Timber Grower

QP Code: AGR/Q6104

Version: 2.0

NSQF Level: 4

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Contents

AGR/Q6104: Timber Grower

Brief Job Description

A Timber Grower is responsible for producing timber and performs various activities, such as selecting and preparing an appropriate site for timber cultivation, arranging the necessary resources, planting or sowing timber tree plants or seeds, and maintaining them. The individual is also responsible for harvesting and storing timber safely and marketing it to the relevant buyers.

Personal Attributes

The individual should be physically fit to work for long durations. The person should have attention to detail, problem-solving and coordination skills. Good verbal and written communication skills are also required in this job role.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AGR/N6121: Prepare for timber cultivation and raise saplings

2. AGR/N6119: Coordinate with the relevant authorities and SMEs for timber cultivation

3. AGR/N6117: Carry out planting/sowing of timber plants and seeds

4. AGR/N6118: Maintain the timber trees and plantation

5. AGR/N6120: Harvest, store and market the timber

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
Credits	13
Aligned to NCO/ISCO/ISIC Code	NCO-2015/6210

Minimum Educational Qualification & Experience	12th grade Pass
	            OR
	10th grade pass with 2 Years of experience in the relevant field
	            OR
	10th grade pass and pursuing continuous schooling
	            OR
	Previous relevant Qualification of NSQF Level (3) (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)

Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	29/03/2026
NSQC Approval Date	29/03/2023
Version	2.0
Reference code on NQR	QG-04-AG-00365-2023-V1-ASCI
NQR Version	1

AGR/N6121: Prepare for timber cultivation and raise saplings

Description

This OS unit is about preparing for timber cultivation. It includes selecting and preparing an appropriate site for timber cultivation. It also covers raising saplings for the relevant timber tree species in the nursery.

Scope

The scope covers the following :

- Prepare for timber cultivation
- Raise saplings in the nursery
- Prepare the land for timber cultivation

Elements and Performance Criteria

Prepare for timber cultivation

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

PC1. select an appropriate site for timber tree cultivation with the recommended type of soil, agro-climatic conditions, access to relevant markets, availability of required inputs, such as water, fertilizers pesticides, etc.

PC2. select the appropriate timber producing tree species to be grown based on the site conditions

PC3. arrange the inputs required for timber cultivation, such as planting material, fertilizers, pesticides, and the appropriate tools and equipment

PC4. ensure to procure planting material from government-approved sources, such government nurseries and research institutes

PC5. treat the planting material, using the recommended fungicide or insecticide in the recommended dose

PC6. ensure the planting material is stored at an appropriate temperature and humidity in a hygienic storage to preserve its quality

Prepare the land for timber cultivation

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

PC7. clear the selected land of any weeds, debris, root stumps, waste, etc.

PC8. collect soil samples from the land and coordinate with a government-approved laboratory for soil testing

PC9. apply the necessary treatment(s) to the soil to make it suitable for timber cultivation, e.g. application of manure to increase the organic matter content or lime to adjust the soil's pH

PC10. carry out appropriate type of ploughing according to the type of selected timber tree species, e.g. disc ploughing for Casuarina

PC11. create pits of the recommended width and depth at appropriate spacing for planting the selected timber tree saplings

PC12. apply the recommended quantity of organic fertilizers in the pits

PC13. create water channels in the field for the efficient delivery and drainage of water

Raise saplings in the nursery

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

PC14. prepare the appropriate type of nursery bed, .i.e. flat, raised or sunken nursery bed for raising timber tree saplings

PC15. apply mulch, compost and other recommended material to provide optimum nutrient levels to saplings

PC16. sow seeds of the selected species at the recommended depth and mulch and irrigate them immediately after sowing

PC17. protect the saplings from adverse weather conditions and strong winds

PC18. apply the appropriate fertilizers in the nursery bed at recommended intervals

PC19. monitor the sapling regularly for signs of pests and disease and apply the recommended pesticides in an appropriate quantity to maintain their healthy growth

PC20. check saplings for signs of maturity and harvest them using the appropriate tools and equipment, ensuing no damage to saplings

PC21. maintain the harvested saplings at an recommended temperature and humidity before they are transplanted in the field

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the criteria for selecting a site for timber cultivation

KU2. different soil types and their composition

KU3. the process of preparing a field for timber cultivation, including clearing the field, ploughing, fencing, etc.

KU4. different types of timber producing tree species, their economic viability and suitability to different agro-climatic conditions

KU5. the importance of procuring the planting material from the government-approved sellers and institutions

KU6. different types of fertilizers used while preparing the field for timber cultivation

KU7. different types of nursery beds and the process of preparing an appropriate type of nursery bed according to the timber tree species

KU8. the importance of planning and providing enough spacing between trees to promote their healthy growth

KU9. how to handle the planting material safely

KU10. the recommended pit specifications for planting different timber tree species

KU11. the use of appropriate tools, implements and equipment for preparing the field or nursery bed for timber cultivation

Generic Skills (GS)

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

GS1. maintain work-related notes and records

GS2. read the relevant literature to get the latest updates about the field work

GS3. communicate politely and professionally

GS4. listen attentively to understand the information being shared

GS5. plan and schedule tasks for efficient time management

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

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

GS8. evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for timber cultivation	**9**	**14**	**-**	**10**
PC1. select an appropriate site for timber tree cultivation with the recommended type of soil, agro-climatic conditions, access to relevant markets, availability of required inputs, such as water, fertilizers pesticides, etc.	-	-	-	-
PC2. select the appropriate timber producing tree species to be grown based on the site conditions	-	-	-	-
PC3. arrange the inputs required for timber cultivation, such as planting material, fertilizers, pesticides, and the appropriate tools and equipment	-	-	-	-
PC4. ensure to procure planting material from government-approved sources, such government nurseries and research institutes	-	-	-	-
PC5. treat the planting material, using the recommended fungicide or insecticide in the recommended dose	-	-	-	-
PC6. ensure the planting material is stored at an appropriate temperature and humidity in a hygienic storage to preserve its quality	-	-	-	-
Prepare the land for timber cultivation	**11**	**11**	**-**	**11**
PC7. clear the selected land of any weeds, debris, root stumps, waste, etc.	-	-	-	-
PC8. collect soil samples from the land and coordinate with a government-approved laboratory for soil testing	-	-	-	-
PC9. apply the necessary treatment(s) to the soil to make it suitable for timber cultivation, e.g. application of manure to increase the organic matter content or lime to adjust the soil's pH	-	-	-	-
PC10. carry out appropriate type of ploughing according to the type of selected timber tree species, e.g. disc ploughing for Casuarina	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. create pits of the recommended width and depth at appropriate spacing for planting the selected timber tree saplings	-	-	-	-
PC12. apply the recommended quantity of organic fertilizers in the pits	-	-	-	-
PC13. create water channels in the field for the efficient delivery and drainage of water	-	-	-	-
Raise saplings in the nursery	**10**	**15**	**-**	**9**
PC14. prepare the appropriate type of nursery bed, .i.e. flat, raised or sunken nursery bed for raising timber tree saplings	-	-	-	-
PC15. apply mulch, compost and other recommended material to provide optimum nutrient levels to saplings	-	-	-	-
PC16. sow seeds of the selected species at the recommended depth and mulch and irrigate them immediately after sowing	-	-	-	-
PC17. protect the saplings from adverse weather conditions and strong winds	-	-	-	-
PC18. apply the appropriate fertilizers in the nursery bed at recommended intervals	-	-	-	-
PC19. monitor the sapling regularly for signs of pests and disease and apply the recommended pesticides in an appropriate quantity to maintain their healthy growth	-	-	-	-
PC20. check saplings for signs of maturity and harvest them using the appropriate tools and equipment, ensuing no damage to saplings	-	-	-	-
PC21. maintain the harvested saplings at an recommended temperature and humidity before they are transplanted in the field	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6121
NOS Name	Prepare for timber cultivation and raise saplings
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	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N6119: Coordinate with the relevant authorities and SMEs for timber cultivation

Description

This OS unit is about coordinating with the relevant authorities and Subject Matter Experts (SMEs) for timber cultivation.

Scope

The scope covers the following :

- Secure the relevant license/approval
- Coordinate with the relevant institutions
- Register for the relevant programs and schemes

Elements and Performance Criteria

Secure the relevant license/approval

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

PC1. identify the relevant authority, e.g. forest department or revenue department, to register the timber plantation and take necessary license/approval

PC2. carry out the necessary documentation, such as filling in the required forms and submission of relevant documents, following the applicable procedure

PC3. follow up with the relevant authority concerning the grant of relevant license/approval and provide the additional information or documents, as required

Register for the relevant programs and schemes

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

PC4. identify the relevant government programs and schemes that support timber cultivation, e.g. financial support, subsidy, insurance, etc.

PC5. coordinate with the relevant authority to register for and avail the benefits of relevant programs and schemes

Coordinate with the relevant institutions

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

PC6. coordinate with the relevant institutions, e.g. Krishi Vigyan Kendra (KVKs), agricultural universities, and research institutes to get information and guidance on latest timber cultivation practices

PC7. follow the advice of the institutes and Subject Matter Experts (SMEs) to obtain quality timber production and resolve any production-related issues

PC8. organise regular visits of SMEs from the concerned institutes to identify any interventions required, e.g. nutrient and disease management to ensure the healthy growth and development of timber

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the regulations applicable to timber cultivation and the implications of not complying with them

KU2. the necessary licenses and approvals required for timber cultivation, and the relevant authorities to coordinate with for them

KU3. the relevant government programs and schemes with the provision of support for timber cultivation

KU4. the requirement of registering a timber cultivation enterprise

KU5. the applicable documentation requirements and procedures

KU6. the importance and benefits of consulting the relevant SMEs

Generic Skills (GS)

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

GS1. maintain work-related notes and records

GS2. read the relevant literature to get the latest updates about the field work

GS3. communicate politely and professionally

GS4. listen attentively to understand the information being shared

GS5. plan and schedule tasks for efficient time management

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

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

GS8. evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Secure the relevant license/approval	**10**	**15**	**-**	**9**
PC1. identify the relevant authority, e.g. forest department or revenue department, to register the timber plantation and take necessary license/approval	-	-	-	-
PC2. carry out the necessary documentation, such as filling in the required forms and submission of relevant documents, following the applicable procedure	-	-	-	-
PC3. follow up with the relevant authority concerning the grant of relevant license/approval and provide the additional information or documents, as required	-	-	-	-
Register for the relevant programs and schemes	**11**	**11**	**-**	**11**
PC4. identify the relevant government programs and schemes that support timber cultivation, e.g. financial support, subsidy, insurance, etc.	-	-	-	-
PC5. coordinate with the relevant authority to register for and avail the benefits of relevant programs and schemes	-	-	-	-
Coordinate with the relevant institutions	**9**	**14**	**-**	**10**
PC6. coordinate with the relevant institutions, e.g. Krishi Vigyan Kendra (KVKs), agricultural universities, and research institutes to get information and guidance on latest timber cultivation practices	-	-	-	-
PC7. follow the advice of the institutes and Subject Matter Experts (SMEs) to obtain quality timber production and resolve any production-related issues	-	-	-	-
PC8. organise regular visits of SMEs from the concerned institutes to identify any interventions required, e.g. nutrient and disease management to ensure the healthy growth and development of timber	-	-	-	-

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

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6119
NOS Name	Coordinate with the relevant authorities and SMEs for timber cultivation
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	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N6117: Carry out planting/sowing of timber plants and seeds

Description

This OS unit is about performing planting or sowing activities according to the selected timber tree varieties in timber plantations.

Scope

The scope covers the following :

- Carry out planting/sowing operations
- Provide the necessary care after planting/sowing

Elements and Performance Criteria

Carry out planting/sowing operations

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

PC1. arrange appropriate transportation and safely transport the planting material and necessary inputs to the plantation site

PC2. prepare the appropriate tools and equipment for the planting operations

PC3. select healthy saplings/seeds from stock for plantation/sowing

PC4. identify and discard the unfit saplings and seeds

PC5. treat the seeds with the recommended fungicide

PC6. carry out planting/sowing operations at an appropriate time of the day, i.e. early morning or in the evening to protect saplings from exposure to high temperatures

PC7. ensure no damage to the planting material during the planting/sowing operations

PC8. sow seeds of selected timber tree species at an appropriate depth

PC9. place saplings firmly and correctly in the prepared pits and backfill the pits with topsoil and compost

PC10. follow the appropriate planting system, e.g. triangle, rectangular, square, hexagonal planting systems

Provide the necessary care after planting/sowing

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

PC11. apply the recommended quantity of water to the planted saplings and seeds

PC12. install stakes to support the vertical growth of saplings, as required

PC13. install windbreaks or grow appropriate trees as windbreaks to protect saplings from strong winds

PC14. arrange to protect sapling from birds, stray animals and other such threats

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the importance of selecting healthy planting material

KU2. how to treat seeds

KU3. the appropriate method to be followed to identify unviable seeds

KU4. the importance of following the appropriate time and duration specifications for plantation/sowing

KU5. the appropriate precautions to be taken undertaking timber tree planting/sowing operations

KU6. different types of planting systems and the appropriate planting systems to be followed to produce timber trees

KU7. the use of appropriate equipment and materials required during the operation of plantation/sowing

KU8. varied types of fertilizer, pesticides, insecticides and herbicides and the process of applying them

KU9. the possible threats to trees at timber plantations and the relevant safety measures to be taken

KU10. hazards and risks associated with planting/ sowing operation and how to minimize them

KU11. how to determine quality of planting/sowing work

Generic Skills (GS)

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

GS1. write work-related notes and records

GS2. read the relevant literature to stay updated about the new developments in the field of work

GS3. listen attentively to understand the speaker

GS4. communicate politely and professionally

GS5. plan and prioritize tasks for efficient use of time

GS6. coordinate with the co-workers to achieve the work objectives

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

GS8. evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Carry out planting/sowing operations	**15**	**22**	**-**	**14**
PC1. arrange appropriate transportation and safely transport the planting material and necessary inputs to the plantation site	-	-	-	-
PC2. prepare the appropriate tools and equipment for the planting operations	-	-	-	-
PC3. select healthy saplings/seeds from stock for plantation/sowing	-	-	-	-
PC4. identify and discard the unfit saplings and seeds	-	-	-	-
PC5. treat the seeds with the recommended fungicide	-	-	-	-
PC6. carry out planting/sowing operations at an appropriate time of the day, i.e. early morning or in the evening to protect saplings from exposure to high temperatures	-	-	-	-
PC7. ensure no damage to the planting material during the planting/sowing operations	-	-	-	-
PC8. sow seeds of selected timber tree species at an appropriate depth	-	-	-	-
PC9. place saplings firmly and correctly in the prepared pits and backfill the pits with topsoil and compost	-	-	-	-
PC10. follow the appropriate planting system, e.g. triangle, rectangular, square, hexagonal planting systems	-	-	-	-
Provide the necessary care after planting/sowing	**15**	**18**	**-**	**16**
PC11. apply the recommended quantity of water to the planted saplings and seeds	-	-	-	-
PC12. install stakes to support the vertical growth of saplings, as required	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. install windbreaks or grow appropriate trees as windbreaks to protect saplings from strong winds	-	-	-	-
PC14. arrange to protect sapling from birds, stray animals and other such threats	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6117
NOS Name	Carry out planting/sowing of timber plants and seeds
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	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N6118: Maintain the timber trees and plantation

Description

This OS unit is about maintaining the timber trees and plantation. It also covers resource optimisation, waste management practices and practicing inclusion at work.

Scope

The scope covers the following :

- Perform nutrient management
- Perform plant protection
- Manage the irrigation process
- Perform weed management
- Carry out pruning, trimming and thinning
- Carry out intercropping
- Perform infrastructural maintenance

Elements and Performance Criteria

Perform nutrient management

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

PC1. determine the need of applying fertilizers to timber trees species grown and apply the recommended organic/ inorganic fertilizers according to the need

PC2. ensure to use inorganic fertilizers in the recommended quantities to avoid any adverse impact on the soil, e.g. high concentration of salts

Perform plant protection

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

PC3. implement appropriate preventive measures to protect timber trees from the relevant pests and diseases

PC4. check the timber trees regularly to identify the signs of pest and disease infestation

PC5. sample the tree parts (e.g. branches and leaves) and coordinate with a government-approved laboratory or relevant SMEs to diagnose the type and nature of pest and disease infestation

PC6. apply the recommended pesticides and other appropriate treatment to remove timber tree pests and diseases

PC7. use the appropriate plant protection equipment as per the manufacturer's instructions to apply pesticides and other treatment

PC8. use the appropriate Personal Protective Equipment (PPE) to ensure personal protection while applying pesticides

PC9. maintain the record of pesticide use to ensure compliance with the applicable regulations concerning their use

PC10. use the natural enemies of common pests for organic pest control

PC11. follow the recommended organic disease control methods or a combination organic and inorganic disease control methods for timber plantations

Manage the irrigation process

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

PC12. select the appropriate irrigation method as per the suitability to the site and selected timber tree species

PC13. arrange the required materials and install the irrigation system following the manufacturer's instructions or coordinate with an irrigation system installer for the installation

PC14. install the appropriate equipment to automate the irrigation process according to the needs of the selected timber tree species

PC15. carry out irrigation with the recommended quantity of water and at appropriate intervals according to the timber tree species grown and the season

PC16. follow the appropriate measures to avoid over and under irrigation

Perform weed management

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

PC17. identify the growth of weeds in the timber plantation

PC18. remove weeds from the timber plantation, following the appropriate weed control method, e.g. mechanical, cultural, biological and chemical weed control or a combination of methods, as appropriate

Carry out pruning, trimming and thinning

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

PC19. identify the need of pruning, trimming and thinning the timber trees

PC20. carry out pruning, trimming and thinning using the appropriate manual and mechanical tools and equipment, following the applicable safety measures

Carry out intercropping

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

PC21. select the appropriate crop varieties for intercropping with timber trees

PC22. carry out intercropping with the selected crop varieties to optimally use the available land and soil nutrients

Perform infrastructural maintenance

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

PC23. conduct regular inspections of the timber plantation to identify the requirement of infrastructure maintenance, e.g. fencing, irrigation system, water channels, etc.

PC24. carry out infrastructure maintenance using the appropriate tools, implements and equipment

PC25. coordinate with an expert to resolve complex infrastructural maintenance issues

PC26. maintain the record of repair and maintenance activities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the Good Agricultural Practices (GAPs) relevant to timber cultivation

KU2. ensure that there is no excessive or inadequate irrigation

KU3.   different methods of Irrigation, e.g. surface, sprinkler, drip/trickle and sub- surface irrigation

KU4.   the importance of applying the suitable fertilizers in an appropriate quantity to the crop as per the crop's age

KU5.   the appropriate precautions to be taken while applying fertilizers and pesticides

KU6.   different methods of applying fertilizers, such as broadcasting, fertigation, placement, etc.

KU7.   different types of risks to timber trees and how to minimize them

KU8.   the irrigation water requirement of different species of timber trees in different seasons

KU9.   the infrastructure repair and maintenance process for timber plantations

KU10.   the use of relevant plant protection equipment for the application of pesticides

KU11.   the benefits of using a combination of organic and inorganic fertilizers

KU12.   the applicable organic methods for pest and disease control in timber plantations

KU13.   the appropriate preventive measures to be followed to protect timber trees from pests and diseases

KU14.   the importance of taking help of a government-approved laboratory for pest and disease identification

KU15.   the signs of pest and disease infestation in timber trees and appropriate remedial measures to be taken

KU16.   how to carry out weeding, thinning and pruning operations in timber plantations to maintain a healthy growth of plants

KU17.   the use of appropriate tools and equipment for weeding, thinning and pruning

KU18.   the applicable weed control practices and methods, such as mechanical, biological, chemical, etc.

KU19.   the importance of conducting regular inspections of timber plantations

KU20.   the importance of fulfilling the varying nutrient needs of the crop according to the stages of its growth

KU21.   the process and befits of intercropping

Generic Skills (GS)

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

GS1.   maintain work-related notes and records

GS2.   read the relevant literature to get the latest updates about the field work

GS3.   communicate politely and professionally

GS4.   listen attentively to understand the information being shared

GS5.   plan and schedule tasks for efficient time management

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

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

GS8.   evaluate all possible solutions to a problem to select the best one

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Perform nutrient management	**3**	**5**	**-**	**3**
PC1. determine the need of applying fertilizers to timber trees species grown and apply the recommended organic/ inorganic fertilizers according to the need	-	-	-	-
PC2. ensure to use inorganic fertilizers in the recommended quantities to avoid any adverse impact on the soil, e.g. high concentration of salts	-	-	-	-
Perform plant protection	**10**	**12**	**-**	**10**
PC3. implement appropriate preventive measures to protect timber trees from the relevant pests and diseases	-	-	-	-
PC4. check the timber trees regularly to identify the signs of pest and disease infestation	-	-	-	-
PC5. sample the tree parts (e.g. branches and leaves) and coordinate with a government-approved laboratory or relevant SMEs to diagnose the type and nature of pest and disease infestation	-	-	-	-
PC6. apply the recommended pesticides and other appropriate treatment to remove timber tree pests and diseases	-	-	-	-
PC7. use the appropriate plant protection equipment as per the manufacturer's instructions to apply pesticides and other treatment	-	-	-	-
PC8. use the appropriate Personal Protective Equipment (PPE) to ensure personal protection while applying pesticides	-	-	-	-
PC9. maintain the record of pesticide use to ensure compliance with the applicable regulations concerning their use	-	-	-	-
PC10. use the natural enemies of common pests for organic pest control	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. follow the recommended organic disease control methods or a combination organic and inorganic disease control methods for timber plantations	-	-	-	-
Manage the irrigation process	**6**	**8**	**-**	**6**
PC12. select the appropriate irrigation method as per the suitability to the site and selected timber tree species	-	-	-	-
PC13. arrange the required materials and install the irrigation system following the manufacturer's instructions or coordinate with an irrigation system installer for the installation	-	-	-	-
PC14. install the appropriate equipment to automate the irrigation process according to the needs of the selected timber tree species	-	-	-	-
PC15. carry out irrigation with the recommended quantity of water and at appropriate intervals according to the timber tree species grown and the season	-	-	-	-
PC16. follow the appropriate measures to avoid over and under irrigation	-	-	-	-
Perform weed management	**2**	**3**	**-**	**2**
PC17. identify the growth of weeds in the timber plantation	-	-	-	-
PC18. remove weeds from the timber plantation, following the appropriate weed control method, e.g. mechanical, cultural, biological and chemical weed control or a combination of methods, as appropriate	-	-	-	-
Carry out pruning, trimming and thinning	**2**	**3**	**-**	**2**
PC19. identify the need of pruning, trimming and thinning the timber trees	-	-	-	-
PC20. carry out pruning, trimming and thinning using the appropriate manual and mechanical tools and equipment, following the applicable safety measures	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Carry out intercropping	**2**	**3**	**-**	**2**
PC21. select the appropriate crop varieties for intercropping with timber trees	-	-	-	-
PC22. carry out intercropping with the selected crop varieties to optimally use the available land and soil nutrients	-	-	-	-
Perform infrastructural maintenance	**5**	**6**	**-**	**5**
PC23. conduct regular inspections of the timber plantation to identify the requirement of infrastructure maintenance, e.g. fencing, irrigation system, water channels, etc.	-	-	-	-
PC24. carry out infrastructure maintenance using the appropriate tools, implements and equipment	-	-	-	-
PC25. coordinate with an expert to resolve complex infrastructural maintenance issues	-	-	-	-
PC26. maintain the record of repair and maintenance activities	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6118
NOS Name	Maintain the timber trees and plantation
Sector	Agriculture
Sub-Sector	Forestry, Environment and Renewable Energy Management
Occupation	Agro Forestry Management
NSQF Level	4
Credits	3
Version	2.0
Last Reviewed Date	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N6120: Harvest, store and market the timber

Description

This OS unit is about harvesting timber safely, storing it under appropriate conditions and marketing it.

Scope

The scope covers the following :

- Harvest the timber
- Store the harvested timber
- Market the timber

Elements and Performance Criteria

Harvest the timber

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

PC1. check the timber trees to determine their maturity for harvesting

PC2. select and mark the mature timber trees for harvesting

PC3. prepare the necessary documents and coordinate the relevant authority, e.g. regional forestry office to obtain the necessary approvals for harvesting timber trees

PC4. arrange and prepare the appropriate tools and equipment for harvesting timber trees

PC5. set up necessary safety signs around the worksite and ensure the presence of a team member on the ground while carrying out timber harvesting

PC6. harvest the timber trees following the appropriate harvesting method, e.g. tree-length logging, full-tree logging, cut-to-length logging, with the help of trained personnel

PC7. follow the appropriate safety measures while harvesting timber, i.e. the use of relevant PPE and positioning of the support personnel at a safe distance

PC8. follow the appropriate safety mechanisms on the mechanical harvesting equipment, such as chainsaw and hedge trimmer

Store the harvested timber

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

PC9. use the appropriate equipment, e.g. forklift to lift, carry and load the harvested timber to the transport vehicle

PC10. select an appropriate storage, ensuring adequate space with dry and pest-free conditions for storing the harvested timber

PC11. unload and store the timber in the storage following the appropriate safely measures

PC12. ensure to remove any debris from the worksite

PC13. store the harvesting tools and equipment safely in a storage

PC14. conduct regular inspections at the storage to ensure the quality of stored timber

Market the timber

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

PC15. assess the quality of timber on the applicable parameters

PC16. set the appropriate price of timber to ensure profitability, accounting for all the inputs costs

PC17. select the appropriate time to market timber considering its periodical demand

PC18. identify the potential buyers and markets for timber and its by-products, such as eMandi, local traders, exporters, etc.

PC19. negotiate with the buyers to secure a profitable price for timber

PC20. arrange an appropriate mode of transport to ensure safe and timely delivery of timber to the buyer

PC21. process the payment using the buyer-preferred e-payment method

PC22. maintain the manual and/ or electronic record of sales and payments using the physical registers and/ or the relevant computer application

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. maturity index of different timber tree species

KU2. the necessary approvals required from the appropriate authorities before undertaking timber harvesting

KU3. the process of harvesting timber and the safe use of relevant tools and equipment

KU4. different methods of harvesting timber

KU5. the appropriate health and safety precautions to be taken while harvesting timber

KU6. the methods of storing of timber and the applicable costs

KU7. the storage conditions required for storing timber

KU8. how to set the price of agricultural commodities, taking into consideration the applicable costs

KU9. different types of buyers of timber

KU10. how to perform cost-benefit analysis

KU11. the process of marketing timber according to the season

KU12. the use of different e-payment methods

KU13. the importance and process of maintaining electronic records

Generic Skills (GS)

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

GS1. maintain work-related notes and records

GS2. read the relevant literature to get the latest updates about the field work

GS3. communicate politely and professionally

GS4. listen attentively to understand the information being shared

GS5. plan and schedule tasks for effcient time management

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Harvest the timber	**11**	**14**	**-**	**11**
PC1. check the timber trees to determine their maturity for harvesting	-	-	-	-
PC2. select and mark the mature timber trees for harvesting	-	-	-	-
PC3. prepare the necessary documents and coordinate the relevant authority, e.g. regional forestry office to obtain the necessary approvals for harvesting timber trees	-	-	-	-
PC4. arrange and prepare the appropriate tools and equipment for harvesting timber trees	-	-	-	-
PC5. set up necessary safety signs around the worksite and ensure the presence of a team member on the ground while carrying out timber harvesting	-	-	-	-
PC6. harvest the timber trees following the appropriate harvesting method, e.g. tree-length logging, full-tree logging, cut-to-length logging, with the help of trained personnel	-	-	-	-
PC7. follow the appropriate safety measures while harvesting timber, i.e. the use of relevant PPE and positioning of the support personnel at a safe distance	-	-	-	-
PC8. follow the appropriate safety mechanisms on the mechanical harvesting equipment, such as chainsaw and hedge trimmer	-	-	-	-
Store the harvested timber	**8**	**12**	**-**	**8**
PC9. use the appropriate equipment, e.g. forklift to lift, carry and load the harvested timber to the transport vehicle	-	-	-	-
PC10. select an appropriate storage, ensuring adequate space with dry and pest-free conditions for storing the harvested timber	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. unload and store the timber in the storage following the appropriate safely measures	-	-	-	-
PC12. ensure to remove any debris from the worksite	-	-	-	-
PC13. store the harvesting tools and equipment safely in a storage	-	-	-	-
PC14. conduct regular inspections at the storage to ensure the quality of stored timber	-	-	-	-
Market the timber	**11**	**14**	**-**	**11**
PC15. assess the quality of timber on the applicable parameters	-	-	-	-
PC16. set the appropriate price of timber to ensure profitability, accounting for all the inputs costs	-	-	-	-
PC17. select the appropriate time to market timber considering its periodical demand	-	-	-	-
PC18. identify the potential buyers and markets for timber and its by-products, such as eMandi, local traders, exporters, etc.	-	-	-	-
PC19. negotiate with the buyers to secure a profitable price for timber	-	-	-	-
PC20. arrange an appropriate mode of transport to ensure safe and timely delivery of timber to the buyer	-	-	-	-
PC21. process the payment using the buyer-preferred e-payment method	-	-	-	-
PC22. maintain the manual and/ or electronic record of sales and payments using the physical registers and/ or the relevant computer application	-	-	-	-
NOS Total	**30**	**40**	**-**	**30**

National Occupational Standards (NOS) Parameters

NOS Code	AGR/N6120
NOS Name	Harvest, store and market the timber
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	NA
Next Review Date	29/03/2026
NSQC Clearance Date	29/03/2023

AGR/N9903: Maintain health and safety at the workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Maintain personal hygiene

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

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

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

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

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

Maintain clean and safe workplace

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

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

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

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

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

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

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

PC11. dispose waste safely and correctly in the designated area

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

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

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

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

Administer appropriate emergency procedures

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

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

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

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

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

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

KU6. personal hygiene and fitness requirement

KU7. importance of sanitization of the workplace

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

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

KU10. the importance of good housekeeping at the workplace

KU11. safe waste disposal methods

KU12. methods for minimizing environmental damage during work

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

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

KU15. basic emergency first aid procedure

KU16. local emergency services

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

Generic Skills (GS)

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

GS1. record the data as per the requirement

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

GS3. read instruction manual for hand tool and equipments

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

GS5. comprehend information shared by senior people and experts

GS6. make decisions pertaining to personal hygiene and safety

GS7. schedule daily activities and draw up priorities

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

GS9. assess situation and identify appropriate control measures

Assessment Criteria

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

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

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

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:

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.

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

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
Constitutional values – Citizenship	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	-	-	-	-
Becoming a Professional in the 21st Century	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	-	-	-	-
Basic English Skills	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	-	-	-	-
Career Development & Goal Setting	1	2	-	-

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	-	-	-	-
Communication Skills	**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	-	-	-	-
Diversity & Inclusion	**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	-	-	-	-
Financial and Legal Literacy	**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	-	-	-	-
Essential Digital Skills	**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	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Entrepreneurship	**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	-	-	-	-
Customer Service	**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	-	-	-	-
Getting ready for apprenticeship & Jobs	**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**	**-**	**-**

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

(**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/N6121.Prepare for timber cultivation and raise saplings	30	40	0	30	100	20
AGR/N6119.Coordinate with the relevant authorities and SMEs for timber cultivation	30	40	0	30	100	20
AGR/N6117.Carry out planting/sowing of timber plants and seeds	30	40	0	30	100	15
AGR/N6118.Maintain the timber trees and plantation	30	40	0	30	100	20
AGR/N6120.Harvest, store and market the timber	30	40	0	30	100	15
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
Total	**210**	**255**	**-**	**185**	**650**	**100**

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

Glossary

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

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