

## Qualification Pack



# Quality Seed Grower

QP Code: AGR/Q7101

Version: 3.0

NSQF Level: 4

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## Qualification Pack

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## Qualification Pack

### AGR/Q7101: Quality Seed Grower

#### Brief Job Description

A Quality Seed Grower produces a variety of high-quality seed crops under the supervision of a field supervisor from the seed production company. The person is responsible for preparing the field, sowing, maintaining, harvesting and performing post-harvest processing of the breeder, foundation and certified seeds as per the instructions of the seed production company.

#### Personal Attributes

The individual must have good eyesight and problem-solving skills. The person must be physically fit to work for long hours in outdoor settings. Ability to work as per instructions and in co-ordination with others to achieve the work objectives are other important attributes required in this job role.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AGR/N7102: Prepare for growing the seeds](#)
2. [AGR/N7103: Sow the seeds and maintain the seed crop](#)
3. [AGR/N7104: Perform harvesting and post-harvest processing of the seed crop](#)
4. [AGR/N9908: Undertake basic entrepreneurial activities for small enterprise](#)
5. [AGR/N9903: Maintain health and safety at the workplace](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Seed Production and Processing
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	13

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<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/6130.0201
<b>Minimum Educational Qualification &amp; Experience</b>	12th grade Pass OR Completed 2nd year of the 3-year diploma after 10 (and pursuing regular diploma) OR 10th grade pass (plus 2-year NTC) OR 10th grade pass (plus 1-year NTC plus 1 year NAC) OR 8th grade pass with 2 year NTC plus 1 year NAC plus 1 year CITS OR 10th grade pass and pursuing continuous schooling OR 10th grade pass with 2 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 3.0 with minimum education as 8th Grade pass) with 3 Years of experience relevant experience OR Previous relevant Qualification of NSQF Level (Level 3.5 with 1.5- year relevant experience)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	30/12/2024
<b>NSQC Approval Date</b>	30/12/2021
<b>Version</b>	3.0
<b>Reference code on NQR</b>	QG-04-AG-00284-2023-V1.1-ASCI
<b>NQR Version</b>	1.1

## Qualification Pack

### AGR/N7102: Prepare for growing the seeds

#### Description

This OS unit is about preparing to grow seed crop and includes activities such as selecting and preparing the field, arranging the required resources and planning seed sowing.

#### Scope

The scope covers the following :

- Select a field for growing seeds
- Prepare the field for growing seeds
- Procure, test and store the seeds
- Arrange the tools, equipment and PPE
- Plan the seed sowing

#### Elements and Performance Criteria

##### *Select a field for growing seeds*

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

- PC1.** select a field for seed production as per the seed production company's instructions, ensuring it has adequate sunlight exposure and water for irrigation
- PC2.** ensure the field doesn't have high weed incidence and is free of unwanted plants from the previous season's crop
- PC3.** check the field has effective drainage and aeration for effective control of pest and diseases

##### *Prepare the field for growing seeds*

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

- PC4.** collect soil samples from different parts of the field for the purpose of testing
- PC5.** co-ordinate with the seed production company's lab to get the soil samples tested
- PC6.** apply the necessary treatment such as farmyard manure, compost and vermi-compost as per the lab's recommendations to enhance the soil fertility
- PC7.** plough and prepare the field as per the instructions of the seed production company's field supervisor
- PC8.** maintain the record of soil testing and field preparation as per the documentation requirements of the seed production company

##### *Procure, test and store the seeds*

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

- PC9.** select breeder/ foundation/ certified seed varieties to grow in the field as per the company's instructions
- PC10.** procure healthy seeds of the selected varieties from the seed production company or a vendor approved by them
- PC11.** ensure the seeds are genetically pure, contamination-free and uniform in size
- PC12.** conduct a seed test under supervision of the field supervisor to ensure the seeds have a high germination percentage and vigour

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- PC13.** use an appropriate method to sort out the chaffy seeds
- PC14.** wash the seeds with clean water to remove any unwanted materials
- PC15.** store the seeds under the recommended temperature and humidity as per the field supervisor's instructions
- PC16.** apply the necessary treatment in the storage as per instructions to protect the seeds from pests and disease
- PC17.** maintain the record of the treatment applied in the storage

### *Arrange the tools, equipment and PPE*

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

- PC18.** identify the relevant tools, equipment and Personal Protective Equipment (PPE) for sowing the seeds and maintaining the seedlings
- PC19.** arrange the tools, equipment and PPE as per the requirement
- PC20.** ensure the tools and equipment are in working condition

### *Plan the seed sowing*

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

- PC21.** plan the sowing of seeds in a way to ensure that there are no heavy rains at the flowering stage of the seed crop and it matures in the summer season to achieve the best quality of seeds

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the criteria for selecting a field for seed production such as adequate sunlight exposure and water for irrigation, low weed incidence, effective drainage and aeration, etc.
- KU2.** the process of extracting a soil sample from the field and getting it tested from an authorised lab
- KU3.** the process of applying necessary treatment such as farmyard manure, compost and vermi-compost to enhance the soil fertility
- KU4.** difference between foundation, breeder and certified seeds
- KU5.** the criteria for selecting and procuring seed for production such as in-demand, genetically pure, uniform in size, healthy and certified seeds, etc.
- KU6.** the importance of procuring seeds from a seed vendor approved by the seed production company
- KU7.** the method of conducting a seed test to check the procured seeds have high germination percentage and vigour
- KU8.** the method of sorting out the chaffy seeds
- KU9.** the process of washing the seeds to remove any unwanted material
- KU10.** appropriate temperature and humidity for storing a variety of seeds
- KU11.** importance of ensuring that seed storage is free of pests and disease
- KU12.** relevant tools, equipment and PPE for sowing the seeds and maintaining the seedlings
- KU13.** the appropriate season to sow the seeds with the required temperature, wind speed and photoperiod suitable for different varieties of seeds

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- KU14.** importance of sowing the seeds at such a time to ensure that there are no heavy rains at the flowering stage of the seed crop
- KU15.** the process of planning seed sowing to ensure that seed crop matures in the summer season to achieve the best quality of seeds

### Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant guides, manuals literature to get latest information about the field of work
- GS3.** communicate clearly and politely
- GS4.** listen attentively to understand the instructions being given
- GS5.** identify solutions to work-related issues
- GS6.** plan and prioritise tasks to ensure timely completion
- GS7.** take quick decision in case of an emergency/ accident
- GS8.** plan effective use of time and resources

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Select a field for growing seeds</i>	<b>4</b>	<b>8</b>	-	<b>4</b>
<b>PC1.</b> select a field for seed production as per the seed production company's instructions, ensuring it has adequate sunlight exposure and water for irrigation	-	-	-	-
<b>PC2.</b> ensure the field doesn't have high weed incidence and is free of unwanted plants from the previous season's crop	-	-	-	-
<b>PC3.</b> check the field has effective drainage and aeration for effective control of pest and diseases	-	-	-	-
<i>Prepare the field for growing seeds</i>	<b>8</b>	<b>10</b>	-	<b>6</b>
<b>PC4.</b> collect soil samples from different parts of the field for the purpose of testing	-	-	-	-
<b>PC5.</b> co-ordinate with the seed production company's lab to get the soil samples tested	-	-	-	-
<b>PC6.</b> apply the necessary treatment such as farmyard manure, compost and vermi-compost as per the lab's recommendations to enhance the soil fertility	-	-	-	-
<b>PC7.</b> plough and prepare the field as per the instructions of the seed production company's field supervisor	-	-	-	-
<b>PC8.</b> maintain the record of soil testing and field preparation as per the documentation requirements of the seed production company	-	-	-	-
<i>Procure, test and store the seeds</i>	<b>12</b>	<b>12</b>	-	<b>10</b>
<b>PC9.</b> select breeder/ foundation/ certified seed varieties to grow in the field as per the company's instructions	-	-	-	-
<b>PC10.</b> procure healthy seeds of the selected varieties from the seed production company or a vendor approved by them	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> ensure the seeds are genetically pure, contamination-free and uniform in size	-	-	-	-
<b>PC12.</b> conduct a seed test under supervision of the field supervisor to ensure the seeds have a high germination percentage and vigour	-	-	-	-
<b>PC13.</b> use an appropriate method to sort out the chaffy seeds	-	-	-	-
<b>PC14.</b> wash the seeds with clean water to remove any unwanted materials	-	-	-	-
<b>PC15.</b> store the seeds under the recommended temperature and humidity as per the field supervisor's instructions	-	-	-	-
<b>PC16.</b> apply the necessary treatment in the storage as per instructions to protect the seeds from pests and disease	-	-	-	-
<b>PC17.</b> maintain the record of the treatment applied in the storage	-	-	-	-
<i>Arrange the tools, equipment and PPE</i>	<b>4</b>	<b>8</b>	-	<b>8</b>
<b>PC18.</b> identify the relevant tools, equipment and Personal Protective Equipment (PPE) for sowing the seeds and maintaining the seedlings	-	-	-	-
<b>PC19.</b> arrange the tools, equipment and PPE as per the requirement	-	-	-	-
<b>PC20.</b> ensure the tools and equipment are in working condition	-	-	-	-
<i>Plan the seed sowing</i>	<b>2</b>	<b>2</b>	-	<b>2</b>
<b>PC21.</b> plan the sowing of seeds in a way to ensure that there are no heavy rains at the flowering stage of the seed crop and it matures in the summer season to achieve the best quality of seeds	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N7102
<b>NOS Name</b>	Prepare for growing the seeds
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Seed Production and Processing
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## Qualification Pack

### AGR/N7103: Sow the seeds and maintain the seed crop

#### Description

This OS unit is about sowing the seeds and maintaining the seed crop to achieve the best quality of seeds.

#### Scope

The scope covers the following :

- Sow the seeds
- Maintain healthy growth of the seed crop
- Identify and remove the weeds
- Control pests and disease

#### Elements and Performance Criteria

##### *Sow the seeds*

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

- PC1.** sow the seeds as per the field supervisor's instructions, maintaining the recommended planting depth and density for the selected seed varieties
- PC2.** apply the recommended quantity of farmyard manure on the seeds as per the instructions
- PC3.** water the planted seeds with the recommended quantity of water
- PC4.** maintain the recommended temperature and soil moisture as per instructions to help the seeds germinate

##### *Maintain healthy growth of the seed crop*

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

- PC5.** apply water and recommended fertilizers uniformly in the appropriate quantity to maintain healthy growth of the seed crop
- PC6.** use the isolation distance method under supervision of the field supervisor to maintain the purity of the seed accessions at the pollination stage
- PC7.** mount the soil near the root region of the seed crop plants to enhance their water and nutrient absorption capacity and help the plants to stand upright
- PC8.** apply a cover of mosquito net/ paper bags/ nylon stockings on the floral portion of the crop plants as per the bagging technique
- PC9.** co-ordinate with the field supervisor to identify and remove the crop plants with undesirable characteristics to maintain the genetic purity of the seeds as per the roughing method

##### *Identify and remove the weeds*

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

- PC10.** identify varieties of weeds growing among the seed crop during various stages of their growth
- PC11.** remove the weeds manually or mechanically as per the field supervisor's instructions
- PC12.** apply the recommended weedicides in an appropriate quantity as per the manufacturer/ field supervisor's instructions

##### *Control pests and disease*

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

- PC13.** monitor the seed crop regularly for signs of pest/ disease infestation
- PC14.** apply the recommended pesticides/ insecticides as per the manufacturer/ field supervisor's instructions to remove and control pests/ insects
- PC15.** drain out excess water from the field to prevent the growth of pathogens
- PC16.** maintain the record of use of fertilizers/ weedicides/ pesticides/ insecticides as per the seed production company's documentation requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** appropriate planting depth and density for a variety of seeds to control disease incidence, weed infestation and uneven ripening
- KU2.** the process of watering and applying farmyard manure on the sown seeds
- KU3.** the importance and ways of maintaining the recommended temperature and soil moisture to help the seeds germinate
- KU4.** recommended fertilizers to be used on varieties of seed crop and the process of applying them uniformly
- KU5.** the isolation distance method used to maintain the purity of the seed accessions at the pollination stage
- KU6.** the process of mounting soil near the root region of seed crop plants to enhance their water and nutrient absorption capacity and help the plants to stand upright
- KU7.** the process of applying a cover of mosquito net/ paper bags/ nylon stockings on the floral portion of the crop plants as per the bagging technique
- KU8.** the process of identifying and removing the crop plants with undesirable characteristics to maintain the genetic purity of the seeds as per the roughing method
- KU9.** how to identify varieties of weeds growing among the seed crop
- KU10.** the method of removing weeds growing among the seed crop
- KU11.** the recommended quantity of weedicides and process of applying it
- KU12.** signs of pest/ disease infestation in the seed crop
- KU13.** the process of safely applying the recommended pesticides/ insecticides on the seed crop
- KU14.** how to drain out excess water from the field to prevent the growth of pathogens
- KU15.** the importance of maintaining the record of fertilizers/ weedicides/ pesticides/ insecticides used on the seed crop

## Generic Skills (GS)

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

- GS1.** write work-related notes and maintain relevant records
- GS2.** communicate politely and professionally
- GS3.** read the relevant literature to learn about the latest developments in the field of work
- GS4.** listen attentively to understand the information/ instructions being shared by the speaker

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- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** co-ordinate with the co-workers to achieve the work objectives
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Sow the seeds</i>	<b>12</b>	<b>14</b>	-	<b>6</b>
<b>PC1.</b> sow the seeds as per the field supervisor's instructions, maintaining the recommended planting depth and density for the selected seed varieties	-	-	-	-
<b>PC2.</b> apply the recommended quantity of farmyard manure on the seeds as per the instructions	-	-	-	-
<b>PC3.</b> water the planted seeds with the recommended quantity of water	-	-	-	-
<b>PC4.</b> maintain the recommended temperature and soil moisture as per instructions to help the seeds germinate	-	-	-	-
<i>Maintain healthy growth of the seed crop</i>	<b>8</b>	<b>16</b>	-	<b>6</b>
<b>PC5.</b> apply water and recommended fertilizers uniformly in the appropriate quantity to maintain healthy growth of the seed crop	-	-	-	-
<b>PC6.</b> use the isolation distance method under supervision of the field supervisor to maintain the purity of the seed accessions at the pollination stage	-	-	-	-
<b>PC7.</b> mound the soil near the root region of the seed crop plants to enhance their water and nutrient absorption capacity and help the plants to stand upright	-	-	-	-
<b>PC8.</b> apply a cover of mosquito net/ paper bags/ nylon stockings on the floral portion of the crop plants as per the bagging technique	-	-	-	-
<b>PC9.</b> co-ordinate with the field supervisor to identify and remove the crop plants with undesirable characteristics to maintain the genetic purity of the seeds as per the roughing method	-	-	-	-
<i>Identify and remove the weeds</i>	<b>6</b>	<b>4</b>	-	<b>10</b>

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> identify varieties of weeds growing among the seed crop during various stages of their growth	-	-	-	-
<b>PC11.</b> remove the weeds manually or mechanically as per the field supervisor's instructions	-	-	-	-
<b>PC12.</b> apply the recommended weedicides in an appropriate quantity as per the manufacturer/ field supervisor's instructions	-	-	-	-
<i>Control pests and disease</i>	<b>4</b>	<b>6</b>	-	<b>8</b>
<b>PC13.</b> monitor the seed crop regularly for signs of pest/ disease infestation	-	-	-	-
<b>PC14.</b> apply the recommended pesticides/ insecticides as per the manufacturer/ field supervisor's instructions to remove and control pests/ insects	-	-	-	-
<b>PC15.</b> drain out excess water from the field to prevent the growth of pathogens	-	-	-	-
<b>PC16.</b> maintain the record of use of fertilizers/ weedicides/ pesticides/ insecticides as per the seed production company's documentation requirements	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N7103
<b>NOS Name</b>	Sow the seeds and maintain the seed crop
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Seed Production and Processing
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## Qualification Pack

### AGR/N7104: Perform harvesting and post-harvest processing of the seed crop

#### Description

This OS unit is about harvesting the seed crop and performing post-harvest processing before sending the seeds to the seed processing plant.

#### Scope

The scope covers the following :

- Harvest the crop
- Perform post-harvest processing
- Pack and store the seeds
- Transport the seeds to the seed processing plant
- Optimise resource utilisation
- Perform waste management

#### Elements and Performance Criteria

##### *Harvest the crop*

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

- PC1.** co-ordinate with the field supervisor to check if the seed crop plants have attained complete physiological maturity for being harvested
- PC2.** select manual or mechanical harvesting method according to the type and quantity of seed crop and field supervisor's instructions
- PC3.** harvest the seed crop ensuring minimum loss and damage to the seeds
- PC4.** thresh the harvested seed crop manually or mechanically as per the field supervisor's instructions to separate the seeds from the seed crop plants
- PC5.** ensure the seed crop is sufficiently dry before threshing is carried out
- PC6.** collect seeds in appropriate bags/ baskets during harvesting
- PC7.** protect the seeds from contamination during harvesting and avoid mixture with other types of seeds

##### *Perform post-harvest processing*

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

- PC8.** clean the seeds using the wet or dry cleaning method according to the type of seed crop and field supervisor's instructions
- PC9.** carry out winnowing to remove stem bits, petals, husks and other flower parts and debris mixed with the seeds
- PC10.** carry out sieving using sieves of different gauge sizes according to the need
- PC11.** dry the seeds under the sun according to the quantity of seeds and conducive weather conditions
- PC12.** ensure to shade dry the seeds with high moisture content before exposing them to sun
- PC13.** protect the seeds from pests and exposure to moist air during sun drying

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- PC14.** dry a high quantity of seeds mechanically using air blowers under supervision in a well-ventilated space
- PC15.** co-ordinate with the field supervisor to check the moisture content in the seeds and ensure that they have been dried to the required level

### *Pack and store the seeds*

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

- PC16.** select appropriate bags as per the seed production company's standards to pack the seeds to be sent to the seed processing plant
- PC17.** pack the seeds in the bags ensuring no damage to them
- PC18.** arrange the seeds in lots according to the variety and label them appropriately
- PC19.** store the packed seeds in a storage area with the required temperature and humidity before being transported
- PC20.** stack the seed bags in the storage ensuring the seeds in the bags at the bottom don't suffer damage
- PC21.** store the same variety of seeds together and in the correct position

### *Transport the seeds to the seed processing plant*

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

- PC22.** arrange an appropriate mode of transport as per the company standards to ensure the protection of seeds during transit
- PC23.** load the seed bags safely in the transport vehicle
- PC24.** maintain the record of seeds bags loaded and transported to the seed processing plant

### *Optimise resource utilisation*

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

- PC25.** optimise the usage of water/ electricity/ materials in various tasks/ activities/ processes
- PC26.** connect electrical tools and equipment safely and turn off when not in use
- PC27.** plug any water leakages to prevent its wastage

### *Perform waste management*

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

- PC28.** segregate waste into different categories
- PC29.** dispose non-recyclable waste appropriately
- PC30.** deposit recyclable and reusable materials at the identified location

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** indicators of physiological maturity of a variety of seeds
- KU2.** the appropriate season and manual/ mechanical methods for harvesting seeds to maintain their quality
- KU3.** the process of manual/ mechanical threshing of seeds after being harvested and the required moisture level for threshing the seeds
- KU4.** safe handling of seeds during harvesting to protect them from contamination and mixture with other types of seeds

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- KU5.** the process of wet/ dry cleaning of seeds
- KU6.** the process of winnowing to remove stem bits, petals, husks and other parts of the flower and debris mixed with the seeds
- KU7.** the process of sieving using sieves of different gauge sizes
- KU8.** the process of drying the seeds under the sun or mechanically and the appropriate conditions required for that
- KU9.** the process of testing the moisture content in the seeds
- KU10.** appropriate packing material for seeds and the process to pack and label them
- KU11.** the correct process of stacking and storing the seed bags in the storage
- KU12.** appropriate temperature and humidity required for storing a variety of seeds
- KU13.** the appropriate mode of transport to ensure the protection of seeds during transit
- KU14.** the correct way of loading the seed bags in the transport vehicle
- KU15.** applicable documentation requirements
- KU16.** the importance of following environmental and ecological best practices
- KU17.** benefits of resource optimisation and ways of efficiently managing various materials
- KU18.** common practices of conserving electricity
- KU19.** different methods of recycling and disposing different types of waste
- KU20.** common sources of pollution and ways to minimise it

## Generic Skills (GS)

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

- GS1.** write work-related notes and maintain relevant records
- GS2.** read the relevant literature to get latest updates about the field of work
- 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.** evaluate all possible solutions to a problem to select the best one
- GS7.** co-ordinate with the co-workers to achieve the work objectives
- GS8.** identify possible disruptions to work and take appropriate preventive measures
- GS9.** take quick decisions to deal with workplace emergencies/ accidents

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Harvest the crop</i>	<b>8</b>	<b>6</b>	-	<b>4</b>
<b>PC1.</b> co-ordinate with the field supervisor to check if the seed crop plants have attained complete physiological maturity for being harvested	-	-	-	-
<b>PC2.</b> select manual or mechanical harvesting method according to the type and quantity of seed crop and field supervisor's instructions	-	-	-	-
<b>PC3.</b> harvest the seed crop ensuring minimum loss and damage to the seeds	-	-	-	-
<b>PC4.</b> thresh the harvested seed crop manually or mechanically as per the field supervisor's instructions to separate the seeds from the seed crop plants	-	-	-	-
<b>PC5.</b> ensure the seed crop is sufficiently dry before threshing is carried out	-	-	-	-
<b>PC6.</b> collect seeds in appropriate bags/ baskets during harvesting	-	-	-	-
<b>PC7.</b> protect the seeds from contamination during harvesting and avoid mixture with other types of seeds	-	-	-	-
<i>Perform post-harvest processing</i>	<b>5</b>	<b>6</b>	-	<b>8</b>
<b>PC8.</b> clean the seeds using the wet or dry cleaning method according to the type of seed crop and field supervisor's instructions	-	-	-	-
<b>PC9.</b> carry out winnowing to remove stem bits, petals, husks and other flower parts and debris mixed with the seeds	-	-	-	-
<b>PC10.</b> carry out sieving using sieves of different gauge sizes according to the need	-	-	-	-
<b>PC11.</b> dry the seeds under the sun according to the quantity of seeds and conducive weather conditions	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> ensure to shade dry the seeds with high moisture content before exposing them to sun	-	-	-	-
<b>PC13.</b> protect the seeds from pests and exposure to moist air during sun drying	-	-	-	-
<b>PC14.</b> dry a high quantity of seeds mechanically using air blowers under supervision in a well-ventilated space	-	-	-	-
<b>PC15.</b> co-ordinate with the field supervisor to check the moisture content in the seeds and ensure that they have been dried to the required level	-	-	-	-
<i>Pack and store the seeds</i>	<b>8</b>	<b>10</b>	-	<b>9</b>
<b>PC16.</b> select appropriate bags as per the seed production company's standards to pack the seeds to be sent to the seed processing plant	-	-	-	-
<b>PC17.</b> pack the seeds in the bags ensuring no damage to them	-	-	-	-
<b>PC18.</b> arrange the seeds in lots according to the variety and label them appropriately	-	-	-	-
<b>PC19.</b> store the packed seeds in a storage area with the required temperature and humidity before being transported	-	-	-	-
<b>PC20.</b> stack the seed bags in the storage ensuring the seeds in the bags at the bottom don't suffer damage	-	-	-	-
<b>PC21.</b> store the same variety of seeds together and in the correct position	-	-	-	-
<i>Transport the seeds to the seed processing plant</i>	<b>3</b>	<b>6</b>	-	<b>3</b>
<b>PC22.</b> arrange an appropriate mode of transport as per the company standards to ensure the protection of seeds during transit	-	-	-	-
<b>PC23.</b> load the seed bags safely in the transport vehicle	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC24.</b> maintain the record of seeds bags loaded and transported to the seed processing plant	-	-	-	-
<i>Optimise resource utilisation</i>	<b>3</b>	<b>6</b>	-	<b>3</b>
<b>PC25.</b> optimise the usage of water/ electricity/ materials in various tasks/ activities/ processes	-	-	-	-
<b>PC26.</b> connect electrical tools and equipment safely and turn off when not in use	-	-	-	-
<b>PC27.</b> plug any water leakages to prevent its wastage	-	-	-	-
<i>Perform waste management</i>	<b>3</b>	<b>6</b>	-	<b>3</b>
<b>PC28.</b> segregate waste into different categories	-	-	-	-
<b>PC29.</b> dispose non-recyclable waste appropriately	-	-	-	-
<b>PC30.</b> deposit recyclable and reusable materials at the identified location	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	-	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N7104
<b>NOS Name</b>	Perform harvesting and post-harvest processing of the seed crop
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Seed Production and Processing
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## Qualification Pack

### AGR/N9908: Undertake basic entrepreneurial activities for small enterprise

#### Description

This OS unit is about undertaking basic entrepreneurial or business activities in the agriculture sector.

#### Scope

The scope covers the following :

- Plan the agricultural enterprise/ business
- Manage the agricultural production process
- Manage the post-production and marketing processes

#### Elements and Performance Criteria

##### *Plan the agricultural enterprise/ business*

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

- PC1.** analyse the demand and supply of the relevant agricultural produce in the market
- PC2.** identify the target customers and assess their needs and expectations with respect to the quality and price of the produce
- PC3.** identify various types of agricultural entrepreneurship/ business opportunities
- PC4.** plan agricultural production with the use of relevant and efficient technologies for availing funds
- PC5.** identify appropriate and authentic advisory services/Government authority for skill upgradation to successfully plan and implement business activities
- PC6.** prepare a basic business plan for the agricultural entrepreneurship/business activities
- PC7.** identify appropriate sources of funding for the agricultural entrepreneurship/ business
- PC8.** coordinate with the relevant government authorities to subscribe to the relevant government schemes and programs to benefit from them
- PC9.** ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the agricultural enterprise/ business

##### *Manage the agricultural production process*

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

- PC10.** select and arrange the necessary resources for the business operations
- PC11.** ensure the use of relevant and efficient production technologies as per planning and availability of funds
- PC12.** follow the recommended practices for efficient input resource management
- PC13.** optimise the production processes and output through the amalgamation of existing practices with smart technologies
- PC14.** follow the recommended sustainability practices during agricultural production to prevent adverse impacts on the environment and produce viz. deforestation, loss of biodiversity, soil degradation, etc.

## Qualification Pack

### *Manage the post-production and marketing processes*

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

- PC15.** ensure the availability of proper storage infrastructures and facilities post-production of the produce as per the industry quality standards
- PC16.** collect information related to the wholesale and retail price of produce
- PC17.** calculate the costs incurred and determine the price of the produce for profitability
- PC18.** ensure that the cost of production, transportation, and marketing are considered while calculating the cost and setting the price for the produce
- PC19.** collect information related to various subsidies/funds offered by the government, authorised state units and other financial institutions involved with the promotion of the produce
- PC20.** select appropriate marketing channels for the produce, considering the relevant requirements and constraints
- PC21.** identify various risks to production and post-production processes and manage them appropriately
- PC22.** undertake outreach programs to promote agricultural products and services, and expand agri-business
- PC23.** prepare and execute a marketing plan considering the 4Ps i.e. product, price, promotion, and place and 4As i.e. acceptability, affordability, accessibility, and awareness
- PC24.** use the relevant digital services such as e-commerce, e-payments, electronic record-keeping, etc.
- PC25.** use efficient post-production logistics means to improve the supply quantity, reduce the cost to the consumer, and increase demand consequently
- PC26.** ensure all the relevant information such as quality and quantity of produce, date of manufacture, batch number, and sale is recorded electronically and/ or manually
- PC27.** coordinate with the various stakeholders for efficient and sustainable agri-business growth and development

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** how to analyse the demand and supply of the relevant agricultural produce in the market
- KU2.** the process of identifying the target customers and assess their needs and expectations with respect to the quality and price of the produce
- KU3.** how to identify various types of agricultural entrepreneurship/ business opportunities
- KU4.** how to prepare a basic business plan for the agricultural entrepreneurship/business activities
- KU5.** appropriate sources of funding for the agricultural entrepreneurship/ businesses
- KU6.** the relevant government schemes and programs
- KU7.** the importance of ensuring compliance with the government structural reforms and framework, along with the applicable rules and regulations
- KU8.** various resources required for agricultural production
- KU9.** the process of planning agricultural production and the use of relevant technologies to enhance production

## Qualification Pack

- KU10.** the importance of ensuring no cause adverse impact on the environment and produce during production
- KU11.** the recommended practices to be followed for efficient input resource management
- KU12.** the process of optimising the production processes and output through the amalgamation of existing practices with smart technologies
- KU13.** the recommended sustainability practices to be followed during agricultural production to prevent and deal with deforestation, loss of biodiversity, soil degradation, etc.
- KU14.** how to collect information related to the wholesale and retail price of agricultural produce
- KU15.** how to calculate the economics of the produce viz. production cost, price of the produce, B:C Ratio etc.
- KU16.** relevant government schemes with the provision of subsidies/funds for the promotion of agricultural produce
- KU17.** the process of selecting appropriate marketing channels for marketing agricultural produce, and the applicable requirements and constraints
- KU18.** the relevant buyers of different types of agricultural produce such as co-operatives, retailers, local vendors, wholesalers, e-trading portals, marketing companies, exporters, etc.
- KU19.** how to identify and manage various risks to production and post-production processes
- KU20.** how to undertake outreach programs to promote agricultural products and services, and expand agri-business
- KU21.** the 4Ps i.e. product, price, promotion, and place and 4As i.e. acceptability, affordability, accessibility, and awareness considered while preparing and executing a marketing plan
- KU22.** use of the relevant digital services such as e-commerce, e-payments, electronic record-keeping, etc.
- KU23.** the importance of using efficient post-production logistics
- KU24.** the importance of maintaining various records accurately

## 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 work
- GS3.** communicate politely and professionally
- GS4.** listen attentively to understand the information being shared
- GS5.** plan and schedule tasks for efficient time management
- GS6.** identify possible disruptions to work and take appropriate preventive measures
- GS7.** take quick decisions to deal with workplace emergencies/ accident
- GS8.** 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>Plan the agricultural enterprise/ business</i>	<b>10</b>	<b>14</b>	-	<b>10</b>
<b>PC1.</b> analyse the demand and supply of the relevant agricultural produce in the market	-	-	-	-
<b>PC2.</b> identify the target customers and assess their needs and expectations with respect to the quality and price of the produce	-	-	-	-
<b>PC3.</b> identify various types of agricultural entrepreneurship/ business opportunities	-	-	-	-
<b>PC4.</b> plan agricultural production with the use of relevant and efficient technologies for availing funds	-	-	-	-
<b>PC5.</b> identify appropriate and authentic advisory services/Government authority for skill upgradation to successfully plan and implement business activities	-	-	-	-
<b>PC6.</b> prepare a basic business plan for the agricultural entrepreneurship/business activities	-	-	-	-
<b>PC7.</b> identify appropriate sources of funding for the agricultural entrepreneurship/ business	-	-	-	-
<b>PC8.</b> coordinate with the relevant government authorities to subscribe to the relevant government schemes and programs to benefit from them	-	-	-	-
<b>PC9.</b> ensure compliance with the government structural reforms and framework along with the applicable rules and regulations while setting up the agricultural enterprise/ business	-	-	-	-
<i>Manage the agricultural production process</i>	<b>8</b>	<b>10</b>	-	<b>8</b>
<b>PC10.</b> select and arrange the necessary resources for the business operations	-	-	-	-
<b>PC11.</b> ensure the use of relevant and efficient production technologies as per planning and availability of funds	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> follow the recommended practices for efficient input resource management	-	-	-	-
<b>PC13.</b> optimise the production processes and output through the amalgamation of existing practices with smart technologies	-	-	-	-
<b>PC14.</b> follow the recommended sustainability practices during agricultural production to prevent adverse impacts on the environment and produce viz. deforestation, loss of biodiversity, soil degradation, etc.	-	-	-	-
<i>Manage the post-production and marketing processes</i>	<b>12</b>	<b>16</b>	-	<b>12</b>
<b>PC15.</b> ensure the availability of proper storage infrastructures and facilities post-production of the produce as per the industry quality standards	-	-	-	-
<b>PC16.</b> collect information related to the wholesale and retail price of produce	-	-	-	-
<b>PC17.</b> calculate the costs incurred and determine the price of the produce for profitability	-	-	-	-
<b>PC18.</b> ensure that the cost of production, transportation, and marketing are considered while calculating the cost and setting the price for the produce	-	-	-	-
<b>PC19.</b> collect information related to various subsidies/funds offered by the government, authorised state units and other financial institutions involved with the promotion of the produce	-	-	-	-
<b>PC20.</b> select appropriate marketing channels for the produce, considering the relevant requirements and constraints	-	-	-	-
<b>PC21.</b> identify various risks to production and post-production processes and manage them appropriately	-	-	-	-
<b>PC22.</b> undertake outreach programs to promote agricultural products and services, and expand agri-business	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC23.</b> prepare and execute a marketing plan considering the 4Ps i.e. product, price, promotion, and place and 4As i.e. acceptability, affordability, accessibility, and awareness	-	-	-	-
<b>PC24.</b> use the relevant digital services such as e-commerce, e-payments, electronic record-keeping, etc.	-	-	-	-
<b>PC25.</b> use efficient post-production logistics means to improve the supply quantity, reduce the cost to the consumer, and increase demand consequently	-	-	-	-
<b>PC26.</b> ensure all the relevant information such as quality and quantity of produce, date of manufacture, batch number, and sale is recorded electronically and/ or manually	-	-	-	-
<b>PC27.</b> coordinate with the various stakeholders for efficient and sustainable agri-business growth and development	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N9908
<b>NOS Name</b>	Undertake basic entrepreneurial activities for small enterprise
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	31/03/2022
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## 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

## Qualification Pack

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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N9903
<b>NOS Name</b>	Maintain health and safety at the workplace
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	26/05/2022
<b>Next Review Date</b>	27/05/2024
<b>NSQC Clearance Date</b>	27/05/2021

## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values - Citizenship*

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

- PC3.** 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.
- PC4.** follow environmentally sustainable practices

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

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** 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

##### *Basic English Skills*

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

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** 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:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** 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:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** 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:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** 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:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

## Qualification Pack

**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

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

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** 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.** 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 and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** 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

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

## Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- 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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> 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	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	28/02/2026
<b>NSQC Clearance Date</b>	28/02/2023

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

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

**Minimum Aggregate Passing % at QP Level : 70**

## Qualification Pack

**(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/N7102.Prepare for growing the seeds	30	40	-	30	100	30
AGR/N7103.Sow the seeds and maintain the seed crop	30	40	-	30	100	25
AGR/N7104.Perform harvesting and post-harvest processing of the seed crop	30	40	-	30	100	25
AGR/N9908.Undertake basic entrepreneurial activities for small enterprise	30	40	-	30	100	5
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	5
<b>Total</b>	<b>180</b>	<b>215</b>	<b>-</b>	<b>155</b>	<b>550</b>	<b>100</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

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

## Qualification Pack

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