QUALIFICATION FILE

Agriculture Field Officer

☒ 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: 4

Submitted By:

Agriculture Skill Council of India

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

Table of Contents

Section 1: Basic Details

1.	**Qualification Name**	**Agriculture Field Officer**	
2.	**Sector/s**	**Agriculture**	
3.	**Type of Qualification:** ☐ **New** ☒ **Revised** ☐ **Has Electives/Options** ☐**OEM**	**NQR Code & version of existing qualification:** QG-04-AG-00312-2023-V1.1-ASCI &Version 1.1	**Qualification Name of existing/previous version:** Agriculture Field Officer
4.	**a. OEM Name** **b. Qualification Name** (*Wherever applicable*)	**NA**	
5.	**National Qualification Register (NQR) Code &Version** (*Will be issued after NSQC approval)*	QG-04-AG-03553-2025-V2-ASCI & Version 2.0	**6. NCrF/NSQF Level:** ***4***
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 Agriculture Field Officer is responsible for promoting relevant agricultural loan and insurance products to farmers. The individual identifies and connects with the potential borrowers; determines their eligibility; collects required information and documents for the loan application and coordinates with the credit officer for the processing of the loan application. The person is also responsible for monitoring the repayments, coordinating with farmers to ensure timely repayments, and carrying out appropriate documentation during the loan cycle. Coordinating timely insurance premium payments and insurance claim settlements are also individual's responsibilities.	
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	**a. Entry Qualification & Relevant Experience:** (see table below) **b. Age:** 20	

a. Entry Qualification & Relevant Experience:

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1	12th or equivalent	
2	10th Class Pass	3 Years of relevant experience in Agriculture and allied sectors
3	Previous NSQF Level 3.5	1.5 Years of relevant experience in Agriculture and allied sectors
4	Previous NSQF Level 3.0	3 Years of relevant experience in Agriculture and allied sectors

b. Age: 20

<table>
<tr><td>10.</td><td>**Credits Assigned to this Qualification, Subject to Assessment** *(as per National Credit Framework (NCrF))*</td><td>13</td><td>**11. Common Cost Norm Category (I/II/III)** *(wherever applicable)*: **II**</td></tr>
<tr><td>12.</td><td>**Any Licensing requirements for Undertaking Training on This Qualification** *(wherever applicable)*</td><td colspan="2">NA</td></tr>
<tr><td>13.</td><td>**Training Duration by Modes of Training Delivery** *(Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)*</td><td colspan="2">**☒Offline ☐Online ☐Blended**
<table>
<tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr>
<tr><td>**Classroom (offline)**</td><td>180</td><td>180</td><td>30</td><td></td><td>390</td></tr>
<tr><td>**Online**</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
(Refer Blended Learning Annexure for details)</td></tr>
<tr><td>14.</td><td>**Aligned to NCO/ISCO Code/s** *(if no code is available mention the same)*</td><td colspan="2">NCO-2015/2412.0501</td></tr>
<tr><td>15.</td><td>**Progression path after attaining the qualification** *(Please show Professional and Academic progression)*</td><td colspan="2">Agriculture Field Officer (L4), Agri Service Input Dealer (L5)</td></tr>
<tr><td>16.</td><td>**Other Indian languages in which the Qualification & Model Curriculum are being submitted**</td><td colspan="2">**Hindi**</td></tr>
<tr><td>17.</td><td>**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**</td><td colspan="2">**☐ Yes ☒ No URLs of similar Qualifications:**</td></tr>
<tr><td>18.</td><td>**Is the Job Role Amenable to Persons with Disability**</td><td colspan="2">**☒ Yes ☐ No**
If “Yes”, specify applicable type of Disability: LD</td></tr>
<tr><td>19.</td><td>**How Participation of Women will be Encouraged**</td><td colspan="2">**Batches specific to women will be formed**</td></tr>
<tr><td>20.</td><td>**Are Greening/ Environment Sustainability Aspects Covered** *(Specify the NOS/Module which covers it)*</td><td colspan="2">**☒ Yes ☐ No**
DGT/VSQ/N0102 (v1.0)</td></tr>
<tr><td>21.</td><td>**Is Qualification Suitable to be Offered in Schools/Colleges**</td><td colspan="2">**Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No**</td></tr>
<tr><td>22.</td><td>**Name and Contact Details of Submitting / Awarding Body SPOC** *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*</td><td colspan="2">**Name: Ms Purnambica.K**
Email: standards@asci-india.com **Contact No.: 0124-4670029**
Website: www.asci-india.com</td></tr>
<tr><td>23.</td><td>**Final Approval Date by NSQC: 18-02-2025**</td><td>**24. Validity Duration: 3 years post NSQC Approval**</td><td>**25. Next Review Date: 18-02-2028**</td></tr>
</table>

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/NSQF 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	Identify the potential borrowers and determine their eligibility for loan	AGR/N7701 (v3.0)	Core	4	3	40	50			90	30	40		30	100	25
2	Assist in the processing of loan and insurance policy applications	AGR/N7703 (v3.0)	Core	4	3	30	60			90	30	40		30	100	30
3	Monitor the loan repayments and assist with insurance premium payments and claims	AGR/N7704 (V1.0)	Core	4	3	30	60			90	30	40		30	100	25
4	Maintain health and safety at the workplace	AGR/N9903 (V4.0)	Non-Core	4	1	20	10			30	40	25		30	100	5
5	Employability Skills (60 Hours)	DGT/VSQ/N0102 (V1.0)	Non-Core	4	2	60				60	20	30		30	50	15
6	OJT			4	1			30		30						
Duration (in Hours) / Total Marks					13	180	180	30		390	150	175		125	450	100

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage – Aggregate at qualification level: _70_% *(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)*	Diploma (Agriculture / Agri finance) with 3 years of relevant industry experience in Agriculture Financing OR Graduate (any streamexcept in Agriculture & Agri-Allied sector) with 3 years of relevant industry experience in Agriculture Financing OR Graduate (Agriculture & Agri-Allied /Agri finance and related streams) with 0.5 year of relevant industry experience in Agriculture Financing OR Post-Graduate (Agriculture/ Agriculture Extension/ Rural Development/ Agri Finance and related Streams)
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	5 years of training experience in Agriculture Financing after Graduation (any streamexcept in Agriculture & Agri-Allied sector) with 3 years of relevant industry experience in Agriculture Financing OR 5 years of training experience in Agriculture Financing after Graduation (Agriculture & Agri-Allied /Agri finance and related streams) with 0.5 year of relevant industry experience in Agriculture Financing OR 5 years of training experience in Agriculture Financing after Post-Graduation (Agriculture/ Agriculture Extension/ Rural Development/ Agri Finance and related Streams)
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)** *(as per NCVET guidelines)*	B.Sc (Agriculture/ Agri finance and related streams) with 5 years of relevant industry experience in Agriculture/Extension/Agri Banking and Financing and related streams OR Post-Graduation (Agri Finance) with 2 years of relevant industry experience in Agriculture/Extension/Agri Banking and Financing and related streams

		OR M.Sc (Agriculture/Extension/ Rural Development/Agri Finance and related streams) with 2 years of relevant industry experience in Agriculture/Extension/Agri Banking and Financing and related streams OR PhD (Agriculture/Extension/ Rural Development/Agri Finance and related streams) with 1 year of relevant industry experience in Agriculture/Extension/Agri Banking and Financing and related streams
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	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)** *(as per NCVET guidelines)*	Post-Graduation (Agri Finance) with 10 years of relevant industry experience in Agriculture/Extension/ Agri Banking and Financing and related streams OR M.Sc (Agriculture/Extension/ Rural Development/Agri Finance and related streams) with 10 years of relevant industry experience in Agriculture/Extension/Agri Banking and Financing and related streams
4.	**Assessment Mode** *(Specify the assessment mode)*	**Offline**
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☒ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

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:** 10
5.	**Estimated nos. of persons to be trained and employed:** 2000
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments: Awaited from Ministry of Agriculture & Farmers welfare**

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 *(Mandatory)*	*Annexure-1*
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	*Annexure-2*
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	*Annexure-5*
4.	**Annexure:** Assessment Strategy *(Mandatory)*	*Annexure-6*
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	*NA*
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	*NA*
7.	**Annexure:** Acronym and Glossary *(Optional)*	
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	*Annexure-7*
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	*Agriculture Field Officer (L4), Agri Service Input Dealer (L5)*
10.	**Supporting Document:** Occupational Map *(Mandatory)*	*Annexure-8*
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	*Annexure-9*
12.	**Any other document you wish to submit:**	

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
Professional Theoretical Knowledge/Process	• Identify and connect with potential borrowers and determine the eligibility for loan. • Assist in processing of loan application • Monitor loan repayment and related documentation. • Mentor apprentice	An Agriculture Field Officer is responsible for promoting relevant agricultural loan products tofarmers. The individual identifies and connectswith the potential borrowers, determines their eligibility, collects required information anddocuments for the loan application, and coordinates with the credit officer for the processing of the loan application. The person is	4

		also responsible for monitoring the repayments and coordinating with farmers to ensure timelyrepayments, along with carrying out appropriate documentation during the loan cycle	
Professional and Technical Skills/ Expertise/ Professional Knowledge	• Determine the eligibility for loan • Optimise resource utilisation • Perform waste management • Administer appropriate emergency procedures • Carry out documentation and review • Effective communication at the workplace	The job holder is expected to have knowledge to document the farmer’s personal information, determine if the farmer’s income sources provide regular and steady cash flow, evaluate the relevant factors with an impact on agricultural production to assess the farmer’s income and riskprofile, determine the farmer’s eligibility for the relevant loan product based on the assessment of all the applicable factors, ensure the farmer has collateral or guarantee to offer for the loan, selecteligible farmers based on the analysis, maintain various records such as loan portfolio review, payment record, risk assessment manually and/ or electronically, update the loan portfolio of borrowing farmers based on their repayment records, associated risks and any critical information, rate the borrowing farmers on the completion of the loan cycle according to their repayments, optimise the usage of water and other resources in various tasks and processes, segregate waste into appropriate categories, recycle the recyclable waste appropriately and dispose the non-recyclable waste in an environment-friendly manner, follow procedures for dealing with accidents, fires and emergencies, use emergency equipment in accordance with manufacturer's specifications and workplace requirements, report details of first aid administered in accordance with workplace procedures, interpret verbal and written instruction, note down instructions received from the seniors, carry out work-related documentation, report accidents and incidents as per procedure	4

Employment Readiness & Entrepreneurship **Skills & Mind-set/Professional Skill**	• Assist with the processing of loan application • Monitor and assist with the use of the loaned amount • Assist with defaulted loans and write-of • Practice inclusion at the workplace • Maintain clean and safe workplace	The job holder is expected to coordinate with the credit officer to start the due diligence process on the farmer's loan application, perform a reference check, ensuring to carry it out with the minimum required number of appropriate references, maintain the appropriate documentation regarding the feedback received from the credit officer, in compliance with the organisational policy, carry out appropriate documentation regarding the acceptance or refusal of loan application, set up an appropriate mode of payment for the repayment of the loaned amount, such as authorisation for the collection of Equated Monthly Instalments (EMIs) from their bank account towards the repayment of the loan, maintain regular communication with the borrowing farmers through field visits, assist the farmer in the effective utilisation of the loaned amount, coordinate with the relevant officials in the organisation to start the debt collection process and follow the organisational procedure for the recovery of the loaned amount, coordinate with the relevant official for writing off the loan in case of farmer's inability to repay, considering the amount due and repaid, maintain a conducive environment for all the genders and Persons with Disabilities (PwD) at the workplace, encourage appropriate behaviour and conduct with people across genders and PwD, carry out basic safety checks before operation of all tools, implements, and machinery and report identified hazards, follow the instructions mentioned on the labels of chemicals/pesticides/fumigants etc to avoid hazards, assess risks prior to performing manual handling jobs, dispose waste safely and correctly in the designated area, work in a manner which minimizes environmental damage,ensuring all procedures and instructions for	4

		controlling risks, follow government / workplace advisories in case of outbreak of any disease/disaster.	
Broad Learning Outcomes/Core Skill	• Assist the farmer with documentation for the loan application • Prepare the loan application file • Monitor the repayment of the loaned amount	The job holder is expected to organise all the relevant forms required for the loan application, assist the eligible farmers with the paperwork, such as filling in the loan application forms and informing them about the required documents, carry out documentation, capturing all the required information for the purpose of taking the loan, preferred loan term, repayment schedule, etc, for, the purpose of taking the loan, preferred loan term, repayment schedule, etc, prepare a loan application file containing all the required documents such as creditworthiness report and submit it to the credit officer for the processing of the loan application, organise meetings with borrowing farmers regularly to check if they are facing any issues with loan repayment, and address any queries or concerns, process cash payments as per the organisational process, perform effective Customer Relationship Management (CRM) with farmers for the timely payment of loan EMIs, assist the farmers in restructuring of short-term loans during times of adversities, as per the applicable guidelines.	4
Responsibility	• Promoting relevant agricultural loan products • Monitoring the repayments • Appropriate documentation during the loan cycle	An Agriculture Field Office is responsible for promoting relevant agricultural loan products to farmers. The individual identifies and connects with the potential borrowers, determines their eligibility, collects required information and documents for the loan application, and coordinates with the credit officer for the processing of the loan application. The person is also responsible for monitoring the repayments and coordinating with farmers to ensure timelyrepayments, along with carrying out appropriate documentation during the loan cycle	4

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	Laptops/Computers	Nos	2
2	Video recording Equipment	Nos	1
3	Personel Protective Equipments	Set	1
4	Stationary Item	Set	2
5	Chart Papers	Nos	30
6	Workplace Records and Documents	Nos	2

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	MS PRAKRITI AGRO PRODUCTS	Lila Kanta Bhattarai	Proprietor	Tinsukia	7577990058	bhattaraililakant@gmail.com	
2	KVK Amravati	Dr. K P Singh	Senior Scientist and Head	Durgapur, Amaravati	9637717818	pckvkda2015@gmail.com	
3	KVK Thoubal	Dr. S Zeshmarani	Senior Scientist and Head	Thoubal	8415902143	kvkthoubal@gmail.com	
4	KVK Changlang	Dr. D S Chhonkar	Senior Scientist and Head	Jairampur	9548217151	kvkchanglang@gmail.com	
5	KVK Kendrapara	Dr Aurovinda Das	Senior Scientist and Head	Kendrapara, Odisha	8899517939	kvk.kendrapara@ouat.nic.in	
6	RRTTS(OUAT)- Koraput	Dr Srimant Kumar Sahoo	Jr. Agronomist	Semiliguda	9437960870	srim.ouat@gmail.com	
7	RAJINDER AGRI CLINIC	Dr. Rajinder Singh	MD	AMRITSAR, PUNJAB	9815008544	director@rejinderagriclinic.com	
8	RIC Veer Agro Food Pvt Ltd	Ramkrishna Samir	Director	Ranchi, JH	7004153501	ricveeragro@gmail.com	
9	TRCSC	Manas Kumar Das	Secretary	Jamshedpur, JH	9939377268	trcsc_jsr@yahoo.com	
10	KVK, Hingoli	Dr.P.P.Shelke	Senior Scientist and Head	Hingoli	9765390976	kvkhingoli@gmail.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	500	10	100	10		
2026-27	500	10	100	10		
2027-28	1000	10	100	10		

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	2024-25	0	0	0	0	0	0	0	0	0	0	0	0
3.0	2023-24	81	81	81	62	27	27	27	16	0	0	0	0
3.0	2022-23	0	0	0	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. Non-PMKVY
2. NAPS
3. SSC Affiliated: Agriculture Skill Council of India

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:

AGR/N7701: Identify the potential borrowers and determine their eligibility for loan					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
	Identify and connect with potentialborrowers	16	24		14
PC1.	plan outreach programs to connect with previous borrowers and other farmers who may need to avail the relevant loan product or other financial services	-	-	-	-
PC2.	identify co-operatives and Farmer Producer Organisations (FPOs) in the target area	-	-	-	-
PC3.	establish contact with the potential borrowers through mass or one-on-one meetings to identify their loan requirements and apprise them about the relevant loan products, eligibility criteria and application process	-	-	-	-
PC4.	create a database of interested farmers, recording all the relevant information to be able to determine their eligibility for the loan	-	-	-	-
PC5.	prepare a list of farmers with the likelihood of being accepted for the relevant loan product based on the initial information shared by them, such as their income and the ability to repay the loan	-	-	-	-
	Determine the eligibility for loan	14	16		16
PC6.	document the farmer's personal information such as the number of dependents, sources of income, assets, financial liabilities, investments, etc.	-	-	-	-
PC7.	determine if the farmer's income source(s) provide regular and steady cash flow	-	-	-	-
PC8.	check the farm's size and legal status, along with the quality of land to estimate the expected returns through crop production	-	-	-	-
PC9.	evaluate the relevant factors with an impact on agricultural production to assess the farmer's income and risk profile, such as the agro- climatic zone of the farm, access to relevant suppliers and markets, etc.	-	-	-	-
PC10.	determine the farmer's eligibility for the relevant loan product based on the assessment of all the applicable factors, such as previous borrowings, the record of payments including any missed or overdue payments, and current financial health	-	-	-	-
PC 11	Promote Agricultural loan schemes				

		-	-	-	-
PC 12	Educate the farmers on government subsidies	-	-	-	-
PC13.	ensure the farmer has collateral or guarantee to offer for the loan	-	-	-	-
PC14.	select eligible farmers based on the analysis	-	-	-	-
	NOS Total	30	40		30
AGR/N7703: Assist in the processing of loan and insurance policy applications					
	Assist the farmer with documentation forthe loan application	4	6		3
PC1.	organise all the relevant forms required for the loan application	-	-	-	-
PC2.	assist the eligible farmers with the paperwork, such as filling in the loan application forms and informing them about the required documents such as bank statements, identify documents, etc.	-	-	-	-
	Prepare the loan application file	6	6		8
PC3.	carry out documentation, capturing all the required information such as the loan amount applied for, the purpose of taking the loan, preferred loan term, repayment schedule, etc.	-	-	-	-
PC4.	prepare a loan application file containing all the required documents such as credit-worthiness report and submit it to the credit officer for the processing of the loan application	-	-	-	-
PC5	Provide awareness on compliance requirements like maintenance of records for audits/inspections	-	-	-	-
	Assist with the processing of loanapplication	8	10		6
PC5.	coordinate with the credit officer to start the due diligence process on the farmer's loan application, providing all the information and documents collected from the farmer	-	-	-	-
PC6.	verify the information provided by the farmer regarding home and farm addresses, income and its sources, assets, etc.	-	-	-	-
PC7.	Perform a reference check, ensuring to carry it out with the minimum required number of appropriate references as per the loan application process	-	-	-	-
PC8.	assist the credit officer in obtaining any additional information or documents required from the farmer, to make a decision on the loan application	-	-	-	-
	maintain the appropriate documentation regarding the feedback received from the credit				

PC9.	officer, in compliance with the organisational policy	-	-	-	-
PC10.	carry out appropriate documentation regarding the acceptance or refusal of loan application and inform the applying farmer	-	-	-	-
PC11.	ensure the farmer with the accepted loan application understands own responsibilities regarding the loan along with all the applicable Terms and Conditions (T&Cs)	-	-	-	-
PC12.	set up an appropriate mode of payment for the repayment of the loaned amount, such as authorisation for the collection of Equated Monthly Instalments (EMIs) from their bank account towards the repayment of the loan	-	-	-	-
	Assist with the processing of insurance policy applications	*4*	*6*		*3*
PC13.	assess the requirement of different types of insurance products for farmers, such as crop, cattle, and personal health and life insurance	-	-	-	-
Pc14.	collect the relevant information and documents from farmers for insurance policy applications	-	-	-	-
PC15.	assist with the processing of insurance policy applications through coordination with the insurance companies	-	-	-	-
	Optimise resource utilisation	*4*	*6*		*4*
PC16.	optimise the usage of water and other resources in various tasks and processes	-	-	-	-
PC17.	plug water leakages to prevent its wastage	-	-	-	-
	Perform waste management	*4*	*6*		*6*
PC18.	segregate waste into appropriate categories				
PC19.	recycle the recyclable waste appropriately and dispose the non-recyclable waste in an environment-friendly manner	-	-	-	-
	NOS Total	30	40		30
AGR/N7704: Monitor the loan repayments and assist with insurance premiumpayments and claims					
	Monitor and assist with the use of theloaned amount	4	6		3
PC1.	maintain regular communication with the borrowing farmers through field visits to ensure the sanctioned loan is used for the stated purpose	-	-	-	-
PC2.	assist the farmer in the effective utilisation of the loaned amount	-	-	-	-
	Monitor the repayment of the loanedamount	6	8		8
	organise meetings with borrowing farmers regularly to check if they are facing any issues with loan repayment, and address any queries or concerns they may have				

PC3.		-	-	-	-
PC4.	process cash payments as per the organisational process, carrying out the mandatory documentation such as issuing cash payment receipt	-	-	-	-
PC5.	perform effective Customer Relationship Management (CRM) with farmers for the timely payment of loan EMIs	-	-	-	-
PC6.	follow up with the borrowing farmers regarding any missed repayments and inform them about the updated due amount including the applicable late payment fee, interest or any other charges	-	-	-	-
PC7.	assist the farmers in restructuring of short- term loans during times of adversities, as per the applicable guidelines	-	-	-	-
	Assist with defaulted loans and write-off	8	10		10
PC8.	coordinate with the relevant officials in the organisation to start the debt collection process and follow the organisational procedure for the recovery of the loaned amount from the borrowing farmers on defaulted loans, such as forfeiture of collateral	-	-	-	-
PC9.	coordinate with the relevant official for writing off the loan in case of farmer's inability to repay, considering the amount due and repaid, and previous repayment record of the farmer	-	-	-	-
	Assist with insurance premium paymentsand claims	4	6	-	3
PC10.	coordinate between farmers and insurance companies regarding the collection of insurance premiums, ensuring farmers make timely payments for uninterrupted insurance coverage	-	-	-	-
PC11.	carry out cattle and crop loss assessment for insurance claims and complete relevant documentation for insurance claims	-	-	-	-
PC12.	coordinate between farmers and insurance companies for insurance claim settlements	-	-	-	-
	Carry out documentation and review	8	12		6
PC13.	maintain various records such as loan portfolio review, payment record, risk assessment manually and/ or electronically using the physical files and/ or the relevant computer application	-	-	-	-
PC14.	update the loan portfolio of borrowing farmers based on their repayment records, associated risks and any critical information that emerges during the term of the loan	-	-	-	-
	rate the borrowing farmers on the completion of the loan cycle according to their repayments, to be used for making decisions on any future loan or other financial product applications				

PC15.		-	-	-	-
	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-drybefore use next time	-	-	-	-
PC3.	ensure the face is covered with mask or threelayers 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/fumigantsetc. to avoidhazards	-	-	-	-
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	-	-	-	-
	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
DGT/VSQ/N0102: Employability Skills (60 Hours)	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	-	-
	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				
	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				
	Total Marks	**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 empanelled 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

- <u>Morning Check (Pre-Assessment)</u>: 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.
- <u>Video Calls</u>: 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
- <u>Aadhar verification</u> of candidates
- <u>Evening Check (Post Assessment)</u>: 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.
- <u>TP Calling</u>: 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
- <u>Video and Picture Evidence:</u> 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.
- <u>Surprise Visit:</u> Time to time SSC/AA Audit team can visit the assessment location and do surprise audit for assessment process carried out by ground team.
- <u>Geo Tagging:</u> 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