Custom Hiring Centre In-charge (Agri machinery)

QP Code: AGR/Q1112

Version: 4.0

NSQF Level: 5

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

Contents

AGR/Q1112: Custom Hiring Centre In-charge (Agri machinery)

Brief Job Description

A Custom Hiring Centre In-charge (Agri machinery) is responsible for providing hiring services to small and marginal farmers for various agricultural machineries, tools and equipment used in different farm operations. For this purpose, the person sets up a centre and makes these available for hiring to farmers on demand basis.

Personal Attributes

The individual in this role must have managerial skills. The person must be able to read, write and communicate well. Good computing and accounting skills are other desirable attributes for this job role.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AGR/N9921: Establish and Manage a Business

2. AGR/N1140: Prepare to set up the custom hiring service centre

3. AGR/N1141: Operationalise the custom hiring service centre

4. AGR/N1139: Use a computer to process payments, communicate and maintain records

5. AGR/N9903: Maintain health and safety at the workplace

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

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation and Maintenance
Country	India
NSQF Level	5
Credits	16

Aligned to NCO/ISCO/ISIC Code	NCO-2015/7233.2800
Minimum Educational Qualification & Experience	Completed 2nd year of UG (UG Diploma) (or equivalent in Agriculture/Horticulture /Forestry/Agricultural Engineering and other related fields) OR Completed 1st year of UG (UG Certificate) (in Agriculture/Horticulture /Forestry/Agricultural Engineering and other related fields) with 1.5 years of experience Agriculture and allied sectors OR 12th grade Pass (or equivalent) with 3 Years of experience relevant experience in Agriculture and allied sectors OR 10th Class (Pass) with 6 Years of experience relevant experience in Agriculture and allied sectors OR Previous relevant Qualification of NSQF Level (4.5) with 1.5 years of experience relevant experience in Agriculture and allied sectors OR Previous relevant Qualification of NSQF Level (4) with 3 Years of experience relevant experience in Agriculture and allied sectors
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	30/11/2024
NSQC Approval Date	30/05/2024
Version	4.0
Reference code on NQR	QG-05-AG-02612-2024-V2-ASCI
NQR Version	2.0

AGR/N9921: Establish and Manage a Business

Description

This OS unit is about establishing a business as per a plan after conducting market research and monitoring its performance.

Scope

The scope covers the following :

- Conduct market research
- Create a business plan
- Establish the business
- Manage customer relationships
- Monitor the business performance

Elements and Performance Criteria

Conduct market research

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

PC1. conduct market research and surveys to identify the scope for the goods/ services offered by the enterprise

PC2. identify the target audience to promote goods/ services

PC3. establish the requirements of the target audience

PC4. calculate the costs involved in conducting the business activity such as procurement, production, logistics, marketing, etc.

PC5. determine competition in the relevant business segment

PC6. check the feasibility of conducting the concerned business activity

PC7. identify the relevant government schemes and financial institutions that support the business idea

Create a business plan

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

PC8. identify a suitable location to establish the business

PC9. create a database of third-party companies/ vendors relevant to the business activities

PC10. identify various job positions that will need personnel to be recruited

PC11. identify the relevant channels for the distribution and marketing of goods/ services

PC12. determine the price of goods/ services offered by the enterprise based on market demand

PC13. identify the relevant risks to the business through risk assessment

PC14. develop promotional strategies for the business according to the budget and target segment

PC15. prepare a plan to establish the business considering the applicable regulatory requirements and relevant risks

PC16. develop relevant policies to govern the company operations including any contingencies

Establish the business

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

PC17. register the business under the appropriate business structure with the relevant regulatory body

PC18. obtain the necessary license and permits to conduct business as per the Standard Operating Procedure (SOP)

PC19. obtain financial assistance from the identified financial institution(s) as per the SOP

PC20. ensure the business facility is constructed as planned

PC21. procure utilities for the business facility as per the SOP

PC22. ensure compliance with all the government laws, local state laws and other regulations as per the requirement

PC23. arrange computer system(s) and relevant software to record and manage the business activities

PC24. recruit personnel in the required number

PC25. assign responsibilities to the company personnel according to their job positions and skills

PC26. execute promotional strategies for the business based on the budget and target segment

PC27. implement processes that help in minimising costs and maximising profits

Manage customer relationships

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

PC28. develop the organisation's Customer Relationship Management (CRM) strategy

PC29. identify the relevant CRM system to manage customer relationships

PC30. implement the organisation's CRM strategy

PC31. conduct research to identify areas of improvement to improve customer satisfaction

PC32. adjust the CRM strategy according to the research findings

Monitor the business performance

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

PC33. maintain accurate documents and record of business activities

PC34. evaluate the business documents and records regularly to assess the business performance

PC35. identify the scope of improvement and opportunities for scaling up the business

PC36. develop and implement an effective action plan to improve the quality of goods and services offered by the enterprise

PC37. report the business activities to the relevant regulatory body in compliance with the applicable regulations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the functioning of the relevant business segment

KU2. applicable state laws, and other laws pertaining to commercial establishments such as shops and establishment act, taxation laws, labour laws, etc.

KU3. importance of complying with regulatory requirements such as paying taxes and reporting business activities

KU4. relevant licensing and permit requirements

KU5.   business code of conduct

KU6.   document and record-keeping requirements relevant to the business

KU7.   various methods of conducting market research to identify the demand for goods or services

KU8.   various methods of reaching out to possible customers and identifying their needs

KU9.   use of relevant computing and accounting systems

KU10.   different types of costs involved in conducting a business such as procurement, production, marketing, etc.

KU11.   healthy market competition practices

KU12.   importance of using third parties to improve quality of goods/ service and customer/ client satisfaction

KU13.   third-party risk management practices

KU14.   effective personnel management

KU15.   effective method of creating a business plan

KU16.   pricing strategy for the relevant goods and services

KU17.   importance and method of developing business policies

KU18.   the process of registering the business under the relevant business structure

KU19.   business sustainability practices

KU20.   process to evaluate the business performance

KU21.   factors to consider while preparing an action plan to improve business performance

KU22.   various business management skills and practices

KU23.   various leadership practices and qualities

KU24.   business continuity management

KU25.   customer relationship management and associated best practices

Generic Skills (GS)

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

GS1.   write formal letters and emails to communicate with the relevant authorities and prepare the relevant documents and reports

GS2.   read about the relevant schemes, policies and latest technologies in the field of work

GS3.   maintain effective and professional relationships with co-workers, clients, relevant authorities and third parties

GS4.   interact politely and professionally with co-workers, clients, relevant authorities and third parties

GS5.   listen attentively to understand the client requirements and personnel concerns

GS6.   improve work processes by identifying and implementing relevant improvements

GS7.   assess risks to business activities and take preventive action to deal with them

GS8.   plan and prioritise tasks to ensure timely completion

GS9.   evaluate all possible solutions to a problem before selecting the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Conduct market research	**5**	**5**	**-**	**5**
PC1. conduct market research and surveys to identify the scope for the goods/ services offered by the enterprise	-	-	-	-
PC2. identify the target audience to promote goods/ services	-	-	-	-
PC3. establish the requirements of the target audience	-	-	-	-
PC4. calculate the costs involved in conducting the business activity such as procurement, production, logistics, marketing, etc.	-	-	-	-
PC5. determine competition in the relevant business segment	-	-	-	-
PC6. check the feasibility of conducting the concerned business activity	-	-	-	-
PC7. identify the relevant government schemes and financial institutions that support the business idea	-	-	-	-
Create a business plan	**5**	**5**	**-**	**5**
PC8. identify a suitable location to establish the business	-	-	-	-
PC9. create a database of third-party companies/ vendors relevant to the business activities	-	-	-	-
PC10. identify various job positions that will need personnel to be recruited	-	-	-	-
PC11. identify the relevant channels for the distribution and marketing of goods/ services	-	-	-	-
PC12. determine the price of goods/ services offered by the enterprise based on market demand	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. identify the relevant risks to the business through risk assessment	-	-	-	-
PC14. develop promotional strategies for the business according to the budget and target segment	-	-	-	-
PC15. prepare a plan to establish the business considering the applicable regulatory requirements and relevant risks	-	-	-	-
PC16. develop relevant policies to govern the company operations including any contingencies	-	-	-	-
Establish the business	**5**	**6**	**-**	**5**
PC17. register the business under the appropriate business structure with the relevant regulatory body	-	-	-	-
PC18. obtain the necessary license and permits to conduct business as per the Standard Operating Procedure (SOP)	-	-	-	-
PC19. obtain financial assistance from the identified financial institution(s) as per the SOP	-	-	-	-
PC20. ensure the business facility is constructed as planned	-	-	-	-
PC21. procure utilities for the business facility as per the SOP	-	-	-	-
PC22. ensure compliance with all the government laws, local state laws and other regulations as per the requirement	-	-	-	-
PC23. arrange computer system(s) and relevant software to record and manage the business activities	-	-	-	-
PC24. recruit personnel in the required number	-	-	-	-
PC25. assign responsibilities to the company personnel according to their job positions and skills	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC26. execute promotional strategies for the business based on the budget and target segment	-	-	-	-
PC27. implement processes that help in minimising costs and maximising profits	-	-	-	-
Manage customer relationships	**5**	**12**	**-**	**5**
PC28. develop the organisation's Customer Relationship Management (CRM) strategy	-	-	-	-
PC29. identify the relevant CRM system to manage customer relationships	-	-	-	-
PC30. implement the organisation's CRM strategy	-	-	-	-
PC31. conduct research to identify areas of improvement to improve customer satisfaction	-	-	-	-
PC32. adjust the CRM strategy according to the research findings	-	-	-	-
Monitor the business performance	**10**	**12**	**-**	**10**
PC33. maintain accurate documents and record of business activities	-	-	-	-
PC34. evaluate the business documents and records regularly to assess the business performance	-	-	-	-
PC35. identify the scope of improvement and opportunities for scaling up the business	-	-	-	-
PC36. develop and implement an effective action plan to improve the quality of goods and services offered by the enterprise	-	-	-	-
PC37. report the business activities to the relevant regulatory body in compliance with the applicable regulations	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9921
NOS Name	Establish and Manage a Business
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	2
Version	1.0
Last Reviewed Date	30/05/2024
Next Review Date	30/11/2024
NSQC Clearance Date	30/05/2024

AGR/N1140: Prepare to set up the custom hiring service centre

Description

This OS unit is about preparing to set up a custom hiring service centre.

Scope

The scope covers the following :

- Conduct field and online research
- Identify the resources required to set up the centre
- Select the location of the centre
- Apply for financial assistance
- Arrange the necessary resources

Elements and Performance Criteria

Conduct field and online research

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

PC1. identify the target area after conducting research on multiple areas

PC2. collect information about the relevant government schemes and policies that support custom hiring services

PC3. co-ordinate with the existing custom hiring service providers to keep abreast with the business's viability and latest trends in the field

PC4. conduct surveys in the target area to get information about the need of different farm machineries, tools and equipment

Identify the resources and prepare the cost estimates

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

PC5. prepare a list of farm machineries, tools and equipment required for the centre

PC6. estimate the requirement of other resources such as manpower, utilities, etc.

PC7. prepare the cost estimates for setting up the centre considering all fixed, variable and recurring costs

Select the location of the centre

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

PC8. identify a location for setting up the centre based on factors such as ability to cater a larger audience and availability of utilities i.e. water, electricity, telephone

PC9. ascertain that the location is away from any residential area and safe from any significant hazards

Apply for financial assistance

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

PC10. identify the financial institution(s) under relevant government schemes to secure financial assistance

PC11. secure financial assistance following the application procedure of the identified financial institution(s)

Arrange the necessary resources

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

PC12. identify the relevant vendors and purchase/ hire the required land area, machineries, tools, equipment, PPE and other resources

PC13. inspect the quality and condition of the machineries, tools, equipment, PPE and other resources

PC14. report any defects to the manufacturer as per the warranty policy

PC15. arrange additional resources to avoid any disruptions to work

PC16. procure utilities such as water, electricity, telephone etc.

PC17. recruit mechanics and workers in the required number

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the process of conducting online and field research

KU2. various parameters to be assessed for setting up a custom hiring service business

KU3. relevant government schemes and policies

KU4. process and regulatory requirements for setting up a custom hiring service business

KU5. fixed and variable costs in setting up a business such as labour cost, costs for construction of the facility, purchase of land, tools, equipment, etc.

KU6. types of loans and the process to secure one

KU7. financial institutions that can help with setting up an agriculture allied business such as National Bank for Agriculture and Rural Development (NABARD) and commercial/ regional rural/ co-operative banks

KU8. different types of agriculture machineries/ tools/ equipment and their uses such as tractor, power tiller, harvesting/reaping equipment, threshing/shelling equipment, plant protection equipment, etc.

KU9. supply and demand analysis for agriculture machineries/ tools/ equipment

KU10. the process of procuring resources

KU11. accounting and inventory management

KU12. the process to recruit personnel

KU13. Dangerous Machines (Regulation) Act, 1983

KU14. state laws, and other laws pertaining to commercial establishments such as shops and establishment acts, taxation laws, labour laws, etc.

Generic Skills (GS)

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

GS1. fill in the relevant applications and write work-related communications

GS2. read relevant laws, schemes and policy related documents

GS3. evaluate all possible solutions to a problem to select the best one

GS4. listen attentively to understand the instructions and information being shared

GS5. communicate clearly and respectfully

GS6. identify possible disruptions to work and take appropriate preventive measures

GS7. plan and schedule tasks for effective time management

GS8. take quick decisions to deal with workplace emergencies/ accidents

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Conduct field and online research	**5**	**8**	**-**	**5**
PC1. identify the target area after conducting research on multiple areas	-	-	-	-
PC2. collect information about the relevant government schemes and policies that support custom hiring services	-	-	-	-
PC3. co-ordinate with the existing custom hiring service providers to keep abreast with the business's viability and latest trends in the field	-	-	-	-
PC4. conduct surveys in the target area to get information about the need of different farm machineries, tools and equipment	-	-	-	-
Identify the resources and prepare the cost estimates	**5**	**8**	**-**	**5**
PC5. prepare a list of farm machineries, tools and equipment required for the centre	-	-	-	-
PC6. estimate the requirement of other resources such as manpower, utilities, etc.	-	-	-	-
PC7. prepare the cost estimates for setting up the centre considering all fixed, variable and recurring costs	-	-	-	-
Select the location of the centre	**5**	**7**	**-**	**5**
PC8. identify a location for setting up the centre based on factors such as ability to cater a larger audience and availability of utilities i.e. water, electricity, telephone	-	-	-	-
PC9. ascertain that the location is away from any residential area and safe from any significant hazards	-	-	-	-
Apply for financial assistance	**5**	**7**	**-**	**5**
PC10. identify the financial institution(s) under relevant government schemes to secure financial assistance	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. secure financial assistance following the application procedure of the identified financial institution(s)	-	-	-	-
Arrange the necessary resources	**10**	**10**	**-**	**10**
PC12. identify the relevant vendors and purchase/ hire the required land area, machineries, tools, equipment, PPE and other resources	-	-	-	-
PC13. inspect the quality and condition of the machineries, tools, equipment, PPE and other resources	-	-	-	-
PC14. report any defects to the manufacturer as per the warranty policy	-	-	-	-
PC15. arrange additional resources to avoid any disruptions to work	-	-	-	-
PC16. procure utilities such as water, electricity, telephone etc.	-	-	-	-
PC17. recruit mechanics and workers in the required number	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1140
NOS Name	Prepare to set up the custom hiring service centre
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation And Maintenance
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/11/2024
NSQC Clearance Date	30/05/2024

AGR/N1141: Operationalise the custom hiring service centre

Description

This OS unit is about starting and managing the operations of a custom hiring service centre.

Scope

The scope covers the following :

- Establish the centre
- Initiate and manage the operations
- Perform basic repairs and maintenance
- Optimise resource utilisation

Elements and Performance Criteria

Establish the centre

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

PC1. supervise the construction of the centre facility in compliance with the relevant laws

PC2. set up machineries, tools and equipment as per the manufacturer's instructions

PC3. implement appropriate preventive measures to deal with health and safety hazards

PC4. ensure adherence to the relevant laws and regulations pertaining to commercial establishments

Initiate and manage the operations

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

PC5. conduct appropriate training for the centre employees

PC6. prepare a work plan for the centre employees

PC7. allocate work to centre employees as per the work plan

PC8. monitor the centre operations to ensure compliance with the relevant regulatory and quality standards

PC9. identify process improvements and disruptions to implement appropriate solutions

PC10. manage logistics for the distribution of machineries, tools and equipment to farmers

PC11. manage human resources effectively for good productivity and quality of work

PC12. identify the machinery/ tools/ implements related needs and concerns of the farmers through relevant forums and address them

PC13. create a database of farmers

PC14. evaluate the business performance through daily monitoring

Perform basic repairs and maintenance

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

PC15. identify the common faults and damages in various farm machineries/ tools/ implements

PC16. arrange the necessary tools and PPE to carry out repair and maintenance

PC17. carry out repair and maintenance of various farm machineries/ tools/ implements as per the service manual

PC18. co-ordinate with the the manufacturer to resolve any problems with machineries/ tools/ implements

PC19. use the appropriate PPE during repair and maintenance activities

Optimise resource utilisation

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

PC20. optimise usage of material including water in various tasks/ activities/ processes

PC21. plug spills/leakages and escalate to appropriate authority if unable to rectify

PC22. optimise usage of electricity/energy in various tasks/activities/processes

PC23. connect electrical equipment and appliances safely and turn off when not in use

PC24. segregate waste into different categories

PC25. dispose non-recyclable waste appropriately

PC26. deposit recyclable and reusable material at the identified location

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. requirements for the construction of a business facility

KU2. installation of machineries, tools and equipment in a custom hiring service workshop

KU3. laws applicable to custom hiring services for farm machineries/ tools/ equipment

KU4. human resources management including the preparation of a work plan and allocation of work to employees

KU5. relevant documentation requirements for the business

KU6. monitoring of custom hiring service centre operations to ensure compliance with the relevant regulatory and quality standards

KU7. logistics management for the distribution of machineries, tools and equipment to farmers

KU8. the process of creating a database of farmers

KU9. different forums to connect with the farmers in the target area

KU10. common faults/damages in various farm machineries/ tools/ implements and their repair and maintenance

KU11. use of the relevant PPE

KU12. evaluation of the business performance

KU13. various occupational and environmental hazards and the ways to deal with them

KU14. the importance of following environmental and ecological best practices

KU15. benefits of resource optimisation

KU16. ways of efficiently managing material and water in the process

KU17. basics of electricity and prevalent energy efficient devices

KU18. ways to recognise common electrical problems

KU19. common practices of conserving electricity

KU20. methods of recycling and disposing different types of waste

KU21. common sources of pollution and ways to minimise it

Generic Skills (GS)

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

GS1. prepare the relevant business reports and records

GS2. read the relevant policy and scheme related documents

GS3. listen attentively to understand the requirements of clients

GS4. communicate clearly and courteously

GS5. identify possible disruptions to work and take preventive measures

GS6. plan and prioritise tasks to ensure timely completion

GS7. take quick decisions to deal with workplace emergencies/ accidents

GS8. co-ordinate with co-workers to achieve the organisational goals

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Establish the centre	**5**	**5**	**-**	**5**
PC1. supervise the construction of the centre facility in compliance with the relevant laws	-	-	-	-
PC2. set up machineries, tools and equipment as per the manufacturer's instructions	-	-	-	-
PC3. implement appropriate preventive measures to deal with health and safety hazards	-	-	-	-
PC4. ensure adherence to the relevant laws and regulations pertaining to commercial establishments	-	-	-	-
Initiate and manage the operations	**10**	**10**	**-**	**10**
PC5. conduct appropriate training for the centre employees	-	-	-	-
PC6. prepare a work plan for the centre employees	-	-	-	-
PC7. allocate work to centre employees as per the work plan	-	-	-	-
PC8. monitor the centre operations to ensure compliance with the relevant regulatory and quality standards	-	-	-	-
PC9. identify process improvements and disruptions to implement appropriate solutions	-	-	-	-
PC10. manage logistics for the distribution of machineries, tools and equipment to farmers	-	-	-	-
PC11. manage human resources effectively for good productivity and quality of work	-	-	-	-
PC12. identify the machinery/ tools/ implements related needs and concerns of the farmers through relevant forums and address them	-	-	-	-
PC13. create a database of farmers	-	-	-	-
PC14. evaluate the business performance through daily monitoring	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Perform basic repairs and maintenance	**5**	**10**	**-**	**5**
PC15. identify the common faults and damages in various farm machineries/ tools/ implements	-	-	-	-
PC16. arrange the necessary tools and PPE to carry out repair and maintenance	-	-	-	-
PC17. carry out repair and maintenance of various farm machineries/ tools/ implements as per the service manual	-	-	-	-
PC18. co-ordinate with the the manufacturer to resolve any problems with machineries/ tools/ implements	-	-	-	-
PC19. use the appropriate PPE during repair and maintenance activities	-	-	-	-
Optimise resource utilisation	**10**	**15**	**-**	**10**
PC20. optimise usage of material including water in various tasks/ activities/ processes	-	-	-	-
PC21. plug spills/leakages and escalate to appropriate authority if unable to rectify	-	-	-	-
PC22. optimise usage of electricity/energy in various tasks/activities/processes	-	-	-	-
PC23. connect electrical equipment and appliances safely and turn off when not in use	-	-	-	-
PC24. segregate waste into different categories	-	-	-	-
PC25. dispose non-recyclable waste appropriately	-	-	-	-
PC26. deposit recyclable and reusable material at the identified location	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1141
NOS Name	Operationalise the custom hiring service centre
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation And Maintenance
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/11/2024
NSQC Clearance Date	30/05/2024

AGR/N1139: Use a computer to process payments, communicate and maintain records

Description

This OS unit is about processing payments electronically, communicating via email, and preparing and maintaining various business records with the use of a computer.

Scope

The scope covers the following :

- Use electronic payment methods and email
- Maintain the financial records
- Maintain the record of operations

Elements and Performance Criteria

Use electronic payment methods and email

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

PC1. register for the relevant electronic payment methods and email services

PC2. use the electronic payment methods to process the payments

PC3. use email for business communications

Maintain the financial records

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

PC4. identify the relevant accounting system to maintain the centre's accounts

PC5. record various costs correctly as fixed and variable costs

PC6. maintain a journal for each type of transaction

PC7. post all transactions to the general ledger after recording in the relevant journal

PC8. calculate the unadjusted balance in each account

PC9. create a worksheet to match the debits and credits

PC10. prepare the centre's financial statements i.e. income statement, balance sheet and cash flow statement

Maintain the record of operations

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

PC11. identify the relevant computer software/ application to prepare and maintain the business records

PC12. maintain the record of farmer visits, frequency of visit, sales/ services along with any other relevant details

PC13. maintain the record of various machineries/ tools/ equipment used or hired

PC14. record the payments into and from the centre's bank account accurately

PC15. create a database of different manufacturers/ suppliers of various machineries/ tools/ equipment including product warranty information, maintenance schedule, contact details, etc.

PC16. maintain the record of breakdown/ repair/ maintenance of all machineries/ tools/ equipment

PC17. create regular backup of the centre's reports and data to prevent accidental loss

PC18. arrange for the safe storage of various documents and reports

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. use of the relevant accounting and computer applications for maintaining the centre's accounts and business records

KU2. different types of financial statements generated in the process of maintaining the centre's accounts

KU3. meaning and use of basic accounting terminology and classification of various transactions

KU4. different online cloud storage services for backing up business data and reports

KU5. use of email communication services

KU6. various electronic payments methods available in India such as Aadhar Enabled Payment System (AEPS), Bharat Interface for Money (BHIM) app, mobile or e-wallets, UPI, USSD, etc.

KU7. legal and standard requirements and process with respect to business documentation and record-keeping

KU8. relevant details to be recorded in business reports such as data on marketing, logistics, distribution and sale

KU9. safe handling and storage of reports and documents

.

KU10. best practices for the protection of data and privacy

Generic Skills (GS)

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

GS1. maintain work-related records

GS2. read and follow the health and safety instructions

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

GS4. communicate clearly and politely with co-workers and clients

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Use electronic payment methods and email	**8**	**10**	**-**	**10**
PC1. register for the relevant electronic payment methods and email services	-	-	-	-
PC2. use the electronic payment methods to process the payments	-	-	-	-
PC3. use email for business communications	-	-	-	-
Maintain the financial records	**8**	**15**	**-**	**15**
PC4. identify the relevant accounting system to maintain the centre's accounts	-	-	-	-
PC5. record various costs correctly as fixed and variable costs	-	-	-	-
PC6. maintain a journal for each type of transaction	-	-	-	-
PC7. post all transactions to the general ledger after recording in the relevant journal	-	-	-	-
PC8. calculate the unadjusted balance in each account	-	-	-	-
PC9. create a worksheet to match the debits and credits	-	-	-	-
PC10. prepare the centre's financial statements i.e. income statement, balance sheet and cash flow statement	-	-	-	-
Maintain the record of operations	**9**	**15**	**-**	**10**
PC11. identify the relevant computer software/ application to prepare and maintain the business records	-	-	-	-
PC12. maintain the record of farmer visits, frequency of visit, sales/ services along with any other relevant details	-	-	-	-
PC13. maintain the record of various machineries/ tools/ equipment used or hired	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. record the payments into and from the centre's bank account accurately	-	-	-	-
PC15. create a database of different manufacturers/ suppliers of various machineries/ tools/ equipment including product warranty information, maintenance schedule, contact details, etc.	-	-	-	-
PC16. maintain the record of breakdown/ repair/ maintenance of all machineries/ tools/ equipment	-	-	-	-
PC17. create regular backup of the centre's reports and data to prevent accidental loss	-	-	-	-
PC18. arrange for the safe storage of various documents and reports	-	-	-	-
NOS Total	**25**	**40**	**-**	**35**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N1139
NOS Name	Use a computer to process payments, communicate and maintain records
Sector	Agriculture
Sub-Sector	Agriculture Crop Production
Occupation	Farm Machinery, Equipment Operation And Maintenance
NSQF Level	5
Credits	2
Version	2.0
Last Reviewed Date	30/05/2024
Next Review Date	30/11/2024
NSQC Clearance Date	30/05/2024

AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

PC1. wash hands, legs and face with soap/alcohol based sanitizer at reasonable intervals

PC2. wash the worn clothes with soap and sun dry before use next time

PC3. ensure the face is covered with mask or three layers of cloth-piece

PC4. follow the workplace sanitization norms including distancing from sick people

Maintain clean and safe workplace

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

PC5. carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards to the supervisor

PC6. wear appropriate Personal Protective Equipment (PPE) while performing work in accordance with the workplace policy

PC7. follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards

PC8. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practices

PC9. sanitize equipment, tools and machinery before and after use

PC10. use equipment and materials safely and correctly and return the same to designated storage after use

PC11. dispose waste safely and correctly in the designated area

PC12. recognize risks to bystanders and take required action to reduce the risks

PC13. work in a manner which minimizes environmental damage, ensuring all procedures and instructions for controlling risks are followed

PC14. report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger

PC15. follow government / workplace advisories incase of outbreak of any disease/disaster

Administer appropriate emergency procedures

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

PC16. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to the location of emergency, as per the workplace requirements

PC17. use emergency equipment in accordance with manufacturer's specifications and workplace requirements

PC18. provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques

PC19. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate

PC20. report details of first aid administered in accordance with workplace procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant legislation, standards, policies, and procedures at work

KU2. relevant health and safety requirements applicable to the work environment

KU3. own job role and responsibilities and sources of information pertaining to work

KU4. who to approach for support in order to obtain work related information, clarifications and support

KU5. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business

KU6. personal hygiene and fitness requirement

KU7. importance of sanitization of the workplace

KU8. types of Personal Protective Equipment (PPE) required at the workplace and their importance

KU9. the correct and safe way to use materials and equipment required for the work

KU10. the importance of good housekeeping at the workplace

KU11. safe waste disposal methods

KU12. methods for minimizing environmental damage during work

KU13. the risks to health and safety including contagious diseases and the measures to be taken to control those risks in the area of work

KU14. workplace procedures and requirements for the prevention and treatment of workplace injuries/illnesses.

KU15. basic emergency first aid procedure

KU16. local emergency services

KU17. why accidents, incidents and problems should be reported and the appropriate actions to be taken

Generic Skills (GS)

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

GS1. record the data as per the requirement

GS2. report problems to the appropriate personnel in a timely manner

GS3. read instruction manual for hand tool and equipments

GS4. communicate clearly and effectively with co-workers, and other stakeholders

GS5. comprehend information shared by senior people and experts

GS6. make decisions pertaining to personal hygiene and safety

GS7. schedule daily activities and draw up priorities

GS8. manage relationships with co-workers, manager and other stakeholders

GS9. assess situation and identify appropriate control measures

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain personal hygiene	**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	-	-	-	-
Maintain clean and safe workplace	**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	-	-	-	-

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	-	-	-	-
Administer appropriate emergency procedures	**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**

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	3.0
Last Reviewed Date	30/05/2024
Next Review Date	30/11/2024
NSQC Clearance Date	30/05/2024

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the current job market requirement and future of work

PC2. identify and explore learning and employability relevant portals

PC3. research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values – Citizenship

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

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

PC5. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

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

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

PC8. adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

PC9. use basic English for everyday conversation in different contexts, in person and over the telephone

PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC11. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

PC12. identify career goals based on the skills, interests, knowledge, and personal attributes

PC13. prepare a career development plan with short- and long-term goals

Communication Skills

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

PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings

PC15. use active listening techniques for effective communication

PC16. communicate in writing using appropriate style and format based on formal or informal requirements

PC17. work collaboratively with others in a team

Diversity & Inclusion

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

PC18. communicate and behave appropriately with all genders and PwD

PC19. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.

PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook

PC22. identify common components of salary and compute income, expenses, taxes, investments etc

PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

PC24. operate digital devices and use their features and applications securely and safely

PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.

PC26. display responsible online behaviour while using various social media platforms

PC27. create a personal email account, send and process received messages as per requirement

PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications

PC29. utilize virtual collaboration tools to work effectively

Entrepreneurship

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

PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

PC33. identify different types of customers and ways to communicate with them

PC34. identify and respond to customer requests and needs in a professional manner

PC35. use appropriate tools to collect customer feedback

PC36. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC37. create a professional Curriculum vitae (Résumé)

PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC39. apply to identified job openings using offline /online methods as per requirement

PC40. answer questions politely, with clarity and confidence, during recruitment and selection

PC41. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. components of salary and how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account

KU16. use applications such as word processors, spreadsheets etc.

KU17. how to identify business opportunities

KU18. types and needs of customers

KU19. how to apply for a job and prepare for an interview

KU20. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence in English and other languages

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

GS3. behave politely and appropriately with all to maintain effective work relationship

GS4. how to work in a virtual mode, using various technological platforms

GS5. perform calculations efficiently

GS6. solve problems effectively

GS7. pay attention to details

GS8. manage time efficiently

GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

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

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

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

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

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
Version	1.0
Last Reviewed Date	30/05/2024
Next Review Date	30/11/2024
NSQC Clearance Date	30/05/2024

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.

2.The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

3.Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

4.Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

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

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

Minimum Aggregate Passing % at QP Level : 70

(**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/N9921.Establish and Manage a Business	30	40	-	30	100	20
AGR/N1140.Prepare to set up the custom hiring service centre	30	40	-	30	100	25
AGR/N1141.Operationalise the custom hiring service centre	30	40	-	30	100	25
AGR/N1139.Use a computer to process payments, communicate and maintain records	25	40	-	35	100	10
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	10
DGT/VSQ/N0103.Employability Skills (90 Hours)	20	30	-	-	50	10
Total	**175**	**215**	**-**	**160**	**550**	**100**

Acronyms

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

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.

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.