

## Qualification Pack



# Agri Commodity Fumigation Operator

QP Code: AGR/Q7908

Version: 2.0

NSQF Level: 4

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## Qualification Pack

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## Qualification Pack

### AGR/Q7908: Agri Commodity Fumigation Operator

#### Brief Job Description

An Agri Commodity Fumigation Operator is responsible for assessing and preparing the worksite and relevant equipment for the fumigation of agricultural commodities, carrying out and monitoring fumigation, and ensuring health and safety at the fumigation worksite.

#### Personal Attributes

The individual should have attention to detail and problem-solving skills. The person should be physically fit to work for long durations and have appropriate verbal and written communication skills.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AGR/N7924: Prepare the worksite for agricultural commodity fumigation](#)
2. [AGR/N7925: Prepare the fumigation equipment and fumigants and carry out fumigation](#)
3. [AGR/N7926: Ventilate and restore the worksite after fumigation](#)
4. [AGR/N9903: Maintain health and safety at the workplace](#)
5. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Commodity Management
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	13
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/1324

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<b>Minimum Educational Qualification &amp; Experience</b>	12th grade Pass OR 10th grade pass with 2 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (3.0) (with minimum education as 8th grade pass) with 3 Years of experience in the relevant field OR Previous relevant Qualification of NSQF Level (3.5) (with 1.5 years of relevant experience)
<b>Minimum Level of Education for Training in School</b>	Not Applicable
<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>	29/03/2026
<b>NSQC Approval Date</b>	29/03/2023
<b>Version</b>	2.0
<b>Reference code on NQR</b>	QG-04-AG-00371-2023-V1-ASCI
<b>NQR Version</b>	1

## Qualification Pack

### AGR/N7924: Prepare the worksite for agricultural commodity fumigation

#### Description

This OS unit is about assessing the worksite health and safety arrangement and preparing it for the fumigation of agricultural commodities.

#### Scope

The scope covers the following :

- Assess the worksite health and safety arrangements
- Prepare the worksite for fumigation

#### Elements and Performance Criteria

##### *Assess the worksite health and safety arrangements*

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

- PC1.** identify the relevant health hazards at the worksite
- PC2.** assess the worksite for appropriate access and security arrangements
- PC3.** assess the general layout of the worksite, connecting structures, adjacent structures and exits
- PC4.** determine the size of the worksite to ensure the safety of personnel and efficient use of equipment and fumigants

##### *Prepare the worksite for fumigation*

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

- PC5.** implement appropriate preventive measures for the identified hazards at the worksite
- PC6.** carry out sealing appropriately in the agricultural commodity fumigation area
- PC7.** install barriers and appropriate signage at the worksite to alert individuals and ensure health and safety during the fumigation operations
- PC8.** ensure appropriate security measures to prevent unauthorized access to the worksite
- PC9.** check and ensure the availability of appropriate communication facility and equipment at the worksite
- PC10.** ensure all hazardous items with special handling and storage requirements are handled and stored appropriately
- PC11.** ensure compliance with the applicable regulations in ensuring appropriate health and safety arrangements at the worksite

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the importance of assessing the worksite health and safety arrangements before fumigation
- KU2.** the procedure for the assessment and preparation of worksite for fumigation
- KU3.** how to deal with the relevant health and safety hazards

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- KU4.** the relevant signage to be installed at the fumigation worksite
- KU5.** the importance of ensuring appropriate sealing in the fumigation area
- KU6.** the importance of preventing unauthorized access at the fumigation worksite
- KU7.** the importance of ensuring the availability of appropriate communication facility and equipment at the worksite
- KU8.** the appropriate handling and storage of hazardous items

## Generic Skills (GS)

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

- GS1.** read the relevant literature to learn about the latest developments in the field of work
- GS2.** listen attentively to understand the information/ instructions being shared
- GS3.** maintain work-related notes and records
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** coordinate with the co-workers to achieve the work objectives
- GS7.** evaluate all possible solutions to a problem to select the best one

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assess the worksite health and safety arrangements</i>	<b>15</b>	<b>18</b>	-	<b>16</b>
<b>PC1.</b> identify the relevant health hazards at the worksite	-	-	-	-
<b>PC2.</b> assess the worksite for appropriate access and security arrangements	-	-	-	-
<b>PC3.</b> assess the general layout of the worksite, connecting structures, adjacent structures and exits	-	-	-	-
<b>PC4.</b> determine the size of the worksite to ensure the safety of personnel and efficient use of equipment and fumigants	-	-	-	-
<i>Prepare the worksite for fumigation</i>	<b>15</b>	<b>22</b>	-	<b>14</b>
<b>PC5.</b> implement appropriate preventive measures for the identified hazards at the worksite	-	-	-	-
<b>PC6.</b> carry out sealing appropriately in the agricultural commodity fumigation area	-	-	-	-
<b>PC7.</b> install barriers and appropriate signage at the worksite to alert individuals and ensure health and safety during the fumigation operations	-	-	-	-
<b>PC8.</b> ensure appropriate security measures to prevent unauthorized access to the worksite	-	-	-	-
<b>PC9.</b> check and ensure the availability of appropriate communication facility and equipment at the worksite	-	-	-	-
<b>PC10.</b> ensure all hazardous items with special handling and storage requirements are handled and stored appropriately	-	-	-	-
<b>PC11.</b> ensure compliance with the applicable regulations in ensuring appropriate health and safety arrangements at the worksite	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N7924
<b>NOS Name</b>	Prepare the worksite for agricultural commodity fumigation
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Commodity Management
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

# AGR/N7925: Prepare the fumigation equipment and fumigants and carry out fumigation

## Description

This OS unit is about preparing the appropriate equipment and fumigants for the fumigation of agricultural commodities and carrying out fumigation.

## Scope

The scope covers the following :

- Prepare the fumigation equipment and fumigants for use
- Carry out fumigation of agricultural commodities

## Elements and Performance Criteria

### *Prepare the fumigation equipment and fumigants for use*

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

- PC1.** select the appropriate type of fumigant and fumigation method
- PC2.** determine the appropriate dose of fumigant and the application rate according to the quantity of commodities to be fumigated
- PC3.** prepare the fumigant for use according to the manufacturer's instructions
- PC4.** select the appropriate fumigation equipment for fumigating agricultural commodities
- PC5.** check the calibration and operational effectiveness of the equipment
- PC6.** set up the fumigation equipment for use, adjusting it as required
- PC7.** select the appropriate Personal Protective Equipment (PPE) for fumigation, e.g. protective clothing, face shield, respirator, gloves, etc.

### *Carry out fumigation of agricultural commodities*

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

- PC8.** apply liquid fumigant in the form of aerosol or solid space fumigants in the form of pellets/tablets to the worksite
- PC9.** maintain the recommended fumigant concentration during fumigation
- PC10.** carry out fumigation of different types of commodities separately
- PC11.** follow the recommended measures to prevent the leakage of the fumigant, e.g. maintaining the integrity of seals during the fumigation period and preventing unauthorized access
- PC12.** inspect the worksite to detect fumigant leakage and take appropriate corrective measures to ensure no negative impact on public health
- PC13.** follow the recommended measures to minimize the risk of contamination of non-target commodities
- PC14.** maintain appropriate manual and electronic records concerning the fumigation activities

## Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** different types of fumigants appropriate for the fumigation of agricultural commodities
- KU2.** different types of fumigation methods
- KU3.** how to determine the appropriate dose and application rate of fumigant
- KU4.** the process of preparing the fumigant for use
- KU5.** the appropriate fumigation equipment for fumigating agricultural commodities
- KU6.** how to prepare the fumigation equipment for use
- KU7.** the use of relevant PPE for fumigation
- KU8.** the process of applying liquid and solid fumigants
- KU9.** the negative effects of fumigants on health and the environment
- KU10.** the problems that may occur while applying fumigants and the appropriate action to be taken
- KU11.** the importance and process of maintaining the recommended fumigant concentration during fumigation
- KU12.** the importance of carrying out the fumigation of different types of commodities separately
- KU13.** the appropriate measures to be followed to prevent the leakage of fumigant and the appropriate corrective measures to be taken for fumigant leakage
- KU14.** the appropriate measures to be followed to minimize the risk of contamination of non-target commodities
- KU15.** how to maintain manual and electronic records and the use of relevant computer application

## Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** communicate politely and professionally
- GS3.** read the relevant literature to learn about the latest developments in the field of work
- GS4.** perform work-related calculations
- GS5.** listen attentively to understand the information/ instructions being shared
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** coordinate with the co-workers to achieve the work objectives
- GS8.** evaluate all possible solutions to a problem to select the best one
- GS9.** identify possible disruptions to work and take appropriate preventive measures

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare the fumigation equipment and fumigants for use</i>	<b>16</b>	<b>18</b>	-	<b>16</b>
<b>PC1.</b> select the appropriate type of fumigant and fumigation method	-	-	-	-
<b>PC2.</b> determine the appropriate dose of fumigant and the application rate according to the quantity of commodities to be fumigated	-	-	-	-
<b>PC3.</b> prepare the fumigant for use according to the manufacturer's instructions	-	-	-	-
<b>PC4.</b> select the appropriate fumigation equipment for fumigating agricultural commodities	-	-	-	-
<b>PC5.</b> check the calibration and operational effectiveness of the equipment	-	-	-	-
<b>PC6.</b> set up the fumigation equipment for use, adjusting it as required	-	-	-	-
<b>PC7.</b> select the appropriate Personal Protective Equipment (PPE) for fumigation, e.g. protective clothing, face shield, respirator, gloves, etc.	-	-	-	-
<i>Carry out fumigation of agricultural commodities</i>	<b>14</b>	<b>22</b>	-	<b>14</b>
<b>PC8.</b> apply liquid fumigant in the form of aerosol or solid space fumigants in the form of pellets/ tablets to the worksite	-	-	-	-
<b>PC9.</b> maintain the recommended fumigant concentration during fumigation	-	-	-	-
<b>PC10.</b> carry out fumigation of different types of commodities separately	-	-	-	-
<b>PC11.</b> follow the recommended measures to prevent the leakage of the fumigant, e.g. maintaining the integrity of seals during the fumigation period and preventing unauthorized access	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> inspect the worksite to detect fumigant leakage and take appropriate corrective measures to ensure no negative impact on public health	-	-	-	-
<b>PC13.</b> follow the recommended measures to minimize the risk of contamination of non-target commodities	-	-	-	-
<b>PC14.</b> maintain appropriate manual and electronic records concerning the fumigation activities	-	-	-	-
<b>NOS Total</b>	<b>30</b>	<b>40</b>	<b>-</b>	<b>30</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AGR/N7925
<b>NOS Name</b>	Prepare the fumigation equipment and fumigants and carry out fumigation
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Commodity Management
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## Qualification Pack

### AGR/N7926: Ventilate and restore the worksite after fumigation

#### Description

This OS unit is about ventilating and restoring the worksite after fumigation. It also covers checking the fumigant levels in the commodities and taking appropriate corrective measures as required.

#### Scope

The scope covers the following :

- Ventilate the worksite
- Check the fumigant level in the commodities
- Restore the worksite

#### Elements and Performance Criteria

##### *Ventilate the worksite*

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

- PC1.** establish appropriate conditions for ventilation to control health risks at the worksite
- PC2.** follow the appropriate method for the safe release of fumigants, ventilating the worksite in a safe and controlled manner

##### *Check the fumigant level in the commodities*

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

- PC3.** check the level of fumigants in the fumigated commodities
- PC4.** follow the appropriate control measures when the fumigant levels are found to be higher than the accepted limit

##### *Restore the worksite*

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

- PC5.** collect and remove equipment, fumigants and waste safely from the worksite
- PC6.** remove signage and barriers from the worksite
- PC7.** restore the worksite for reuse according to the organizational standards

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the appropriate conditions required for safe ventilation from the worksite
- KU2.** the method for the safe release of fumigants and ventilating the worksite after fumigation
- KU3.** how to check the level of fumigants in the fumigated commodities
- KU4.** the appropriate control measures to be taken when the fumigant levels are found to be higher than the accepted limit
- KU5.** how to maintain the fumigation equipment and worksite after fumigation

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**KU6.** the typical problems that can occur while restoring the worksite and the appropriate action to be taken

### Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to get the latest updates about the field of work
- GS3.** listen attentively to understand the information/ instructions being shared
- GS4.** communicate politely and professionally
- GS5.** plan and prioritize tasks to ensure timely completion
- GS6.** evaluate all possible solutions to a problem to select the best one
- GS7.** coordinate 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>Ventilate the worksite</i>	<b>10</b>	<b>13</b>	-	<b>9</b>
<b>PC1.</b> establish appropriate conditions for ventilation to control health risks at the worksite	-	-	-	-
<b>PC2.</b> follow the appropriate method for the safe release of fumigants, ventilating the worksite in a safe and controlled manner	-	-	-	-
<i>Check the fumigant level in the commodities</i>	<b>8</b>	<b>12</b>	-	<b>12</b>
<b>PC3.</b> check the level of fumigants in the fumigated commodities	-	-	-	-
<b>PC4.</b> follow the appropriate control measures when the fumigant levels are found to be higher than the accepted limit	-	-	-	-
<i>Restore the worksite</i>	<b>12</b>	<b>15</b>	-	<b>9</b>
<b>PC5.</b> collect and remove equipment, fumigants and waste safely from the worksite	-	-	-	-
<b>PC6.</b> remove signage and barriers from the worksite	-	-	-	-
<b>PC7.</b> restore the worksite for reuse according to the organizational standards	-	-	-	-
<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/N7926
<b>NOS Name</b>	Ventilate and restore the worksite after fumigation
<b>Sector</b>	Agriculture
<b>Sub-Sector</b>	Agriculture Industries
<b>Occupation</b>	Commodity Management
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## 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:

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

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Generic Skills (GS)

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

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

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

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain personal hygiene</i>	<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	-	-	-	-

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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>

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### 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>	4.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	29/03/2026
<b>NSQC Clearance Date</b>	29/03/2023

## 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.

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**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

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- 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

## 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/N7924.Prepare the worksite for agricultural commodity fumigation	30	40	0	30	100	30
AGR/N7925.Prepare the fumigation equipment and fumigants and carry out fumigation	30	40	0	30	100	30
AGR/N7926.Ventilate and restore the worksite after fumigation	30	40	0	30	100	30
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	5
<b>Total</b>	<b>150</b>	<b>175</b>	<b>-</b>	<b>125</b>	<b>450</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.