

Qualification Pack



Forest Nursery Raiser

QP Code: AGR/Q6103

Version: 3.0

NSQF Level: 4

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AGR/Q6103: Forest Nursery Raiser

Brief Job Description

A Forest Nursery Raiser sets up and maintains a forest nursery. The person also transplants the raised plants and performs nursery management along with basic accounting and inventory management.

Personal Attributes

The individual must be physically fit to work for long hours in outdoor settings. The person must have the ability to coordinate with others to achieve the work objectives. The individual must also know how to read and write.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AGR/N6112: Prepare to set up the forest nursery](#)
2. [AGR/N6113: Prepare the nursery bed and infrastructure](#)
3. [AGR/N6114: Propagate plants in the forest nursery](#)
4. [AGR/N6115: Maintain plants in the forest nursery and transplant them](#)
5. [AGR/N6116: Perform marketing and inventory management](#)
6. [AGR/N9903: Maintain health and safety at the workplace](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro-Forestry Management
Country	India
NSQF Level	4

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Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6113.0200
Minimum Educational Qualification & Experience	<p>10th Class (Pass) with 2 Years of experience in the relevant field OR 10th Class + I.T.I (1 year after Class 10th) with 1 Year of experience relevant experience OR 10th Class + I.T.I (2 years after 10th Class) OR 10th Class (pass and pursuing continuous regular schooling) OR 8th Class (Pass+I.T.I- 2 years) with 2 Years of experience relevant experience OR Certificate-NSQF (Level-3) with 2 Years of experience relevant experience</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	31/03/2025
NSQF Approval Date	31/03/2022
Version	3.0
Reference code on NQR	2022/AGR/ASCI/06516
NQR Version	1.0

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AGR/N6112: Prepare to set up the forest nursery

Description

This OS unit is about selecting an appropriate site and setting up a forest nursery.

Scope

The scope covers the following :

- Select an appropriate site
- Prepare the nursery layout
- Select plant varieties and nursery bed
- Arrange the necessary resources

Elements and Performance Criteria

Select an appropriate site

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

- PC1.** identify a site that meets the minimum area requirement for setting up a forest nursery and has adequate sunlight exposure
- PC2.** ensure the site is situated near the proposed plantation site and away from sources of industrial wastes, effluents and other pollutants
- PC3.** ensure that setting up a forest nursery at the site is permitted as per the relevant laws and approved sustainable agronomics for the selected agroforestry species
- PC4.** check that the soil at the site is well-drained and aerated and the land has an adequate slope to prevent water-logging
- PC5.** use approved techniques to detect the presence of pathogens in the soil
- PC6.** check that the site has a reliable supply of water, electricity and labour for nursery operations
- PC7.** ensure the site does not experience floods, frost, excessive rains and strong winds

Prepare the nursery layout

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

- PC8.** select an appropriate type of forest nursery to be set up according to the available area, planting stock and irrigation facility
- PC9.** measure the available area to prepare the layout of the nursery
- PC10.** prepare a layout for the nursery considering setting up of mother block, water tank, seedling raising area, compost area, store-room, etc.
- PC11.** plan polyculture and multitier planting system as per the available space and conditions
- PC12.** calculate the spacing between plants and rows for their optimum growth

Select plant varieties and nursery bed

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

- PC13.** select local/ indigenous varieties of plants to be raised for different purposes such as fuelwood, timber, fodder, etc.

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PC14. select the appropriate type of nursery bed to be prepared such as sunken, level or raised bed

PC15. determine the direction of the nursery bed according to the land characteristics

Arrange the necessary resources

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

PC16. estimate the cost of purchasing the required inputs such as seeds, propagules, fertilizers, pesticides, Personal Protective Equipment (PPE), etc.

PC17. arrange the funds required for purchasing the inputs

PC18. identify authorised vendors of the inputs required for establishing the forest nursery

PC19. select a vendor based on the quality and price of the inputs available with them

PC20. purchase the inputs as per the requirement from the selected vendor

PC21. obtain the necessary details while purchasing the seeds and propagules such as the local name, family, origin, cultural practices, suitable habitat, etc.

PC22. ensure the seeds and propagules are free of pests, diseases and any inert material

PC23. check that the root and stem cuttings are uniform in length, diameter and maturity

PC24. store the inputs in a safe place to protect them from adverse weather, animals and theft

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. favourable conditions, minimum area and inputs required for setting up a forest nursery such as seeds, propagules, containers/ pots/ root trainer pots, etc.

KU2. approved sustainable agronomics for agroforestry species

KU3. different types of forest nursery such as bare-root, container stock, root trainer, etc.

KU4. details to be verified while obtaining the seeds and propagules such as the local name, family, habitat, origin, etc.

KU5. necessary details to be obtained while purchasing the seeds and propagules such as the local name, family, habitat, origin, cultural practices, propagation methods, pre-sowing/ planting treatment, sowing/ planting method, planting time, irrigation schedule and the relevant agronomic practices, etc.

KU6. applicable record-keeping requirements

KU7. the laws applicable to setting up a forest nursery

KU8. different techniques to detect the presence of pathogens in the soil

KU9. different types of forest nursery

KU10. basic designing and layout preparation

KU11. appropriate varieties of plants raised in a forest nurseries for different purposes such as fuelwood, timber, fodder

KU12. different types of nursery bed such as sunken, level and raised nursery bed and the best orientation for it

KU13. the benefits of polyculture and multitier planting system

KU14. basic accounting and inventory management

Generic Skills (GS)

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

- GS1.** perform basic calculations
- GS2.** write work-related notes and maintain relevant records
- GS3.** read the relevant literature to get latest updates about the field of work
- GS4.** listen attentively to understand the information/ instructions being shared
- GS5.** communicate politely and professionally
- GS6.** plan and prioritise tasks to ensure timely completion
- GS7.** evaluate all possible solutions to a problem to select the best one
- GS8.** co-ordinate with the co-workers to achieve the work objectives
- GS9.** identify possible disruptions to work and take appropriate preventive measures
- GS10.** 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>Select an appropriate site</i>	12	8	-	10
PC1. identify a site that meets the minimum area requirement for setting up a forest nursery and has adequate sunlight exposure	-	-	-	-
PC2. ensure the site is situated near the proposed plantation site and away from sources of industrial wastes, effluents and other pollutants	-	-	-	-
PC3. ensure that setting up a forest nursery at the site is permitted as per the relevant laws and approved sustainable agronomics for the selected agroforestry species	-	-	-	-
PC4. check that the soil at the site is well-drained and aerated and the land has an adequate slope to prevent water-logging	-	-	-	-
PC5. use approved techniques to detect the presence of pathogens in the soil	-	-	-	-
PC6. check that the site has a reliable supply of water, electricity and labour for nursery operations	-	-	-	-
PC7. ensure the site does not experience floods, frost, excessive rains and strong winds	-	-	-	-
<i>Prepare the nursery layout</i>	8	10	-	8
PC8. select an appropriate type of forest nursery to be set up according to the available area, planting stock and irrigation facility	-	-	-	-
PC9. measure the available area to prepare the layout of the nursery	-	-	-	-
PC10. prepare a layout for the nursery considering setting up of mother block, water tank, seedling raising area, compost area, store-room, etc.	-	-	-	-
PC11. plan polyculture and multitier planting system as per the available space and conditions	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. calculate the spacing between plants and rows for their optimum growth	-	-	-	-
<i>Select plant varieties and nursery bed</i>	4	10	-	4
PC13. select local/ indigenous varieties of plants to be raised for different purposes such as fuelwood, timber, fodder, etc.	-	-	-	-
PC14. select the appropriate type of nursery bed to be prepared such as sunken, level or raised bed	-	-	-	-
PC15. determine the direction of the nursery bed according to the land characteristics	-	-	-	-
<i>Arrange the necessary resources</i>	6	12	-	8
PC16. estimate the cost of purchasing the required inputs such as seeds, propagules, fertilizers, pesticides, Personal Protective Equipment (PPE), etc.	-	-	-	-
PC17. arrange the funds required for purchasing the inputs	-	-	-	-
PC18. identify authorised vendors of the inputs required for establishing the forest nursery	-	-	-	-
PC19. select a vendor based on the quality and price of the inputs available with them	-	-	-	-
PC20. purchase the inputs as per the requirement from the selected vendor	-	-	-	-
PC21. obtain the necessary details while purchasing the seeds and propagules such as the local name, family, origin, cultural practices, suitable habitat, etc.	-	-	-	-
PC22. ensure the seeds and propagules are free of pests, diseases and any inert material	-	-	-	-
PC23. check that the root and stem cuttings are uniform in length, diameter and maturity	-	-	-	-
PC24. store the inputs in a safe place to protect them from adverse weather, animals and theft	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6112
NOS Name	Prepare to set up the forest nursery
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	2
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

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AGR/N6113: Prepare the nursery bed and infrastructure

Description

This OS unit is about preparing the nursery bed and infrastructure of a forest nursery.

Scope

The scope covers the following :

- Prepare the nursery bed
- Construct the nursery infrastructure

Elements and Performance Criteria

Prepare the nursery bed

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

- PC1.** remove all stumps, roots, debris, weeds and waste materials from the land
- PC2.** examine the soil for an appropriate level of moisture for ploughing and hoeing
- PC3.** carry out ploughing and hoeing at the land
- PC4.** irrigate the land with the recommended quantity of water
- PC5.** puddle the land for the recommended duration
- PC6.** level the land and break the soil lumps using a rake
- PC7.** sterilise the soil through solarisation or by applying the approved chemicals to prevent contamination by pests and disease
- PC8.** co-ordinate with an approved laboratory to test the fertility of the soil
- PC9.** apply the laboratory-recommended treatment to the soil such as inorganic fertilisers, peat, lime and manure to improve its fertility
- PC10.** prepare sunken, level or raised nursery bed with rows and holes of the recommended specifications

Construct the nursery infrastructure

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

- PC11.** construct the shade net house/ greenhouse/ polyhouse, mist chamber, multi-tier planting, mother blocks, irrigation channels, compost area, store-room and other nursery infrastructure as per the layout
- PC12.** install an appropriate micro-irrigation or fertigation system as planned
- PC13.** construct a water harvesting structure for the storage and conservation of water
- PC14.** arrange for safe drainage of water from the nursery
- PC15.** erect fences of the recommended height to protect the nursery from external threats such as animals

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** the appropriate level of soil moisture required for ploughing and hoeing
- KU2.** different activities performed as part of nursery bed preparation such as ploughing, hoeing, puddling and levelling
- KU3.** the process of soil sterilisation through solarisation and by applying the approved chemicals to prevent contamination by pests and disease
- KU4.** the importance of conducting the soil test and applying necessary treatments to improve its fertility
- KU5.** the process of preparing different types of nursery beds such as sunken, level and raised nursery bed
- KU6.** the process of constructing the shade net house/ greenhouse/ polyhouse, mist chamber, mother blocks, irrigation channels, compost area, store-room and other nursery infrastructure
- KU7.** the importance and process of setting up a micro-irrigation or fertigation system
- KU8.** the importance and ways of draining out water from a forest nursery
- KU9.** the process of installing fences of appropriate height to protect the nursery from external threats

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare the nursery bed</i>	12	16	-	14
PC1. remove all stumps, roots, debris, weeds and waste materials from the land	-	-	-	-
PC2. examine the soil for an appropriate level of moisture for ploughing and hoeing	-	-	-	-
PC3. carry out ploughing and hoeing at the land	-	-	-	-
PC4. irrigate the land with the recommended quantity of water	-	-	-	-
PC5. puddle the land for the recommended duration	-	-	-	-
PC6. level the land and break the soil lumps using a rake	-	-	-	-
PC7. sterilise the soil through solarisation or by applying the approved chemicals to prevent contamination by pests and disease	-	-	-	-
PC8. co-ordinate with an approved laboratory to test the fertility of the soil	-	-	-	-
PC9. apply the laboratory-recommended treatment to the soil such as inorganic fertilisers, peat, lime and manure to improve its fertility	-	-	-	-
PC10. prepare sunken, level or raised nursery bed with rows and holes of the recommended specifications	-	-	-	-
<i>Construct the nursery infrastructure</i>	18	24	-	16
PC11. construct the shade net house/ greenhouse/ polyhouse, mist chamber, multi-tier planting, mother blocks, irrigation channels, compost area, store-room and other nursery infrastructure as per the layout	-	-	-	-
PC12. install an appropriate micro-irrigation or fertigation system as planned	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. construct a water harvesting structure for the storage and conservation of water	-	-	-	-
PC14. arrange for safe drainage of water from the nursery	-	-	-	-
PC15. erect fences of the recommended height to protect the nursery from external threats such as animals	-	-	-	-
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6113
NOS Name	Prepare the nursery bed and infrastructure
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQF Clearance Date	31/03/2022

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AGR/N6114: Propagate plants in the forest nursery

Description

This OS unit is about propagating plants in a forest nursery through various plant propagation methods.

Scope

The scope covers the following :

- Propagate plants through seeds
- Propagate plants through other propagation methods
- Optimise resource utilisation

Elements and Performance Criteria

Propagate plants through seeds

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

- PC1.** sort out the damaged/ diseased seeds
- PC2.** treat the seeds using the recommended methods such as water/ chemical/ dry heat treatment
- PC3.** prepare potting soil maintaining the recommended ratio of various soil nutrients
- PC4.** prepare the poly bags/ containers for sowing the seeds by filling them with potting soil
- PC5.** sow seeds in the nursery bed/ poly bags/ containers at the recommended depth
- PC6.** apply the recommended quantity of water and manure/ fertilizer on the sown seeds

Propagate plants through other propagation methods

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

- PC7.** select other suitable methods for propagating plants in the forest nursery such as cutting, layering, division and budding
- PC8.** organise the inputs required for propagating the plants as per the selected method
- PC9.** propagate the plants using the selected methods

Optimise resource utilisation

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

- PC10.** optimise the usage of water/ electricity/ materials in various tasks/ activities/ processes
- PC11.** connect electrical tools and equipment safely and turn off when not in use
- PC12.** plug water leakages to prevent wastage of water

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** ways of identifying damaged/ diseased seeds
- KU2.** different methods of treating seeds such as water/ chemical/ dry heat treatment

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- KU3.** preparation of potting soil and the recommended ratio of various soil nutrients to be maintained in it
- KU4.** the process of raising seedlings in a nursery setting
- KU5.** sowing of seeds in the nursery bed/ poly bags/ containers and the recommended depth for sowing seeds
- KU6.** various cultural practices and propagation methods such as cutting, layering, division and budding methods for plant propagation and the inputs required
- KU7.** appropriate planting time for various types of plant
- KU8.** importance of following environmental and ecological best practices to minimise the impact on the environment
- KU9.** benefits of resource optimisation
- KU10.** ways of efficiently managing various materials
- KU11.** common practices of conserving electricity

Generic Skills (GS)

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

- GS1.** write work-related notes
- GS2.** read the relevant guides and manuals
- GS3.** communicate clearly and politely
- GS4.** listen attentively to understand the information/ instructions being given
- GS5.** plan and prioritise tasks to ensure timely completion
- GS6.** take quick decisions to deal with workplace emergencies/ accidents
- GS7.** identify possible disruptions to work and take preventive measures
- GS8.** co-ordinate with co-workers to achieve the work objectives

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Propagate plants through seeds</i>	12	8	-	10
PC1. sort out the damaged/ diseased seeds	-	-	-	-
PC2. treat the seeds using the recommended methods such as water/ chemical/ dry heat treatment	-	-	-	-
PC3. prepare potting soil maintaining the recommended ratio of various soil nutrients	-	-	-	-
PC4. prepare the poly bags/ containers for sowing the seeds by filling them with potting soil	-	-	-	-
PC5. sow seeds in the nursery bed/ poly bags/ containers at the recommended depth	-	-	-	-
PC6. apply the recommended quantity of water and manure/ fertilizer on the sown seeds	-	-	-	-
<i>Propagate plants through other propagation methods</i>	8	14	-	12
PC7. select other suitable methods for propagating plants in the forest nursery such as cutting, layering, division and budding	-	-	-	-
PC8. organise the inputs required for propagating the plants as per the selected method	-	-	-	-
PC9. propagate the plants using the selected methods	-	-	-	-
<i>Optimise resource utilisation</i>	10	18	-	8
PC10. optimise the usage of water/ electricity/ materials in various tasks/ activities/ processes	-	-	-	-
PC11. connect electrical tools and equipment safely and turn off when not in use	-	-	-	-
PC12. plug water leakages to prevent wastage of water	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	40	-	30

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National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6114
NOS Name	Propagate plants in the forest nursery
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

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AGR/N6115: Maintain plants in the forest nursery and transplant them

Description

This OS unit is about nutrient and disease management of the plants in the forest nursery and transplanting them once they attain maturity.

Scope

The scope covers the following :

- Perform nutrient management
- Perform disease management
- Control weed growth
- Train and prune the plants
- Transplant the plants
- Perform waste management

Elements and Performance Criteria

Perform nutrient management

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

- PC1.** check the plants regularly for healthy growth
- PC2.** water the plants with the recommended quantity of water as per the irrigation schedule
- PC3.** apply organic manure/ compost/ bio-fertilizers in the recommended quantity
- PC4.** arrange for adequate sunlight and shading for the optimum growth of plants
- PC5.** identify the signs of slow growth in the plants
- PC6.** apply the necessary growth promoters in the recommended quantity

Perform disease management

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

- PC7.** monitor the plants regularly in the nursery to identify the signs of insect/ pest/ fungus/ disease infestation
- PC8.** select the appropriate treatment such as bio-insecticide/ pesticide/ fungicide to treat the identified insects/ pests/ disease
- PC9.** apply the selected insecticide/ pesticide/ fungicide to plants as per the prescription, using the relevant PPE to ensure protection from chemical poisoning
- PC10.** maintain a clean environment with good air circulation in the nursery to prevent the growth of pathogens
- PC11.** remove the dead/ diseased plants as per the Standard Operating Procedure (SOP)
- PC12.** maintain the record of insecticides/ pesticides/ fungicides used in the forest nursery

Control weed growth

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

- PC13.** identify different types of weed growth in the forest nursery
- PC14.** remove weed while protecting the nursery plants

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PC15. apply mulch on the nursery bed to prevent the growth of weeds

PC16. dispose the eliminated weed safely

Train and prune the plants

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

PC17. identify the training and pruning needs of the nursery plants

PC18. use the recommended tools such as scissor, pruning shears, knife to prune the plants

PC19. use the root trainer for supporting and training the roots

Transplant the plants

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

PC20. check the plants to identify their maturity indicators

PC21. extract the mature plants using the appropriate tools and equipment

PC22. prepare the plants for being carried to the plantation site

PC23. carry the plants to the plantation site while protecting them from damage

PC24. transplant the plants at the plantation site under the recommended conditions while taking necessary precautions

PC25. maintain the record of plants raised and transplanted

Perform waste management

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

PC26. segregate waste into different categories

PC27. dispose the non-recyclable waste in an environment-friendly manner

PC28. recycle the recyclable waste appropriately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the importance of checking nursery plants regularly for healthy growth

KU2. water requirements of different types of nursery plants

KU3. the importance of using green waste/ dried leaves for composting/ organic manure

KU4. the recommended quantity of fertilisers/ manure/ compost to be applied to nursery plants

KU5. the importance of ensuring adequate sunlight and shading for nursery plants

KU6. various signs of insect/ pest/ fungus/ disease infestation in a forest nursery

KU7. the correct way of applying approved insecticides/ pesticides/ fungicides on nursery plants

KU8. the importance and ways of maintaining a clean environment along with good air circulation in the nursery to prevent the growth of pathogens

KU9. use of the relevant PPE, tools and equipment

KU10. the applicable record-keeping requirements

KU11. different types of weed found in a forest nursery and their remedies such as application of mulch

KU12. the safe disposal of weeds removed from the forest nursery

KU13. maturity indicators for different varieties of nursery plants

KU14. the correct process of extracting plants from a nursery bed and transplanting them

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KU15. different methods of recycling and disposing different types of waste

KU16. common sources of pollution and ways to minimise it

Generic Skills (GS)

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

GS1. read the relevant literature such as guides and manuals

GS2. write work-related notes and maintain relevant records

GS3. communicate clearly and politely

GS4. listen attentively to understand the information/ instructions being shared by the speaker

GS5. co-ordinate with the co-workers to achieve the work objectives

GS6. take quick decisions to deal with workplace emergencies/ accidents

GS7. plan and prioritise tasks to ensure timely completion

GS8. identify possible disruptions to work and take appropriate preventive measures

GS9. 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>Perform nutrient management</i>	4	6	-	6
PC1. check the plants regularly for healthy growth	-	-	-	-
PC2. water the plants with the recommended quantity of water as per the irrigation schedule	-	-	-	-
PC3. apply organic manure/ compost/ bio-fertilizers in the recommended quantity	-	-	-	-
PC4. arrange for adequate sunlight and shading for the optimum growth of plants	-	-	-	-
PC5. identify the signs of slow growth in the plants	-	-	-	-
PC6. apply the necessary growth promoters in the recommended quantity	-	-	-	-
<i>Perform disease management</i>	8	8	-	4
PC7. monitor the plants regularly in the nursery to identify the signs of insect/ pest/ fungus/ disease infestation	-	-	-	-
PC8. select the appropriate treatment such as bio-insecticide/ pesticide/ fungicide to treat the identified insects/ pests/ disease	-	-	-	-
PC9. apply the selected insecticide/ pesticide/ fungicide to plants as per the prescription, using the relevant PPE to ensure protection from chemical poisoning	-	-	-	-
PC10. maintain a clean environment with good air circulation in the nursery to prevent the growth of pathogens	-	-	-	-
PC11. remove the dead/ diseased plants as per the Standard Operating Procedure (SOP)	-	-	-	-
PC12. maintain the record of insecticides/ pesticides/ fungicides used in the forest nursery	-	-	-	-
<i>Control weed growth</i>	4	6	-	6

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. identify different types of weed growth in the forest nursery	-	-	-	-
PC14. remove weed while protecting the nursery plants	-	-	-	-
PC15. apply mulch on the nursery bed to prevent the growth of weeds	-	-	-	-
PC16. dispose the eliminated weed safely	-	-	-	-
<i>Train and prune the plants</i>	6	8	-	4
PC17. identify the training and pruning needs of the nursery plants	-	-	-	-
PC18. use the recommended tools such as scissor, pruning shears, knife to prune the plants	-	-	-	-
PC19. use the root trainer for supporting and training the roots	-	-	-	-
<i>Transplant the plants</i>	4	6	-	6
PC20. check the plants to identify their maturity indicators	-	-	-	-
PC21. extract the mature plants using the appropriate tools and equipment	-	-	-	-
PC22. prepare the plants for being carried to the plantation site	-	-	-	-
PC23. carry the plants to the plantation site while protecting them from damage	-	-	-	-
PC24. transplant the plants at the plantation site under the recommended conditions while taking necessary precautions	-	-	-	-
PC25. maintain the record of plants raised and transplanted	-	-	-	-
<i>Perform waste management</i>	4	6	-	4
PC26. segregate waste into different categories	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC27. dispose the non-recyclable waste in an environment-friendly manner	-	-	-	-
PC28. recycle the recyclable waste appropriately	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6115
NOS Name	Maintain plants in the forest nursery and transplant them
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	1
Version	2.0
Last Reviewed Date	31/03/2022
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

Qualification Pack

AGR/N6116: Perform marketing and inventory management

Description

This OS is about marketing and selling the plants raised in a forest nursery and managing the inventory.

Scope

The scope covers the following :

- Comply with the applicable schemes and regulations
- Set the price and connect with the buyers
- Accept and process the order
- Manage the inventory

Elements and Performance Criteria

Comply with the applicable schemes and regulations

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

- PC1.** follow the relevant government schemes for the marketing of forest nursery produce
- PC2.** follow the practices recommended as per the regulations governing the collection and trading of agro-forestry produce

Set the price and connect with the buyers

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

- PC3.** check the demand and market rate for the plants raised in the forest nursery
- PC4.** set a price for the produce as per the guidelines of the market control/ regulatory body
- PC5.** account for the relevant costs while setting the price such as the cost of planting material, culture practices, storage, transportation, etc.
- PC6.** identify the potential buyers through different channels such as panchayat, local contacts, relevant government listings, sale organised by the relevant agencies, etc.
- PC7.** contact the potential buyers to assess their needs and negotiate the price
- PC8.** submit the documentary proof of trade license, when required

Accept and process the order

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

- PC9.** prepare the plants for dispatch as per the order
- PC10.** carry out labelling with the relevant information such as the plant's name and variety, date and time of harvesting, geographical information, etc.
- PC11.** document the quantity and quality of plants accurately in the invoice
- PC12.** use an appropriate mode of transport to deliver the plants to the buyer in a safe and hygienic condition
- PC13.** use the buyer-preferred electronic payment method such as BHIM UPI, payment apps, e-wallet for processing payments
- PC14.** maintain the record of sale and payment
- PC15.** calculate the benefit-cost (B:C) ratio

Qualification Pack

Manage the inventory

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

- PC16.** maintain adequate stock of in-demand plants
- PC17.** maintain the record of inputs used in propagating plants and order them in a timely manner to maintain adequate stock
- PC18.** arrange for the safe storage of inputs and propagated plants
- PC19.** maintain the inventory data manually and/ or electronically in the physical registers and/ or the relevant computer application
- PC20.** comply with the relevant regulations in the sale and purchase activities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** applicable government schemes/ assistance offered for the marketing of forest nursery produce
- KU2.** the relevant regulations governing the collection and trading of agro-forestry produce
- KU3.** the process of identifying market demand for plant species and subsequently deciding the quantity and time of supplying
- KU4.** labelling requirements for forest nursery produce such as the plant's name and variety, date and time of harvesting, geographical information, etc.
- KU5.** how to set a price for the forest nursery produce in compliance with the guidelines of the market control body
- KU6.** various costs to be accounted for while setting the price of forest nursery produce such as the cost of planting material, culture practices, storage, transportation, etc.
- KU7.** how to identify the demand and market rate for nursery plants
- KU8.** identification and ways of connecting with potential buyers
- KU9.** how to assess a buyer's need
- KU10.** the process of accepting and fulfilling orders
- KU11.** the use of electronic payment methods such as BHIM UPI, payment apps, e-wallet, etc.
- KU12.** basic accounting and inventory management practices
- KU13.** the use of physical registers and relevant computer application for maintaining inventory data
- KU14.** the relevant laws applicable to sale and purchase of nursery plants

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 get information about the latest developments in the field of work
- GS4.** plan and prioritise tasks to ensure timely completion

Qualification Pack

- GS5.** take quick decisions to deal with workplace emergencies/ accidents
- GS6.** listen attentively to understand the information/ instructions being shared
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** co-ordinate with the co-workers to achieve the work objectives
- GS9.** evaluate all possible solutions to a problem to select the best one

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with the applicable schemes and regulations</i>	4	6	-	6
PC1. follow the relevant government schemes for the marketing of forest nursery produce	-	-	-	-
PC2. follow the practices recommended as per the regulations governing the collection and trading of agro-forestry produce	-	-	-	-
<i>Set the price and connect with the buyers</i>	12	14	-	12
PC3. check the demand and market rate for the plants raised in the forest nursery	-	-	-	-
PC4. set a price for the produce as per the guidelines of the market control/ regulatory body	-	-	-	-
PC5. account for the relevant costs while setting the price such as the cost of planting material, culture practices, storage, transportation, etc.	-	-	-	-
PC6. identify the potential buyers through different channels such as panchayat, local contacts, relevant government listings, sale organised by the relevant agencies, etc.	-	-	-	-
PC7. contact the potential buyers to assess their needs and negotiate the price	-	-	-	-
PC8. submit the documentary proof of trade license, when required	-	-	-	-
<i>Accept and process the order</i>	8	12	-	8
PC9. prepare the plants for dispatch as per the order	-	-	-	-
PC10. carry out labelling with the relevant information such as the plant's name and variety, date and time of harvesting, geographical information, etc.	-	-	-	-
PC11. document the quantity and quality of plants accurately in the invoice	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. use an appropriate mode of transport to deliver the plants to the buyer in a safe and hygienic condition	-	-	-	-
PC13. use the buyer-preferred electronic payment method such as BHIM UPI, payment apps, e-wallet for processing payments	-	-	-	-
PC14. maintain the record of sale and payment	-	-	-	-
PC15. calculate the benefit-cost (B:C) ratio	-	-	-	-
<i>Manage the inventory</i>	6	8	-	4
PC16. maintain adequate stock of in-demand plants	-	-	-	-
PC17. maintain the record of inputs used in propagating plants and order them in a timely manner to maintain adequate stock	-	-	-	-
PC18. arrange for the safe storage of inputs and propagated plants	-	-	-	-
PC19. maintain the inventory data manually and/ or electronically in the physical registers and/ or the relevant computer application	-	-	-	-
PC20. comply with the relevant regulations in the sale and purchase activities	-	-	-	-
NOS Total	30	40	-	30

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6116
NOS Name	Perform marketing and inventory management
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	1
Version	3.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

Qualification Pack

AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

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

Maintain clean and safe workplace

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

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

Administer appropriate emergency procedures

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

Qualification Pack

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N9903
NOS Name	Maintain health and safety at the workplace
Sector	Agriculture
Sub-Sector	Generic
Occupation	Generic
NSQF Level	4
Credits	1
Version	4.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	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:

Qualification Pack

- 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>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
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	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
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	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
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	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
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	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
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	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
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	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
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	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	NA
Next Review Date	28/02/2026
NSQC Clearance Date	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/N6112.Prepare to set up the forest nursery	30	40	-	30	100	20
AGR/N6113.Prepare the nursery bed and infrastructure	30	40	-	30	100	15
AGR/N6114.Propagate plants in the forest nursery	30	40	-	30	100	15
AGR/N6115.Maintain plants in the forest nursery and transplant them	30	40	-	30	100	20
AGR/N6116.Perform marketing and inventory management	30	40	-	30	100	20
AGR/N9903.Maintain health and safety at the workplace	40	25	-	35	100	5
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	5
Total	210	255	0	0	650	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

Qualification Pack

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