste management and inclusion at work.

Scope

The scope covers the following :

- Maintain the warehouse and transport vehicle
- Assist in documentation
- Optimise resource utilisation
- Perform waste management

Elements and Performance Criteria

Maintain the warehouse and transport vehicle

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

- PC1.** clean the shelves, racks, pallets, loading/ unloading area, transport vehicle and the warehouse
- PC2.** carry out minor repair and maintenance of Heating, Ventilation and Air-conditioning (HVAC) equipment, refrigeration unit and other tools and equipment as per the supervisor's instructions
- PC3.** coordinate with an expert for the complex repair and maintenance needs of any malfunctioning equipment
- PC4.** scrub the warehouse floor to ensure it is not slippery
- PC5.** handle and store the inflammable items safely
- PC6.** apply the recommended treatment as per the supervisor's instructions to prevent pest and disease outbreaks in the warehouse
- PC7.** ensure there is no waterlogging in the warehouse
- PC8.** treat the used water using chlorine or other recommended treatment and reuse it in appropriate activities
- PC9.** remove any obstructions in the warehouse to ensure free movement and prevent any accidents

Assist in documentation

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

- PC10.** assist in preparing various documents such as dispatch orders, storage receipts, etc.
- PC11.** assist in maintaining various records such as records relating to loading and dispatch of produce, the record of damage to the produce, and disposal of inconsumable/ damaged produce, etc.

Optimise resource utilisation

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

Qualification Pack

- PC12.** use water, electricity and other resources optimally in various tasks and processes as per the supervisor's instructions
- PC13.** plug water leakages to prevent its wastage
- PC14.** connect the electrical tools and equipment safely and turn them off when not in use

Perform waste management

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

- PC15.** segregate waste into appropriate categories as per the supervisor's instructions
- PC16.** recycle the recyclable waste appropriately and dispose the non-recyclable waste as directed by the supervisor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the process of cleaning the shelves, racks, pallets, loading/ unloading area, transport vehicle and the warehouse
- KU2.** how to carry out minor repair and maintenance of Heating, Ventilation and Air-conditioning (HVAC) equipment, refrigeration unit and other tools and equipment
- KU3.** the importance of scrubbing the warehouse floor to ensure it is not slippery
- KU4.** how to handle and store the inflammable items
- KU5.** the recommended treatment to be applied in the warehouse to prevent pest and disease outbreak
- KU6.** the process of treating the used water using chlorine or other recommended treatment for reuse
- KU7.** the importance of removing any obstructions in the warehouse to ensure free movement and prevent any accidents
- KU8.** how to prepare relevant documents such as dispatch orders, storage receipts, etc.
- KU9.** how to maintain various records manually and electronically using the physical registers and the relevant computer application
- KU10.** the benefits of resource optimisation
- KU11.** the appropriate categories for the segregation of waste
- KU12.** how to recycle and dispose 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 literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the information being shared by the speaker
- GS4.** communicate politely and professionally
- GS5.** co-ordinate with co-workers to achieve work objectives
- GS6.** plan and prioritise tasks to ensure timely completion

Qualification Pack

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the warehouse and transport vehicle</i>	12	16	-	12
PC1. clean the shelves, racks, pallets, loading/unloading area, transport vehicle and the warehouse	-	-	-	-
PC2. carry out minor repair and maintenance of Heating, Ventilation and Air-conditioning (HVAC) equipment, refrigeration unit and other tools and equipment as per the supervisor's instructions	-	-	-	-
PC3. coordinate with an expert for the complex repair and maintenance needs of any malfunctioning equipment	-	-	-	-
PC4. scrub the warehouse floor to ensure it is not slippery	-	-	-	-
PC5. handle and store the inflammable items safely	-	-	-	-
PC6. apply the recommended treatment as per the supervisor's instructions to prevent pest and disease outbreaks in the warehouse	-	-	-	-
PC7. ensure there is no waterlogging in the warehouse	-	-	-	-
PC8. treat the used water using chlorine or other recommended treatment and reuse it in appropriate activities	-	-	-	-
PC9. remove any obstructions in the warehouse to ensure free movement and prevent any accidents	-	-	-	-
<i>Assist in documentation</i>	6	8	-	6
PC10. assist in preparing various documents such as dispatch orders, storage receipts, etc.	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. assist in maintaining various records such as records relating to loading and dispatch of produce, the record of damage to the produce, and disposal of inconsumable/ damaged produce, etc.	-	-	-	-
<i>Optimise resource utilisation</i>	8	10	-	8
PC12. use water, electricity and other resources optimally in various tasks and processes as per the supervisor's instructions	-	-	-	-
PC13. plug water leakages to prevent its wastage	-	-	-	-
PC14. connect the electrical tools and equipment safely and turn them off when not in use	-	-	-	-
<i>Perform waste management</i>	4	6	-	4
PC15. segregate waste into appropriate categories as per the supervisor's instructions	-	-	-	-
PC16. recycle the recyclable waste appropriately and dispose the non-recyclable waste as directed by the supervisor	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N7509
NOS Name	Assist in the maintenance and documentation activities
Sector	Agriculture
Sub-Sector	Agriculture Industries
Occupation	Post-harvest Supply Chain Management
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Qualification Pack

AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

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

Maintain clean and safe workplace

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

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

Administer appropriate emergency procedures

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

Qualification Pack

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

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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

Qualification Pack

Assessment Criteria

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9903
NOS Name	Maintain health and safety at the workplace
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	4.0
Last Reviewed Date	29/09/2023
Next Review Date	29/09/2026
NSQC Clearance Date	29/09/2023

Qualification Pack

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

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

Assessment Criteria

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

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

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	20/11/2021
Next Review Date	20/11/2024
NSQC Clearance Date	20/11/2021

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.

Qualification Pack

5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOSs to pass the Qualification Pack.

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

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AGR/N7505.Assist in unloading, sorting, grading and storing the produce	30	40	-	30	100	20
AGR/N7507.Assist in inventory management, organising and maintaining the stock	30	40	-	30	100	20
AGR/N7508.Assist in preparing and loading the produce for transportation	30	40	-	30	100	20
AGR/N7509.Assist in the maintenance and documentation activities	30	40	-	30	100	30
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	180	215	-	155	550	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

Qualification Pack

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.