

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AGRICULTURE AND ALLIED INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Watershed Assistant

SECTOR: AGRICULTURE AND ALLIED

SUB-SECTOR: Forestry, Environment and Renewable Energy Management

OCCUPATION: Watershed Management

REFERENCE ID: AGR/Q6607

ALIGNED TO: NCO-2015/NIL

A Watershed Assistant is responsible for providing secretarial support to the watershed committee and other village institutions.

Brief Job Description: A Watershed Assistant is responsible for maintaining the accounting and administrative records of the watershed committee and other village institutions in the watershed. Maintenance of other records and clerical support to the watershed committee on day to day basis are also taken care by him/her.

Personal Attributes: A Watershed Assistant must have the ability to learn, must possess good writing skills, language skills and good handwriting.

Qualifications Pack Code	AGR/Q6607		
Job Role	Watershed Assistant		
Credits (NSQF)	TBD	Version number	1.0
Sector	Agriculture and Allied	Drafted on	21/01/16
Sub-sector	Forestry, Environment and Renewable Energy Management	Last reviewed on	25/11/16
Occupation	Watershed Management	Next review date	25/02/19
NSQC clearance date	N/A		

Job Role	Watershed Assistant
Role Description	A Watershed Assistant is responsible for maintaining the accounting and administrative records of the watershed committee and other village institutions in the watershed. Maintenance of other records and clerical support to the watershed committee on day to day basis are also taken care by him/her.
NSQF level	3
Minimum Educational Qualifications	Class 12, preferably
Maximum Educational Qualifications	Not applicable
Training (Suggested but not mandatory)	<ol style="list-style-type: none"> Basics of Accounting and Administration Participatory Watershed Management Approaches
Minimum Job Entry Age	18 Years
Experience	Not applicable
Applicable National Occupational Standards (NOS)	Compulsory 1. AGR/N6623: Maintain book of accounts 2. AGR/N6624: Ensure proper office and administrative set up Optional: N.A.
Performance Criteria	As described in the relevant OS units

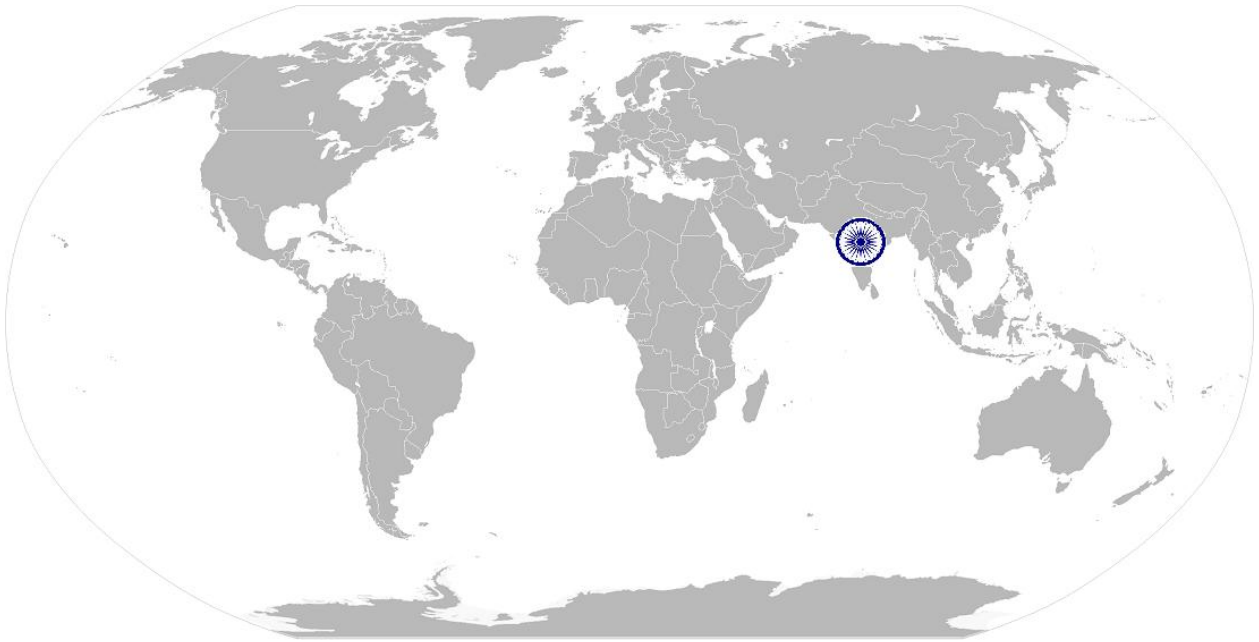
Definitions

Keywords/Terms	Description
Watershed	Watershed is an area where a river catches its water is called its catchment or watershed. It can be visualized as a landscape shaped in the form of a basin or bowl.
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification 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.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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 or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.

Acronyms

Keywords /Terms	Description
NOS	National Occupational Standard
NSQF	National Skill Qualification Framework
OS	Occupational Standard
PC	Performance Criteria
PIA	Project Implementing Agency
PF	Provident Fund
PT	Professional Tax
QMS	Quality Management System
QP	Qualification Pack
SHG	Self Help Group
SSC	Sector Skill Council
WC	Watershed Committee

National Occupational Standard



Overview

This OS unit is about maintaining accounting books along with bills, vouchers, receipts, banking instruments and other documents.

AGR/N6623
Maintain book of accounts

National Occupational Standard	Unit Code	AGR/N6623
	Unit Title (Task)	Maintain book of accounts
	Description	This OS unit is about maintaining accounting books along with bills, vouchers, receipts, banking instruments and other documents
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Maintain accounting documents • Maintain the book of accounts
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Maintain accounting documents	To be competent, the individual must be able to: <ul style="list-style-type: none"> PC1. verify the accuracy of bills, invoices and receipts PC2. keep in safe custody the accounting documents/ records PC3. write bank cheque/ prepare other bank instruments and present the same to authorized signatories PC4. update the bank statement/ passbook of the committee
	Maintain the book of accounts	To be competent, the individual must be able to: <ul style="list-style-type: none"> PC5. handle petty cash on day-to-day basis; match and verify cash expenses PC6. update and maintain the accounting journals, cash book, ledgers and other records detailing financial transactions (e.g., disbursements, expense vouchers, receipts, accounts payable) PC7. enter accounting data into computerized system, if available PC8. compile data and prepare a variety of reports. PC9. reconcile records with PIA accountant PC10. recommend actions to resolve discrepancies PC11. present financial progress and status to the WC in its meetings PC12. prepare the financial reports for the funding agency as prescribed
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. organisation procedures followed for preparation of financial reports and accounting journals KA2. job responsibilities/duties and standard operating procedures KA3. internal processes such book keeping and accounting systems
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. accounting and general mathematical concepts KB2. communication and reporting concepts KB3. time management concepts 	
Skills (S)		
A. Core Skills/	Writing Skills	

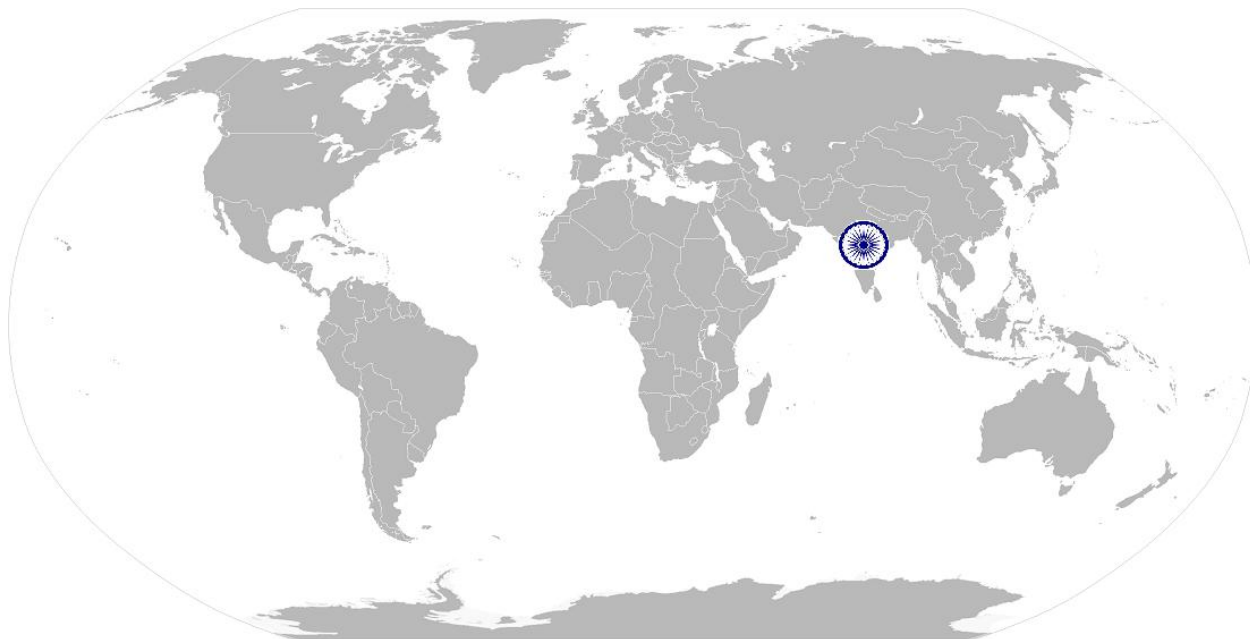
AGR/N6623
Maintain book of accounts

Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. write the financial reports SA2. write the account books SA3. write bills, receipts, cheque, etc.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. read the accounting manual SA5. read the vouchers, bills, receipts, etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. discuss task lists, schedules and activities with the committee SA7. attentively listen and comprehend the information given by the speaker
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. analyse issues that might arise in day to day tasks through experience and observation SB2. identify solutions to resolve the issues
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. plan, prioritize and organize the tasks assigned by the committee
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. plan, prioritize and organize the tasks assigned by the committee
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. identify conflicts and work out solutions
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. analyse the data, derive the observations and present the same to committee
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB6. use common sense and make judgments on day to day basis	

AGR/N6623
Maintain book of accounts

NOS Version Control

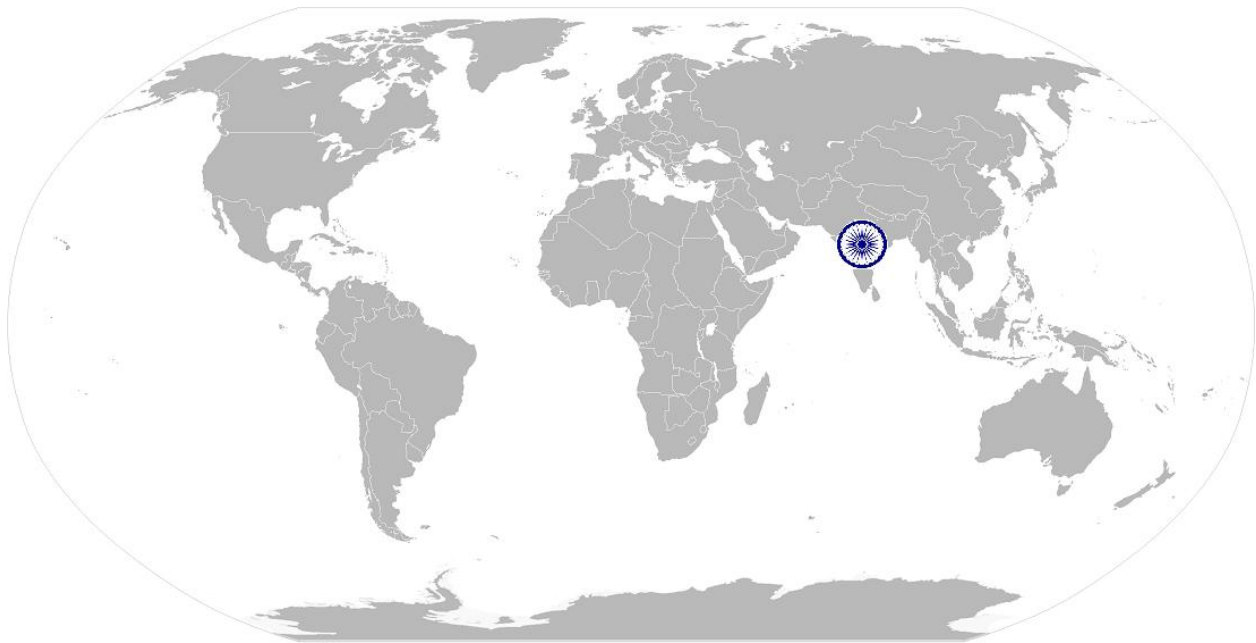
NOS Code	AGR/N6623		
Credits (NSQF)	TBD	Version number	1.0
Industry	Agriculture and Allied	Drafted on	21/01/16
Industry Sub-sector	Forestry, Environment and Renewable Energy Management	Last reviewed on	25/11/16
Occupation	Watershed Management	Next review date	25/02/19

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AGR/N6624

Ensure proper office and administrative set up

National Occupational Standard



Overview

This OS unit is about providing office and administrative support to ensure efficient operation of the committee office.

AGR/N6624
Ensure proper office and administrative set up

National Occupational Standard

Unit Code	AGR/N6624
Unit Title (Task)	Ensure proper office and administrative set up
Description	This OS unit is about providing office and administrative support to ensure efficient operation of the committee office.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Ensure office set up and management • Ensure administrative records and legal compliances are maintained
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Ensure office set up and management	To be competent, the individual must be able to: <ul style="list-style-type: none"> PC1. maintain set-up and decorum of the office PC2. comply with the instructions of WC, SHGS and PIA from time to time PC3. organise the meetings of the committee and other village institutions PC4. produce and distribute correspondence memos and letters PC5. order office supplies like stationary
Ensure administrative records and legal compliances are maintained	To be competent, the individual must be able to: <ul style="list-style-type: none"> PC6. develop and maintain filing system PC7. maintain the administrative records like attendance book, leaves etc. for the staff of WC and other village institutions PC8. maintain and update the proceeding books of WC and other village institutions PC9. prepare the records and reports of WC for legal compliance of PF, PT, charity commissioner and PIA/ funding agency PC10. file such reports to concerned authority with the help of PIA manager
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. organisation standards related to administrative procedures KA2. standard operating procedures of the organisation for dealing with any legal requirements
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. basic mathematical concepts KB2. basic knowledge of computer and software KB3. administrative records keeping KB4. legal compliances- forms and procedures
Skills (S)	
A. Core Skills/	Writing Skills

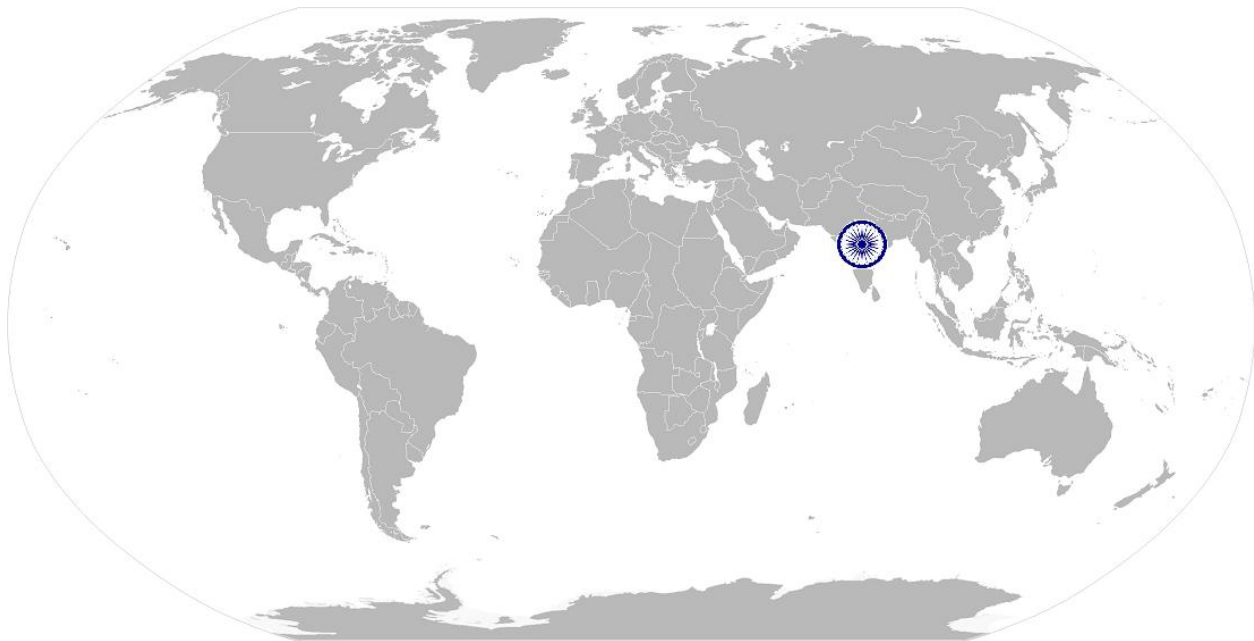
AGR/N6624
Ensure proper office and administrative set up

Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. write the financial reports SA2. write the account books SA3. write bills, receipts, cheque, etc.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA4. read the accounting manual SA5. read the vouchers, bills, receipts, etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. discuss task lists, schedules and activities with the committee SA7. attentively listen and comprehend the information given by the speaker
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. analyse issues that might arise in day to day tasks through experience and observation SB2. identify solutions to resolve the issues
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. plan, prioritize and organize the tasks assigned by the committee
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. plan, prioritize and organize the tasks assigned by the committee
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. identify conflicts and work out solutions
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. analyse the data, derive the observations and present the same to committee
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB7. use common sense and make judgments on day to day basis	

AGR/N6624
Ensure proper office and administrative set up

NOS Version Control

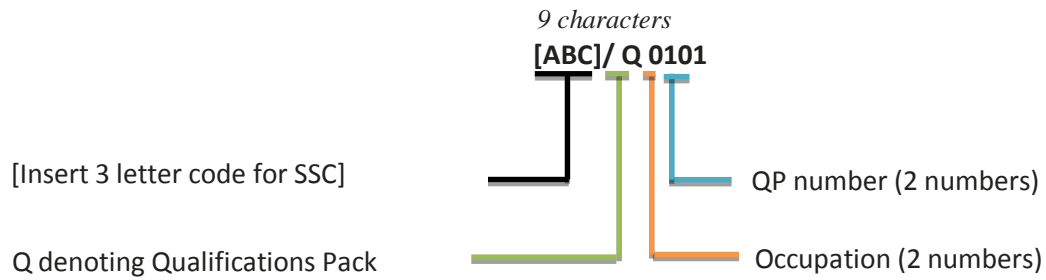
NOS Code	AGR/N6624		
Credits (NSQF)	TBD	Version number	1.0
Industry	Agriculture and Allied	Drafted on	21/01/16
Industry Sub-sector	Forestry, Environment and Renewable Energy Management	Last reviewed on	25/11/16
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Annexure

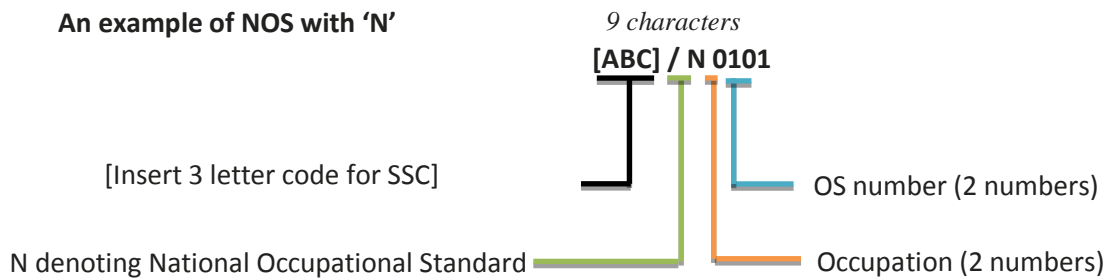
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Agriculture Crop Production	01 – 40
Dairying	41 – 42
Poultry	43 – 44
Animal Husbandry	45 – 48
Fisheries	49 – 51
Agriculture Allied Activities	52 – 60
Forestry, Environment and Renewable Energy Management	61 - 70
Agriculture Industries	71 – 90
Generic Occupations	96 - 99

Sequence	Description	Example
Three letters	Industry name	AGR
Slash	/	/
Next letter	Whether QP or NOS	Q or N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Note:

- The range of occupation numbers have been decided based on the number of existing and future occupations in a segment
- Occupation numbers from 91 – 95 have been intentionally left blank to accommodate any emerging segment in future

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Watershed Assistant

Qualification Pack AGR/Q6607

Sector Skill Council Agriculture Skill Council of India

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (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 this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total	Out of	Theory	Skills Practical
1. AGR/N6623: Maintain book of accounts	PC1. verify the accuracy of bills, invoices and receipts		7	2	5
	PC2. keep in safe custody the accounting documents/ records		7	2	5
	PC3. write bank cheque/ prepare other bank instruments and present the same to authorized signatories		7	2	5
	PC4. update the bank statement/ passbook of the committee		7	2	5
	PC5. handle petty cash on day-to-day basis; match and verify cash expenses		8	1	7
	PC6. update and maintain the accounting journals, cash book, ledgers and other records detailing financial transactions (e.g., disbursements,		9	3	6

	expense vouchers, receipts, accounts payable)				
	PC7. enter accounting data into computerized system, if available		8	2	6
	PC8. compile data and prepare a variety of reports.		9	4	5
	PC9. reconcile records with PIA accountant		7	2	5
	PC10. recommend actions to resolve discrepancies		9	2	7
	PC11. present financial progress and status to the WC in its meetings		11	4	7
	PC12. prepare the financial reports for the funding agency as prescribed		11	4	7
			100	30	70
2. AGR/N6624: Ensure proper office and administrative set up	PC1. maintain set-up and decorum of the office		9	2	7
	PC2. comply with the instructions of WC, SHGS and PIA from time to time		9	2	7
	PC3. organise the meetings of the committee and other village institutions		9	2	7
	PC4. produce and distribute correspondence memos and letters		10	3	7
	PC5. order office supplies like stationary		9	2	7
	PC6. develop and maintain filing system		13	4	9
	PC7. maintain the administrative records like attendance book, leaves etc. for		10	3	7

	the staff of WC and other village institutions				
	PC8. maintain and update the proceeding books of WC and other village institutions		10	4	6
	PC9. prepare the records and reports of WC for legal compliance of PF, PT, charity commissioner and PIA/ funding agency		11	4	7
	PC10. file such reports to concerned authority with the help of PIA manager		10	4	6
			100	30	70