



QUALIFICATION FILE

Assistant Gardener

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☒ Apprenticeship

☒ Upskilling ☐ Dual/Flexi Qualification ☒ For ToT ☒ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 3

Submitted By:

Agriculture Skill Council of India

Unit No. 101, First Floor, Greenwoods Plaza, Block 'B', Greenwoods City, Sector 45, Gurugram -122009, Haryana.

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Section 1: Basic Details

1.	Qualification Name	Assistant Gardener																
2.	Sector/s	Agriculture																
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐ OEM	NQR Code & version of existing qualification: QG-03-AG-00316-2023-V1.1-ASCI & Version 1.1	Qualification Name of existing/previous version: Assistant Gardener															
4.	a. OEM Name b. Qualification Name (Wherever applicable)																	
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-03-AG-03563-2025-V2-ASCI & Version 2.0	6. NCrf/NSQF Level: 3															
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate																
8.	Brief Description of the Qualification	An Assistant Gardener helps in setting up and maintaining garden and garden features under the gardener's supervision. The person also carries out harvesting and basic marketing activities along with preparing the garden for outdoor events and activities.																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10th or equivalent</td> <td></td> </tr> <tr> <td>2</td> <td>8th Class Pass</td> <td>3 years of relevant experience in Agriculture and allied sectors</td> </tr> <tr> <td>3</td> <td>Previous NSQF Level Qualification 2.5</td> <td>1.5 years of relevant experience in Agriculture and allied sectors</td> </tr> <tr> <td>4</td> <td>Previous NSQF Level Qualification 2</td> <td>3 years of relevant experience in Agriculture and allied sectors</td> </tr> </tbody> </table> b. Age: NA		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	10 th or equivalent		2	8 th Class Pass	3 years of relevant experience in Agriculture and allied sectors	3	Previous NSQF Level Qualification 2.5	1.5 years of relevant experience in Agriculture and allied sectors	4	Previous NSQF Level Qualification 2	3 years of relevant experience in Agriculture and allied sectors
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																
1	10 th or equivalent																	
2	8 th Class Pass	3 years of relevant experience in Agriculture and allied sectors																
3	Previous NSQF Level Qualification 2.5	1.5 years of relevant experience in Agriculture and allied sectors																
4	Previous NSQF Level Qualification 2	3 years of relevant experience in Agriculture and allied sectors																
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrf))	10	11. Common Cost Norm Category (I/II/III) (wherever applicable): II															

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Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details, refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1	Assist in setting up and maintaining the garden, garden tools and equipment	AGR/N0839 (v3.0)	Core	3	2	25	35			60	30	40		30	100	30
2	Set up and maintain the garden features	AGR/N0813 (v3.0)	Core	3	3	20	70			90	30	40		30	100	25
3	Carry out harvesting, marketing and event organization activities	AGR/N0844 (v2.0)	Core	3	2	30	30			60	30	40		30	100	25
4	Maintain health and safety at the workplace	AGR/N9903 (v4.0)	Non-Core	4	1	15	15			30	40	25		35	100	15
5	Employability Skills (30 Hours) v1.0	DGT/VSQ/N0101 (v1.0)	Non-Core	3	1	30				30	20	30			50	5
6	OJT				1			30		30						
Duration (in Hours) / Total Marks					10	120	150	30		300	150	175		125	450	100

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: ____% (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	10th class with 7 years of relevant industry experience in gardening/landscaping* * Gardener with 7 Years' experience with Government/civic authority/registered nursery/corporates OR 12th class with 4 years of relevant industry experience in gardening/landscaping** ** Ex-Service-Man including Ex- Paramilitary personnel: Minimum Qualification is 10+2 with an Honorable Discharge/Pension. SSC would consider a relaxation/waiver of sector-specific experience on case to case basis OR Diploma (Landscaping/Agriculture/ horticulture) with 3 years of relevant industry experience in gardening/landscaping OR Graduate with 2 years of relevant industry experience in gardening/landscaping*** *** For the school Program minimum qualification of the Trainer should be Graduate. Their Teaching experience will be considered industry experience OR Graduate (Agriculture / Horticulture /Forestry) with 0.5 years of relevant industry experience in gardening/landscaping
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	5 years of training experience in gardening/ landscaping after Graduation with 2 years of relevant industry experience in gardening/landscaping OR 5 years of training experience in gardening/ landscaping after Graduation (Agriculture / Horticulture / Forestry) with 0.5 years of relevant industry experience in gardening/landscaping
3.	Tools and Equipment Required for Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Graduation (Agriculture/Botany/ Forestry/Horticulture/Floriculture and related streams) with 5 years of relevant industry experience in Agriculture/Forestry/Horticulture and related streams and fields OR Post-Graduation (Agriculture/Botany/ Forestry/Horticulture/Floriculture and related streams) with 2 years of relevant industry experience in Agriculture/Forestry/Horticulture and related streams and fields OR PhD (Agriculture/Botany/ Forestry/Horticulture/Floriculture and related streams) with 1 year of relevant industry experience in Agriculture/Forestry/Horticulture and related streams and fields
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Diploma/Graduate (It is mandatory for a proctor to have technical knowledge/IT knowledge Once a proctor has been on-boarded by any AA, they are oriented about skill ecosystem along with do's and don'ts.)
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	Post-Graduation (Agriculture/Botany/ Forestry/Horticulture/Floriculture and related streams) with 10 years of relevant industry experience in Agriculture/Forestry/Horticulture and related streams and fields
4.	Assessment Mode <i>(Specify the assessment mode)</i>	
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 11
5.	Estimated nos. of persons to be trained and employed: 3000

6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Ministry of Agriculture and Farmers Welfare, Department of Agriculture and Farmers Welfare
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Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	<i>Annexure-1</i>
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	<i>Annexure-2</i>
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<i>Annexure-5</i>
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	<i>Annexure-6</i>
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	NA
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	<i>Annexure-7</i>
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Assistant Gardener(L3), Master Gardener (L4)
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	<i>Annexure-8</i>
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	<i>Annexure-9</i>
12.	Any other document you wish to submit:	NA

Annexure 1: Evidence of Level

NCrf/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrf/NSQF level descriptor	NCrf/NSQF Level
Process	Set up the garden features	An Assistant Gardener helps in setting up and maintaining garden and garden features under the gardener’s supervision. The person	3

	- Assist in propagating plants - Assist in setting up and maintaining the garden - Harvest the flowers, fruits and vegetables	also carries out harvesting and basic marketing activities along with preparing the garden for outdoor events and activities.	
Professional Knowledge	- Carry out marketing activities - Administer appropriate emergency procedures - Maintain clean and safe workplace - Practice inclusion at work	The user/individual on the job needs to involve performing limited range of activities which are predictable, and routine, such as assisting in plant propagation and garden management, using plants and other garden components for gardening, and assisting in maintenance and care of garden.	3
Professional Skill	- Optimise resource utilisation - Assist in event organisation - Conduct garden visits - Practice inclusion at the workplace	This job role requires the job holder to perform limited range of activities which are predictable, and routine. For e.g., undertake timely weeding, carry out execution of designed layout as per the instructions given and carry out maintenance of garden on a regular basis, assist in the use of structures like net house, polyhouse for protection of plants	3
Core Skill	- Operate the combine harvester machine - Carry out maintenance of various machine parts	The job holder should be able to operate combine harvester machine at the ground speed suitable to the crop and field conditions, harvest crop in a pattern to achieve machine efficiency, examine harvested grain on a regular basis while harvesting, maintain the record of combine harvester operations, perform troubleshooting for basic problems, inspect the engine, cutting/ crop lifter/ feeder house components for malfunction, replace the engine oil, hydraulic oil, coolant, oil filter, fuel filter, air cleaner as per the maintenance schedule, maintain the record of repair and maintenance activities, schedule of next maintenance as per scheduled.	3
Responsibility	- Maintain the irrigation/fertigation system - Maintain the garden tools and equipment - Maintain the garden features	The job holder is expected to have both oral and written communication skills with minimal required clarity, have basic arithmetic and algebraic skills. For instance, s/he should be able to write the information communicated by the supervisor, read about the latest tools and techniques being practiced, ask questions to supervisor and team members to clarify queries, attentively listen and comprehend the available information, write information communicated by the supervisor, read information documents	3

Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	Kassi / Spade	Nos	1
2.	Khurpi	Nos	5
3.	Weeder	Nos	2
4.	Side shear	Nos	2
5.	Gardner Rake	Nos	2
6.	Watering Can	Nos	2
7.	Hand hose	Nos	1
8.	Plant Pruner	Nos	1
9.	Wheel Barrow	Nos	1
10.	Hand Sprayer	Nos	2
11.	Budding & Grafting Set	Set	1
12.	Earthen Pots	Nos	5
13.	Hedge Cutter	Nos	2
14.	Seed Packets- Any crops	Nos	4
15.	Gunny bags	Nos	5
16.	Tags-labels	Nos	5
17.	Shed net	Nos	1
18.	face Masks	Nos	30
19.	Gum/ Safety boots	Pair	4
20.	Secateur	Nos	2
21.	Hand Gloves	Nos	30
22.	Plastic Pots	Nos	5
23.	Video recording Equipment	Nos	1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Markers

Annexure 3: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Rai Farms & Nursery	Ram Rai	Proprietor	Damtal, Kangr, Himachal Pradesh	9888135135		
2	Eco Fast Agri Solution,	Shivender Pratap Rathore	Founder & CEO	Sheohar, Bihar-843329	98877 20651	ecofastagrisolutions@gmail.com	
3	Agri Joy Private Limited.	Dehradun, UK	Founder & CEO	Dehradun, UK	79064282293	priyanshu@agrijoy.in	
4	Jagtap Horticulture Pvt. Ltd.; Behind Season's Mall Magarpatta City Pune-411013.	Shrinkhala Mahobia	HR Manager	Pune	9011032314	hr@jagtaphorticulture.com	
5	Pathik Agrihorti Solutions pvt. Ltd	Dr Nirmal Kant Sharma	Director	Karnal, Haryana	7018436769	pagrihortisolutions@gmail.com	
6	Synergy Tecnofin Private Limited	Abhinav Sharma	HR Manager	Delhi		abhinav@synergytech.in	
7	Center of Agriculture Advancement and Futuristic Environment (CAAFE)	Sumit Srivastava	General Manager				
8	Centre for Microfinance	Amit Kumar	Head Livelihood Development initiatives			amit.kumar@cmfraj.org	
9	Post-Graduation Department of Agriculture, Khalsa College Amritsar	Dr Randeep Kaur and Dr Lavleen Kaur	Associate Professor and Assistant Professor	Amritsar	9915305271	avleenkaur@khalsacollege.edu.in	
10	Alpha Advantech LLP	Nitin Lalit	Founder and Managing Partner	6 E, Bank Colony , Karnal, Haryana, 132001	7015437037	nitinlalit@outlook.com	
11	Krishi Vigyan Kendra, Venkataramannagudem	Dr. VENKATA SATISH KUCHI	Scientist (Horticulture)	West Godavari District, Andhra Pradesh	9177950927	newmoon_9@yahoo.com	

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025-26	1000					
2026-27	1000					
2027-28	1000					

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
3.0	2022-23	3606	14	14	3581	555	5	5	549	0	0	0	0
3.0	2023-25	25	19	19	0	0	0	0	0	0	0	0	0

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

- 1 PMKVY
- 2 Rastriya Krishi Vikas Yojana (RKVY)
- 3 UPSDM `

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available: Hindi and English

Annexure 5: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
AGR/N0839: Assist in setting up the garden and plant propagation	<i>Assist in setting up the garden</i>	4	6		4
	PC1. set up various garden features such as the fountain, pond, walkways as per the gardener's instructions and garden layout	-	-	-	-
	PC2. place various accessories such as rocks, logs, and garden decorations as per given instructions	-	-	-	-
	PC3. erect creative fences/ boundaries as specified by the gardener	-	-	-	-
	PC4. assist in setting up and using the structures such as the net house, polyhouse, mist chamber to protect plants	-	-	-	-
	PC5. prepare the nursery bed, flower bed and ornamental planting bed as per the gardener's instructions	-	-	-	-
	PC6. assist in planting seedlings, bulbs, flowers, ornamental and edible plants, shrubs, trees as per the prepared layout and in a timely manner	-	-	-	-
	PC7. water varieties of garden plants, creepers, shrubs and trees as per their watering schedule	-	-	-	-
	PC8. apply the necessary manure and fertilizers in the garden to meet the micro and macronutrient requirements of the garden plants, trees, creepers and shrubs, etc.	-	-	-	-
	PC9. install different types of support to train a variety of garden plants, creepers, shrubs and trees	-	-	-	-
	PC10. pot ornamental plants such as bonsai trees and place them according to the layout	-	-	-	-
	PC 11. operate various garden machinery such as push mowers, riding mowers, string trimmers, blowers, pruning tools, small tractors for relevant operations	-	-	-	-
	<i>Assist in propagating plants</i>	2	4		4
	PC12. co-ordinate with the gardener to ensure the availability of the required materials, tools and equipment for propagating plants	-	-	-	-
	PC13. co-ordinate with the gardener to propagate plants through a variety of propagation methods such as seeding, budding, cutting, layering, root division, etc.	-	-	-	-
	PC14. maintain the plants as per gardener's instructions until they are ready	-	-	-	-

	for transplanting, protecting them from excessive heat, cold, strong winds, animals, etc.				
	NOS Total	30	40		30
AGR/N0813: Set up and maintain the garden features	<i>Carry out plant care and grounds maintenance activities</i>	15	15		10
	PC1. carry out trimming, pruning, weeding, hoeing and staking, ensuring no damage to the garden plants, creepers, shrubs and trees	-	-	-	-
	PC2. Irrigate the plants as per the requirement	-	-	-	-
	PC3. maintain the annuals and perennials as per the gardener's instructions	-	-	-	-
	PC4. prepare the garden for seasonal changes, such as winterizing plants or planting spring bulbs	-	-	-	-
	PC5. Carry out mowing, edging, and reseeding lawns as needed	-	-	-	-
	PC6. carry out thatching and place correct signposts and labels at appropriate places	-	-	-	-
	PC7. maintain the drainage system for effective drainage of excess water from the garden	-	-	-	-
	PC8. apply the necessary manure and fertilizers in the garden to meet the micro and macronutrient requirements of the garden plants, trees, creepers and shrubs, etc.				
	PC9. use the appropriate machinery such as walk-behind spreader, liquid sprayers, and mix applicators for applying fertilizers	-	-	-	-
	PC10. follow the appropriate soil-fertility improvement practices as per the gardener's instructions	-	-	-	-
	PC11. apply a variety of herbicides, weedicides, pesticides and insecticides as per the manufacturer's instructions	-	-	-	-
	PC12. maintain the record of fertilizers, herbicides, weedicides, pesticides and insecticides used in the garden	-	-	-	-
	PC13. apply mulch on the garden soil to prevent weed growth	-	-	-	-
	PC14. carry out intercropping to promote the growth of useful plants in the garden and suppress weed growth	-	-	-	-
	PC15. carry out maintenance of the greenhouse as directed by the gardener	-	-	-	-
	PC16. conduct regular surveys in the garden and suggest improvements to the gardener	-	-	-	-
	PC17. maintain daily records regarding the stock availability of various inputs such as fertilizers, polythene bags, strings, etc.	-	-	-	-

PC18. carry out daily tasks in the garden such as cleaning, raking, emptying litter bins, etc.	-	-	-	-
<i>Maintain the irrigation/fertigation system</i>	3	10		5
PC19. check the irrigation/ fertigation system installed in the garden regularly for the correct functioning and identify the repair and maintenance needs	-	-	-	-
PC20. carry out regular repair and maintenance of the irrigation/ fertigation system through co-ordination with the gardener	-	-	-	-
PC21. report any issues requiring an expert's attention to the gardener	-	-	-	-
<i>Maintain the garden tools and equipment</i>	3	5		5
PC22. change oil and replace filters on fuel-powered machineries such as mowers and trimmers	-	-	-	-
PC23. replace the mower blades and change the sprinkler heads as per the requirement	-	-	-	-
PC24. carry out regular repair and maintenance the of garden tools and equipment as per the maintenance schedule	-	-	-	-
PC25. co-ordinate with an expert for the complex repair and maintenance needs of tools and equipment	-	-	-	-
PC26. store the garden tools and implements in the designated storage to prevent any accidents	-	-	-	-
<i>Maintain the garden features</i>	5	8		6
PC27. maintain the cleanliness and aesthetics of the garden features	-	-	-	-
PC28. check the garden features regularly to identify wear and tear or damage in them	-	-	-	-
PC29. Assist in the repair or installation of garden furniture, fences, benches, or signage.	-	-	-	-
PC30. carry out repair and maintenance activities as per the gardener's instructions	-	-	-	-
PC31. co-ordinate with an expert for complex repair and maintenance requirements	-	-	-	-
PC32. ensure there are no obstructions in the walkways	-	-	-	-
PC33. replace the water in garden pond/ fountains at appropriate intervals	-	-	-	-
PC34. maintain the record of repair and maintenance activities	-	-	-	-
<i>Optimise resource utilisation</i>	2	1		2

	PC35. optimise the usage of water, electricity and relevant materials in various tasks and processes	-	-	-	-
	PC36. connect the electrical equipment safely and turn them off when not in use	-	-	-	-
	PC37. plug water leakages to prevent its wastage	-	-	-	-
	<i>Carry out waste management</i>	2	1		2
	PC38. collect and remove trash from the garden	-	-	-	-
	PC39. segregate waste into appropriate categories such as recyclable and non-recyclable	-	-	-	-
	PC40. prepare compost and mulch using the biological waste generated in the garden and store them appropriately	-	-	-	-
	PC41. dispose the non-recyclable waste in an environment-friendly manner	-	-	-	-
	PC42. Support the garden's sustainability goals by minimizing water usage, reducing chemical use, and maintaining biodiversity	-	-	-	-
	NOS Total	30	40		30
AGR/N0844: Carry out harvesting, marketing and event organisation activities	<i>Harvest the flowers, fruits and vegetables</i>	12	8		10
	PC1.check the flowers, fruits and vegetables grown in the garden to ensure their maturity for being harvested	-	-	-	-
	PC2.arrange and prepare the relevant tools equipment for harvesting	-	-	-	-
	PC3.harvest flowers, fruits and vegetables, ensuring no damage to them	-	-	-	-
	PC4.store the flowers, fruits and vegetables under the recommended temperature, humidity and hygienic conditions	-	-	-	-
	<i>Prepare the flowers, fruits and vegetables for marketing</i>	6	10		8
	PC5.carry out sorting and grading of the harvested flowers, fruits and vegetables	-	-	-	-
	PC6.clean the fruits and vegetables appropriately	-	-	-	-
	PC7.prepare and apply hydration solution on flowers to preserve their freshness	-	-	-	-
	PC8.create flowers bouquets and floral arrangements such as wreaths and garlands to be sold	-	-	-	-
	PC9.set up flowers displays using a variety of flowers	-	-	-	-
	PC10.carry out labelling of the flowers bouquets and floral arrangements with the relevant information	-	-	-	-
	<i>Carry out marketing activities</i>	4	6		4
	PC11.guide the customers in making an appropriate choice of flowers to	-	-	-	-

	purchase				
	PC12.Carry out the sale of flowers, fruits and vegetables	-	-	-	-
	PC13.process the payments using the appropriate e-payment methods	-	-	-	-
	PC14.maintain the record of sales and payments	-	-	-	-
	Conduct garden visits	6	8		4
	PC15.guide visitors on garden visits and inform them about plant and flower varieties	-	-	-	-
	PC16.ensure the safety of visitors and protection of garden property during visits	-	-	-	-
	Assist in event organisation	2	8		4
	PC17. Assist in setting up or maintaining park areas for public events, festivals, or educational programs	-	-	-	-
	PC18.co-ordinate with the gardener and other relevant personnel to ensure appropriate arrangements are made as per the client's requirements	-	-	-	-
	NOS Total	30	40		30
AGR/N9903: Maintain health and safety at the workplace	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 sanitisation 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	-	-	-	-
	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 in case 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. report 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
DGT/VSQ/N0101: Employability Skills (30 Hours)	<i>Introduction to Employability Skills</i>	1	1	-	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
	<i>Constitutional values – Citizenship</i>	1	1	-	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
	PC3. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	<i>Basic English Skills</i>	2	3	-	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-	-

	<i>Communication Skills</i>	1	1	-	-
	PC5.follow good manners while communicating with others	-	-	-	-
	PC6.work with others in a team	-	-	-	-
	<i>Diversity & Inclusion</i>	1	1	-	-
	PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC8. report any issues related to sexual harassment	-	-	-	-
	<i>Financial and Legal Literacy</i>	3	4	-	-
	PC9. use various financial products and services safely and securely	-	-	-	-
	PC10. calculate income, expenses, savings etc.	-	-	-	-
	PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
	<i>Essential Digital Skills</i>	4	6	-	-
	PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC13. use internet and social media platforms securely and safely	-	-	-	-
	<i>Constitutional values – Citizenship</i>	1	1	-	-
	PC14. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
	PC15. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	<i>Basic English Skills</i>	2	3	-	-
	PC16. speak with others using some basic English phrases or sentences	-	-	-	-
	<i>Communication Skills</i>	1	1	-	-
	PC17. follow good manners while communicating with others	-	-	-	-
	PC18. work with others in a team	-	-	-	-

	<i>Diversity & Inclusion</i>	1	1	-	-
	PC19. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC20. report any issues related to sexual harassment	-	-	-	-
	<i>Financial and Legal Literacy</i>	3	4	-	-
	PC21. use various financial products and services safely and securely	-	-	-	-
	PC22. calculate income, expenses, savings etc.	-	-	-	-
	PC23. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
	<i>Essential Digital Skills</i>	4	6	-	-
	PC24. operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC25. use internet and social media platforms securely and safely	-	-	-	-
	<i>Entrepreneurship</i>	3	5	-	-
	PC26. identify and assess opportunities for potential business	-	-	-	-
	PC27. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
	<i>Customer Service</i>	2	2	-	-
	PC28. identify different types of customers	-	-	-	-
	PC29. identify customer needs and address them appropriately	-	-	-	-
	PC30. follow appropriate hygiene and grooming standards	-	-	-	-
	<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
	PC31. create a basic biodata	-	-	-	-
	PC32. search for suitable jobs and apply	-	-	-	-
	PC33. identify and register apprenticeship opportunities as per requirement.	-	-	-	-
	NOS Total	20	30	-	-

Annexure 6: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

1. Assessment System Overview

In Agriculture Sector it is of ultimate importance that individuals dealing with crop production or livestock have the requisite knowledge and competencies to undertake the task. Based on the Assessment Criteria, SSC in association with empanelled AAs, define the test structure for the given job roles to cover the required skills and competencies. Assessment strategy consists of the following:

1. Multiple Choice Questions : To assess basic knowledge (Objective/Subjective)
2. Viva : To assess awareness on processes (Oral and/or written questioning)
3. Practical : To evaluate skills and identify competencies.(Observation)

Assessments for knowledge and awareness on processes may be conducted through 'real time' internet based evaluation or by conducting the same 'offline' through TABs. Skills and competencies are to be assessed by conducting 'practical' on ground through qualified and ToA certified assessors.

While it is important that an individual has adequate knowledge and skills to perform a specific task, weight age for different aspects for assessment are given as follows:

Multiple Choice Questions: 20%-30%, depending on the specific QP

Viva: 20%

Practical: 50% - 60% (Involves demonstrations of applications and presentations of procedures/tasks and other components)

Assessment will be carried out by certified assessors through empaneled assessment partners. Based on the results of assessment; ASCI will certify the learners/candidates

2. Testing Environment

Assessments are conducted on laptops, Mobiles and android tablets via both offline and online mode depending on the internet connectivity at assessment location.

In remote locations/villages, assessments get delivered through tablets without the requirement of Internet.

- Multilingual assessments (ASCI is conducting assessments in 13 + languages pan India)
- Rubric driven assessments in Practical/Viva sections and responses recorded accordingly
- All responses, data, records and feedback stored digitally on cloud
- Advanced auto-proctoring features – photographs, time-stamp, geographic-tagging, toggle-screen/copy-paste disabled, etc.
- Android based monitoring system
- End to end process from allocation of a batch to final result upload, there is no manual intervention
- Assessment will normally be fixed for a day after the end date of training / within 7 days of completion of training.
- Assessment will be conducted at the training venue
- Room where assessment is conducted will be set with proper seating arrangements with enough space to curb copying or other unethical activities
- Question bank of theory and practical will be prepared by ASCI /assessment agency and approved ASCI. Only from approved Question Bank assessment agency will prepare the question paper. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject.
- The theory, practical and viva assessments will be carried out on same day. In case of more number of candidates, number of assessors and venue facilitation be increased and facilitated

Assessment			
Assessment Type	Formative or Summative	Strategies	Examples
Theory	Summative	MCQ/Written exam	Knowledge of facts related to the job role and functions. Understanding of principles and concepts related to the job role and functions
Practical	Summative	Structured tasks/Demonstration	Practical application /Demonstration /Application tasks
Viva	Summative	Questioning and Probing	Mock interviews on usability of job roles/advantages /importance of adherence to procedures. Viva will be used to gauge trainee's confidence and correct knowledge in handling job situation

The question paper pre-loaded in the computer /Tablet and it will be in the language as requested by the training partner.

3. Assessment Quality Assurance framework

Assessment Framework and Design:

Based on the Assessment Criteria, SSC in association with AAs will define the test structure for the given roles to cover the required skills and competencies. ASCI offer a bouquet of tools for multi- dimensional evaluation of candidates covering language, cognitive skills, behavioral traits and domain knowledge.

Theoretical Knowledge - Item constructs and types are determined by theoretical understanding of the testing objectives and published research about the item-types and constructs that have shown statistical validity towards measuring the construct. Test item types which have been reported to be coachable are not included. Based on these, items are developed by domain experts. They are provided with comprehensive guidelines of testing objectives of each question and other quality measures.

Type – Questions based on Knowledge Required, Case-based practical scenario questions and automated simulation based questions.

Practical Skills - The practical assessments are developed taking into consideration two aspects: what practical tasks is the candidate expected to perform on the job and what aspects of the job cannot be judged through theoretical assessments. The candidates shall be asked to perform either an entire task or a set of subtasks depending on the nature of the job role

Type – Standardized rubrics for evaluation against set of tasks in a demo/practical task

Viva Voce - Those practical tasks which cannot be performed due to time or resource constraints are evaluated through the viva mode. Practical tasks are backed up with Viva for thorough assessment and complete evaluation

Type – Procedural questions, do's and don'ts, subjective questions to check understanding of practical tasks.

Assessor has to go through orientation program organized by Assessment Agency. The training would give an overview to the assessors on the overall framework of QP evaluation. Assessor shall be given a NOS and PC level overview of each QP as applicable. Overall structure of assessment and objectivity of the marking scheme will be explained to them. The giving of marks will be driven by an objective framework which will maintain standardization of marking scheme.

4. Type of Evidence and Evidence Gathering Protocol:

During the assessment the evidences collected by AAs and ASCI are:

- Geo Tagging to track ongoing assessment
- AA's coordinator emails the list of documents and evidences (photos and videos) to the assessor one day prior to the assessment. List is mentioned below:
 - Signed Attendance sheet
 - Assessor feedback sheet
 - Candidate feedback sheet
 - Assessment checklist for assessor
 - Candidate Aadhar/ID card verification
 - Pictures of classroom, labs to check the availability of adequate equipment's and tool to conduct the training and assessment
 - Pictures and videos of Assessment, training feedback and infrastructure.
- Apart from the Assessor, Technical assistant popularly known as Proctor also ensures the proper documentation and they verify each other's tasks.
- To validate their work on the day of assessment, regular calls and video calls are done.

- On-boarding and training of assessor and proctor is done on timely basis to ensure that quality of the assessment should be maintained.
- Training covers the understanding of QP, NSQF level, NOS and assessment structure

5. *Methods of Validation*

- Morning Check (Pre-Assessment): Backend team of AA calls and confirms assessor/technical spoc event status. Assessor/Technical spoc are instructed to reach the centre on time by 9:30 AM / as decided with TC and delay should be highlighted to the Training Partner in advance.
- Video Calls: Random video calls are made to the technical spoc/assessor so as to keep check on assessment quality and ensure assessment is carried out in fair and transparent manner
- Aadhar verification of candidates
- Evening Check (Post Assessment): Calls are made to the ground team to ensure event is over by what time and the documentation is done in proper manner or not.
- TP Calling: To keep check on malpractice activity, independent audit team calls to TP on recorded line to take confirmation if there was any malpractice activity observed in assessment on part of AA/SSC team. If calls are not connected, email is send to TP Spoc for taking their confirmation
- Video and Picture Evidence: Backend team collects video and pictures for assessment on real time basis and highlights any issue like, Students sitting idle/trainer allowed for helping out candidates during assessment.
- Surprise Visit: Time to time SSC/AA Audit team can visit the assessment location and do surprise audit for assessment process carried out by ground team.
- Geo Tagging: On day of assessment, each technical spoc is required to login in our internal app which is Geo tagged. Any deviation with centre address needs to be highlighted to assessment team on real-time basis.

Method for assessment documentation, archiving, and Access:

- ASCI has fully automated result generation process in association with multiple AAs
- Theory, Practical and Viva marks forms the basis of the results and encrypted files generated to avoid data manipulation. All responses captured and stored in System with Time-Stamps at the end of AAs and SSC. NOS-wise and PC-wise scores can be generated.
- Maker Checker concept: 1 person prepares results and other audit result which is internally approved by AA at first and then gets vetted at the end of SSC
- All soft copy of documents is received from the on-ground tech team over mail. The same are downloaded by our internal backend team and saved in Repository. The repository consists of scheme wise folders. These scheme wise folders have job role specific folders. These specific folders have Year wise and Month wise folders where all documents are saved in Batch specific folders. All Hard copies are filed and stored in storeroom.
- **Result Review & Recheck Mechanism –**
- Time stamped assessment logs
- Answer/Endorsement sheets for each candidate
- Attendance Sheet
- Feedback Forms: Assessor feedback form, Candidate feedback form, TP feedback form
- The results for each of the candidate shall be stored and available for review (retained for 5 years/ till conclusion of project or scheme)

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf