

# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY

## What are Occupational Standards(OS)?

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

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## Introduction

### Qualifications Pack- Rubber Nursery Office Assistant

**SECTOR:** RUBBER INDUSTRY

**SUB-SECTOR:** Rubber Plantation (Natural Rubber Production)

**OCCUPATION:** Rubber Nursery Management

**REFERENCE ID:** RSC/ Q 6003

**ALIGNED TO:** NCO-2004/NIL

**Brief Job Description:** Nursery Office Assistant deals with all office work in connection with Rubber Nursery Management. He is assigned with all clerical work, maintenance of registers and files, preparation of statements, letters, other documents for correspondence, maintenance of accounts, cash book etc

**Personal Attributes:** This job requires the individual to work earnestly to keep the office work and accounts up date. He should provide essential data and feed back on administrative aspects to the Nursery manager for review and appropriate action to achieve the target. He should have capacity to take timely decision on various aspects for the smooth functioning of nursery office.

|                                 |   |                         |                 |
|---------------------------------|---|-------------------------|-----------------|
| <b>Qualifications Pack Code</b> | <b>RSC/ Q 6003</b>                        |                         |                 |
| <b>Job Role</b>                 | <b>Rubber Nursery Office Assistant</b>    |                         |                 |
| <b>Credits(NSQF)</b>            | <b>TBD</b>                                | <b>Version number</b>   | <b>1.0</b>      |
| <b>Sector</b>                   | <b>Rubber Industry</b>                    | <b>Drafted on</b>       | <b>07/11/13</b> |
| <b>Sub-sector</b>               | <b>Natural Rubber (NR)<br/>Production</b> | <b>Last reviewed on</b> | <b>27/03/15</b> |
| <b>Occupation</b>               | <b>Rubber Nursery Management</b>          | <b>Next review date</b> | <b>27/03/16</b> |
| <b>NSQC Cleanace on</b>         | <b>20/07/2015</b>                         |                         |                 |

|   |  |
|---|--|
| <b>Job Role</b>   | <b>Rubber Nursery Office Assistant</b>   |
| <b>Role Description</b>                                 | Nursery Office Assistant deals with all office work in connection with Rubber Nursery Management. He is assigned with all clerical work, maintenance of registers and files, preparation of statements, letters, other documents for correspondence, maintenance of accounts, cash book etc.   |
| <b>NSQF level</b>                                       | 4  |
| <b>Minimum Educational Qualifications*</b>              | Plus two/VHSC Pass   |
| <b>Maximum Educational Qualifications*</b>              | Basic knowledge of computer operations (MS Office, Excel, PowerPoint etc.)   |
| <b>Training</b><br>(Suggested but not mandatory)        | Training in basic knowledge about the nursery activities, nursery office/office management and accounts, Training in computer operations.  |
| <b>Minimum Job Entry Age</b>                            | 18 years   |
| <b>Experience</b>                                       | A Plus two/VHSC Pass Person with minimum 6 months in clerical is desirable.  |
| <b>Applicable National Occupational Standards (NOS)</b> | <b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">RSC/N 6007 (Office Management &amp; Computer Application)</a></li> <li><a href="#">RSC/N 6008 (Purchase of seeds, inputs, implements, sale of planting materials etc)</a></li> <li><a href="#">RSC/N 5008 (Labour Management &amp; welfare)</a></li> </ol> <b>Optional:</b><br><b>NA</b> |
| <b>Performance Criteria</b>                             | As described in the relevant OS units  |

| Keywords /Terms               | Description   |
|-------------------------------|---|
| Sector                        | Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.   |
| Sub-sector                    | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.  |
| Occupation                    | Occupation is a set of job roles, which perform similar/related set of functions in an industry.  |
| Function                      | Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.                                      |
| Job Role                      | Job role defines a unique set of functions that together form a unique employment opportunity in an organization.   |
| OS                            | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria          | Performance Criteria are statements that together specify the standard of performance required when carrying out a task.  |
| NOS                           | NOS are Occupational Standards which apply uniquely in the Indian context.  |
| Qualifications Pack Code      | Qualifications Pack Code is a unique reference code that identifies a qualifications pack.  |
| Qualifications Pack           | Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.   |
| Unit Code                     | Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.   |
| Unit Title                    | Unit Title gives a clear overall statement about what the incumbent should be able to do.   |
| Description                   | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.  |
| Knowledge and Understanding   | Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.   |
| Organizational Context        | Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.  |
| Technical Knowledge           | Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.  |
| Core Skills or Generic Skills | Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.          |

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# National Occupational Standard



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## Overview:

This unit is about Documentation & Office Management

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|--|--|
| <b>Unit Code</b>   | <b>RSC/N 6007</b>  |
| <b>Unit Title (Task)</b>   | <b>Office management &amp; Computer application</b>  |
| <b>Description</b>   | This unit is about Documentation & Office Management   |
| <b>Scope</b>   | <p>This unit/task covers the following:</p> <p>All clerical work in connection with</p> <ul style="list-style-type: none"> <li>• Office Maintenance</li> <li>• Account maintenance</li> <li>• Balance sheet &amp; Budget preparation</li> <li>• Input/equipment purchase and sale of planting materials</li> <li>• Data collection and documentation</li> <li>• Computer Applications</li> </ul> |
| <b>Performance Criteria(PC) w.r.t. the Scope</b>                 |  |
| <b>Element</b>   | <b>Performance Criteria</b>  |
| <b>Office Maintenance</b>  | <p>To be competent, the individual on the job must be able to know and understand –</p> <p>PC1. General office procedures<br/> PC2. Record keeping and file maintenance<br/> PC3. Leave and allowance/wages rules<br/> PC4. Workers other benefit rules<br/> PC5. Job details of workers</p>   |
| <b>Account maintenance</b>                                       | <p>PC5. Dealing cash/effecting payments<br/> PC6. Proper accounting and book keeping<br/> PC7. Regulating expenditure as per fund allocation<br/> PC8. Income and expenditure statement preparation</p>  |
| <b>Balance sheet &amp; Budget Preparation</b>                    | <p>PC9. Annual budget preparation as per target<br/> PC10. Annual balance sheet preparation<br/> PC11. Annual EPF statements &amp; other statements</p>  |
| <b>Input/equipment purchase &amp; sale of planting materials</b> | <p>PC12. Input &amp; equipment requirement<br/> PC13. Purchase, effective utilization &amp; management<br/> PC14. Sale of planting materials</p>   |

**Office management & Computer application**

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|---|--|
| <p><b>Data collection, &amp; documentation</b></p>  | <p>PC15. Collection and recording of all nursery data<br/>PC16. Compilation, reporting and recording for future reference<br/>PC17. Creation of office files and maintenance<br/>PC18. Creation of registers for all activities/items and up dating<br/>PC19. Recording of data on all nursery activities – date of seed purchase, sowing, planting, budding, sales of planting materials, weeding, fertilizer application etc</p>                         |
| <p><b>Computer Applications</b></p>   | <p>PC20. General computer application<br/>PC21. Preparation of computer generated reports, statements<br/>PC22. Compilation of data<br/>PC23. Preparation of computer generated pay bills<br/>PC24. Preparation of sales bills<br/>PC25. Preparation of expenditure and income statements<br/>PC26. Preparation of annual budget, balance sheet<br/>PC27. Preparation of presentations for publicity</p>   |
| <p><b>Knowledge and Understanding (K)</b></p>   |  |
| <p><b>A. Organizational Context</b><br/>(Knowledge of the company / organization and its processes)</p> | <p><b>The user/individual on the job needs to know and understand:</b></p> <p>KA1. Efficient maintenance of office activities<br/>KA2. Planning and organizing activities<br/>KA3. Analyzing shortfall/achievement for further improvement<br/>KA4. Documentation for self awareness and publication<br/>KA5. Computer generated pay bills and sale bills for accuracy and credibility<br/>KA6. Speedy disposal of clerical work with maximum accuracy</p> |
| <p><b>B. Technical Knowledge</b></p>  | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. Office procedures<br/>KB2. Finance management procedures<br/>KB3. Labour Act and rules, welfare schemes etc<br/>KB4. Insurance schemes<br/>KB5. EPF and other service rules<br/>KB6. Data collection, analysis and documentation<br/>KB7. Computer applications- data processing, report typing etc</p>  |
| <p><b>Skills (S) (Optional)</b></p>   |  |
| <p><b>A. Core Skills/</b></p>   | <p><b>Writing Skills</b></p>   |

|                               |   |
|-------------------------------|---|
| <b>Generic Skills</b>         | The user/ individual on the job needs to know and understand how to:<br><br>SA1. Express ideas clearly through written document<br>SA2. Prepare letters, mails and other documents for communication<br>SA3. Prepare proposals, feed back to higher authorities<br>SA4. Correspond with other institutions/department<br>SA5. Report writing, computerization |
|                               | <b>Reading Skills</b>   |
|                               | The user/individual on the job needs to know and understand how to:<br><br>SA6. Read and understand the contents published manuals, newspapers and other publications<br>SA7. Read, understand and interpret various rules, schemes etc<br>SA8. Read and understand images, graphs, charts, diagrams etc<br>SA9. Read and understand articles and interpret   |
|                               | <b>Oral Communication (Listening and Speaking skills)</b>   |
|                               | The user/individual on the job needs to know and understand how to:<br><br>SA10. Express statements, opinions or information clearly so that the receiver can hear and understand<br>SA11. Respond appropriately to queries<br>SA12. Communicate effectively to Manager, supervisor and workers   |
| <b>B. Professional Skills</b> | <b>Decision Making</b>  |
|                               | The user/individual on the job needs to know and understand how to:<br>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.   |
|                               | <b>Plan and Organize</b>  |
|                               | The user/individual on the job needs to know and understand how to:<br>SB2. seek clarification on problems from others<br>SB3. apply problem-solving approaches in different situations<br>SB4. refer anomalies to the line manager   |
|                               | <b>Customer Centricity</b>  |
|                               | NA  |
|                               | <b>Problem Solving</b>  |

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|  | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB 5. Interpret quality for sheet</p> <p>SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience</p>  |
|  | <p><b>Analytical Thinking</b></p>  |
|  | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays</p> |
|  | <p><b>Critical Thinking</b></p>  |
|  | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others</p> <p>SB10. apply problem-solving approaches in different situations</p> <p>SB11. refer anomalies to the line manager</p>  |



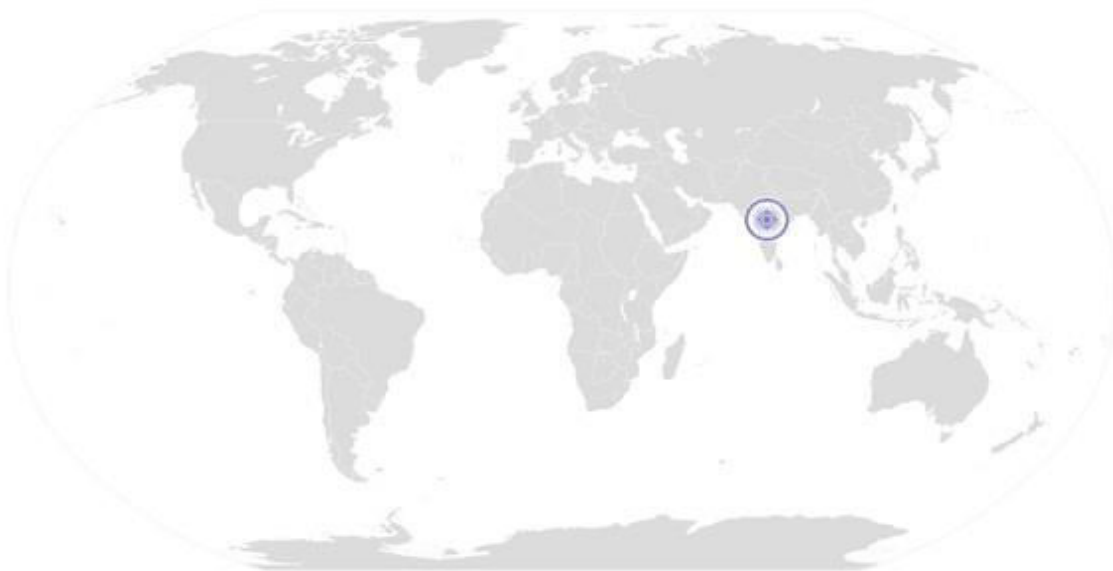


## NOS Version Control

|                            |                                   |                         |                 |
|----------------------------|-----------------------------------|-------------------------|-----------------|
| <b>NOS Code</b>            | RSC/N 6007                        |                         |                 |
| <b>Credits(NSQF)</b>       | TBD                               | <b>Version number</b>   | <b>1.0</b>      |
| <b>Industry</b>            | Rubber                            | <b>Drafted on</b>       | <b>07/11/13</b> |
| <b>Industry Sub-sector</b> | Natural Rubber (NR)<br>Production | <b>Last reviewed on</b> | <b>27/03/15</b> |
| <b>Occupation</b>          | Rubber Nursery<br>Management      | <b>Next review date</b> | <b>27/03/16</b> |



# National Occupational Standard



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## Overview:

**This unit is about This unit is about Purchase of seeds, inputs/implements and sale of planting materials**

**RSC /N 6008 Purchase of seeds, inputs/ implements and sale of planting materials**

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| <b>Unit Code</b>   | <b>RSC/N 6008</b>   |
| <b>Unit Title (Task)</b>   | <b>Purchase of seeds, inputs/ implements and sale of planting materials</b>   |
| <b>Description</b>   | This unit is about Purchase of seeds, inputs/implements and sale of planting materials  |
| <b>Scope</b>   | This unit/task covers the following:<br>All clerical work in connection with <ul style="list-style-type: none"> <li>• Purchase of seeds</li> <li>• Purchase of inputs/implements</li> <li>• Sale of planting materials</li> </ul>   |
| <b>Performance Criteria(PC) w.r.t. the scope</b>   |   |
| <b>Element</b>   | <b>Performance Criteria</b>   |
| <b>Purchase of seeds</b>   | To be competent, the individual on the job must be able to –<br><br>PC1. Assessment of requirement<br>PC2. Preparation of quotation notice<br>PC3. Compilation of quotations and submission for approval<br>PC4. Placing of supply order and purchase<br>PC5. Recording of data, register/file sales bill and vouchers  |
| <b>Purchase of inputs/implements</b>   | PC6. Assessment of requirement<br>PC7. Preparation of documents observing all formalities<br>PC8. Register in asset/ stock and utilization register   |
| <b>Sale of planting materials</b>  | PC9. Preparation of delivery order<br>PC10. Receipt of cash & issue cash receipt<br>PC11. Register in sales register<br>PC12. Preparation of compilation statement  |
| <b>Knowledge and Understanding (K)</b>   |   |
| <b>A. Organizational Context</b> (Knowledge of the company / organization and its processes) | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Importance of data recording for monitoring and evaluation of nursery activities</li> <li>KA2. Data on stock and asset</li> <li>KA3. Data on production and sale of planting materials</li> <li>KA4. Data on utilization of inputs</li> <li>KA5. Generation of cost of production of planting materials</li> <li>KA6. Data analysis for comparison for future improvement</li> </ul> |

**RSC /N 6008 Purchase of seeds, inputs/ implements and sale of planting materials**

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|---|--|
| <b>B. Technical Knowledge</b>             | <p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. Data recording</li> <li>KB2. Entering data in registers</li> <li>KB3. Compilation of data</li> <li>KB4. Report writing</li> <li>KB5. Feed back</li> </ul>  |
| <b>Skills (S) (Optional)</b>              |  |
| <b>A. Core Skills/<br/>Generic Skills</b> | <p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. Express ideas clearly through written document</li> <li>SA2. Prepare letters, mails and other documents for communication</li> <li>SA3. Preparation of reports</li> <li>SA4. Prepare proposals, feed back to higher authorities</li> <li>SA5. Correspond with other institutions/department</li> </ul> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA6. Read and understand the contents published in manuals, newspaper and other publications</li> <li>SA7. Read and understand scientific terminologies, codes, abbreviations etc</li> <li>SA8. Read and understand images, graphs, charts, diagrams etc</li> </ul> |
|   | <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA9. The individual should be a good communicator.</li> <li>SA10. Express statements, opinions or information clearly so that the receiver can hear and understand</li> <li>SA11. Respond appropriately to queries</li> <li>SA12. Communicate effectively to Manager, supervisor and workers</li> </ul>   |
| <b>A. Professional Skills</b>             | <p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB1. Take appropriate decisions regarding processing steps in view of changing</li> </ul>  |

**RSC /N 6008 Purchase of seeds, inputs/ implements and sale of planting materials**

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|--|---|
|  | quality and availability of raw materials and finished goods.   |
|  | <b>Plan and Organize</b>  |
|  | The user/individual on the job needs to know and understand how to:<br>SB2. seek clarification on problems from others<br>SB3. apply problem-solving approaches in different situations<br>SB4. refer anomalies to the line manager   |
|  | <b>Customer Centricity</b>  |
|  | NA  |
|  | <b>Problem Solving</b>  |
|  | The user/individual on the job needs to know and understand how to:<br>SB 5. Interpret quality for sheet<br>SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience  |
|  | <b>Analytical Thinking</b>  |
|  | The user/individual on the job needs to know and understand how to:<br>SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)<br>SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays |
|  | <b>Critical Thinking</b>  |
|  | The user/individual on the job needs to know and understand how to:<br>SB9. Handle equipment/rubber sheet<br>SB6. seek clarification on problems from others<br>SB10. apply problem-solving approaches in different situations<br>SB11. refer anomalies to the line manager   |

**RSC /N 6008 Purchase of seeds, inputs/ implements and sale of planting materials**

## NOS Version Control

|                            |                                   |                         |          |
|----------------------------|-----------------------------------|-------------------------|----------|
| <b>NOS Code</b>            | RSC/N 6008                        |                         |          |
| <b>Credits(NSQF)</b>       | TBD                               | <b>Version number</b>   | 1.0      |
| <b>Industry</b>            | Rubber                            | <b>Drafted on</b>       | 07/11/13 |
| <b>Industry Sub-sector</b> | Natural Rubber (NR)<br>Production | <b>Last reviewed on</b> | 27/03/15 |
| <b>Occupation</b>          | Rubber Nursery<br>Management      | <b>Next review date</b> | 27/03/16 |



# National Occupational Standard



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## Overview:

This unit is about Labourer Management & welfare

## Labourer Management & welfare

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| <b>Unit Code</b>                                 | RSC/ N 5008  |
| <b>Unit Title (Task)</b>                         | Labour Management & welfare  |
| <b>Description</b>                               | This unit is about Labourer Management & welfare   |
| <b>Scope</b>                                     | <p>This unit/task covers the following:<br/>Proficiency in-</p> <ul style="list-style-type: none"> <li>• Maintenance of profile of workers</li> <li>• Muster roll and work distribution details</li> <li>• Wages &amp; Other allowance payment register</li> <li>• EPF Register</li> <li>• Other benefits</li> </ul> |
| <b>Performance Criteria(PC) w.r.t. the Scope</b> |  |
| <b>Element</b>                                   | <b>Performance Criteria</b>  |
| <b>Profile of workers</b>                        | <p>To be competent, the individual on the job must be able to prepare and register–</p> <p>PC1. Name and address, family details etc<br/>PC2. Age &amp; gender<br/>PC3. Qualification &amp; experience<br/>PC4. Family details<br/>PC5. Service details</p>  |
| <b>Work details</b>                              | <p>PC6. Attendance<br/>PC7. Work distribution<br/>PC8. Leave<br/>PC9. Conduct</p>  |
| <b>Wages payment</b>                             | <p>PC10. Rate of wages<br/>PC11. Total wages paid<br/>PC12. Deductions (EPF)<br/>PC13. Allowance paid<br/>PC14. Period of payment and date of payment<br/>PC15. A quittance for payment<br/>PC16. Payment of Ex- gretia (Bonus)</p>  |
| <b>EPF</b>                                       | <p>PC17. Details of EPF deduction and employer's contribution<br/>PC18. EPF remittance<br/>PC19. Preparation of EPF return &amp; submission to APFO's Office<br/>PC20. Details of EPF withdrawals<br/>PC21. Annual EPF statements</p>  |
| <b>Other benefits</b>                            | <p>PC22. Group insurance schemes and Health Insurance<br/>PC23. Production linked incentive schemes</p>  |



| Knowledge and Understanding (K)  |  |
|--|--|
| <b>A. Organizational Context</b> (Knowledge of the company / organization and its processes) | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Efficient Labourer management</li> <li>KA2. Labourer welfare management</li> </ul>  |
| <b>B. Technical Knowledge</b>  | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. Overall knowledge in Nursery Practices and management</li> <li>KB2. Labour Act and rules, welfare schemes etc</li> <li>KB3. Insurance schemes</li> <li>KB4. EPF and other service rules</li> </ul>  |
| Skills (S) (Optional)  |  |
| <b>A. Core Skills/ Generic Skills</b>  | <b>Writing Skills</b>  |
|  | The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA1. Express ideas clearly through written document</li> <li>SA2. Prepare letters, mails and other documents for communication</li> <li>SA3. Prepare proposals, feed back to higher authorities</li> <li>SA4. Correspond with other institutions/department</li> </ul>                                     |
|  | <b>Reading Skills</b>  |
|  | The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA5. Read and understand the contents published in manuals, newspaper and other publications</li> <li>SA6. Read, understand and interpret various rules, schemes etc</li> <li>SA7. Read and understand images, graphs, charts, diagrams etc</li> </ul>  |
|  | <b>Oral Communication (Listening and Speaking skills)</b>  |
|  | The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA8. The individual should be a good communicator.</li> <li>SA9. Express statements, opinions or information clearly so that the receiver can hear and understand</li> <li>SA10. Respond appropriately to queries</li> <li>SA11. Communicate effectively to supervisor, office staff and workers</li> </ul> |

**Labourer Management & welfare**

|  |   |
|--|---|
| <b>B. Professional</b><br><br><b>Skills</b>  | <b>Decision Making</b>  |
|  | The user/individual on the job needs to know and understand how to:<br>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.   |
|  | <b>Plan and Organize</b>  |
|  | The user/individual on the job needs to know and understand how to:<br>SB2. seek clarification on problems from others<br>SB3. apply problem-solving approaches in different situations<br>SB4. refer anomalies to the line manager   |
|  | <b>Customer Centricity</b>  |
|  | NA  |
|  | <b>Problem Solving</b>  |
|  | The user/individual on the job needs to know and understand how to:<br>SB 5. Interpret quality for sheet<br>SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience  |
|  | <b>Analytical Thinking</b>  |
|  | The user/individual on the job needs to know and understand how to:<br>SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)<br>SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays |
| <b>Critical Thinking</b>   |   |
| The user/individual on the job needs to know and understand how to:<br>SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others<br>SB10. apply problem-solving approaches in different situations<br>SB11. refer anomalies to the line manager |   |

|                            |   |                         |                 |
|----------------------------|---|-------------------------|-----------------|
| <b>NOS Code</b>            | <b>RSC/N 5008</b>                         |                         |                 |
| <b>Credits(NSQF)</b>       | <b>TBD</b>                                | <b>Version number</b>   | <b>1.0</b>      |
| <b>Industry</b>            | <b>Rubber</b>                             | <b>Drafted on</b>       | <b>07/11/13</b> |
| <b>Industry Sub-sector</b> | <b>Natural Rubber (NR)<br/>Production</b> | <b>Last reviewed on</b> | <b>27/03/15</b> |
| <b>Occupation</b>          | <b>Rubber Nursery<br/>Management</b>      | <b>Next review date</b> | <b>27/03/16</b> |



## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Rubber Nursery Office Assistant  
**Qualification Pack** RSC/Q 6003  
**Sector Skill Council** Rubber Skill Development Council

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

|  |                    |  | <b>Marks Allocation</b> |               |                  |
|--|--------------------|--|-------------------------|---------------|------------------|
| <b>NOS</b>   | <b>Elements</b>    | <b>Performance Criteria</b>              | <b>Total</b>            | <b>Theory</b> | <b>Practical</b> |
| 1. RSC / N 6007 Office management & Computer application | Office Maintenance | PC1. General office procedures           | 2                       | 2             | 0                |
|  |                    | PC2. Record keeping and file maintenance | 2                       | 2             | 0                |
|  |                    | PC3. Leave and allowance/wages rules     | 2                       | 2             | 0                |
|  |                    | PC4. Workers other benefit rules         | 2                       | 2             | 0                |
|  |                    | PC5. Job details of workers              | 2                       | 2             | 0                |

|                    |   |  |     |    |    |
|--------------------|---|--|-----|----|----|
|                    |   | PC5. Dealing cash/effecting payments   | 8   | 3  | 5  |
|                    | Account maintenance                                   | PC6. Proper accounting and book keeping  | 9   | 3  | 6  |
|                    |   | PC7. Regulating expenditure as per fund allocation   | 8   | 3  | 5  |
|                    |   | PC8. Income and expenditure statement preparation  | 9   | 3  | 6  |
|                    | Balance sheet & Budget Preparation                    | PC9. Annual budget preparation as per target   | 8   | 2  | 6  |
|                    |   | PC10. Annual balance sheet preparation   | 8   | 2  | 6  |
|                    |   | PC11. Annual EPF statements & other statements   | 8   | 2  | 6  |
|                    | Input/equipment purchase & sale of planting materials | PC12. Input & equipment requirement  | 2   | 2  | 0  |
|                    |   | PC13. Purchase, effective utilization & management   | 2   | 2  | 0  |
|                    |   | PC14. Sale of planting materials   | 2   | 2  | 0  |
|                    | Data collection, & documentation                      | PC15. Collection and recording of all nursery data   | 2   | 2  | 0  |
|                    |   | PC16. Compilation, reporting and recording for future reference  | 2   | 2  | 0  |
|                    |   | PC17. Creation of office files and maintenance   | 2   | 2  | 0  |
|                    |   | PC18. Creation of registers for all activities/items and up dating   | 2   | 2  | 0  |
|                    |   | PC19. Recording of data on all nursery activities – date of seed purchase, sowing, planting, budding, sales of planting materials, weeding, fertilizer application etc | 2   | 2  | 0  |
|                    | Computer Applications                                 | PC20. General computer application   | 2   | 2  | 0  |
|                    |   | PC21. Preparation of computer generated reports, statements  | 2   | 2  | 0  |
|                    |   | PC22. Compilation of data  | 2   | 2  | 0  |
|                    |   | PC23. Preparation of computer generated pay bills  | 2   | 2  | 0  |
|                    |   | PC24. Preparation of sales bills   | 2   | 2  | 0  |
|                    |   | PC25. Preparation of expenditure and income statements   | 2   | 2  | 0  |
|                    |   | PC26. Preparation of annual budget, balance sheet  | 2   | 2  | 0  |
|                    |   | PC27. Preparation of presentations for publicity   | 2   | 2  | 0  |
|                    |   |  | 100 | 60 | 40 |
| 2. RSC / N 6008    | Purchase of seeds                                     | PC1. Assessment of requirement   | 10  | 5  | 5  |
| Purchase of seeds, |   | PC2. Preparation of quotation notice   | 10  | 5  | 5  |

|   |   |   |   |     |    |    |
|---|---|---|---|-----|----|----|
| inputs/ implements and sale of planting materials |   | PC3. Compilation of quotations and submission for approval    | 10  | 5   | 5  |    |
|   |   | PC4. Placing of supply order and purchase                     | 10  | 5   | 5  |    |
|   |   | PC5. Recording of data, register/file sales bill and vouchers | 10  | 5   | 5  |    |
|   | Purchase of inputs/implements             | PC6. Assessment of requirement                                | 10  | 5   | 5  |    |
|   |   | PC7. Preparation of documents observing all formalities       | 10  | 5   | 5  |    |
|   |   | PC8. Register in asset/ stock and utilization register        | 10  | 5   | 5  |    |
|   | Sale of planting materials                | PC9. Preparation of delivery order                            | 5   | 5   | 0  |    |
|   |   | PC10. Receipt of cash & issue cash receipt                    | 5   | 5   | 0  |    |
|   |   | PC11. Register in sales register                              | 5   | 5   | 0  |    |
|   |   | PC12. Preparation of compilation statement                    | 5   | 5   | 0  |    |
|   |   |   |   | 100 | 60 | 40 |
|   | 3. RSC/N 5008 Labour Management & welfare | Profile of workers  | PC1. Name and address, family details etc | 5   | 2  | 3  |
| PC2. Age & gender                                 |   |   | 5   | 2   | 3  |    |
| PC3. Qualification & experience                   |   |   | 5   | 2   | 3  |    |
| PC4. Family details                               |   |   | 4   | 2   | 2  |    |
| PC5. Service details                              |   |   | 2   | 2   | 0  |    |
| Work details                                      |   | PC6. Attendance   | 3   | 3   | 0  |    |
|   |   | PC7. Work distribution  | 3   | 3   | 0  |    |
|   |   | PC8. Leave  | 3   | 3   | 0  |    |
|   |   | PC9. Conduct  | 3   | 3   | 0  |    |
| Wages payment                                     |   | PC10. Rate of wages   | 6   | 3   | 3  |    |
|   |   | PC11. Total wages paid  | 6   | 3   | 3  |    |
|   |   | PC12. Deductions (EPF)  | 6   | 3   | 3  |    |
|   |   | PC13. Allowance paid  | 6   | 3   | 3  |    |
|   |   | PC14. Period of payment and date of payment                   | 6   | 3   | 3  |    |
|   |   | PC15. A quittance for payment                                 | 6   | 3   | 3  |    |
|   |   | PC16. Payment of Ex- gratia (Bonus)                           | 6   | 3   | 3  |    |
| EPF   |   | PC17. Details of EPF deduction and employer's contribution    | 5   | 3   | 2  |    |
|   |   | PC18. EPF remittance  | 5   | 3   | 2  |    |
|   |   | PC19. Preparation of EPF return & submission to APFO's        | 5   | 3   | 2  |    |

|  |                |  |     |    |    |
|--|----------------|--|-----|----|----|
|  |                | Office   |     |    |    |
|  |                | PC20. Details of EPF withdrawals                   | 4   | 2  | 2  |
|  |                | PC21. Annual EPF statements                        | 2   | 2  | 0  |
|  | Other benefits | PC22. Group insurance schemes and Health Insurance | 2   | 2  | 0  |
|  |                | PC23. Production linked incentive schemes          | 2   | 2  | 0  |
|  |                |  | 100 | 60 | 40 |