

QUALIFICATION FILE – EXIM - Executive

- 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
- NCrF/NSQF Level: 4**

Submitted By:

Logistics Sector Skill Council

No. 480 A, 7th floor Khivraj Complex 2, Anna Salai, Nandanam, Chennai – 600 035

Submitting Body Contact Details:

Name: Ms. Reena Murray

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Section 1: Basic Details

1.	Qualification Name	EXIM - Executive																
2.	Sector/s	Logistics																
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input checked="" type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of the existing /previous qualification: QG-04-TW-00353-2023-V1.1-LSC	Qualification Name of the existing version: EXIM - Executive															
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	EXIM - Executive																
5.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	QG-04-TW-046102025-V2-LSC & V2	6. NCQF/NSQF Level: 4															
7.	Award (Certificate/Diploma/ Advanced Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate																
8.	Brief Description of the Qualification	The individual is responsible for EXIM operations in office, customs clearance in the field and freight forwarding. The individual also performs freight and customs documentation and liaises with stakeholders to ensure timely clearance and shipment of cargo.																
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>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12th grade pass or equivalent</td> <td>1 year relevant experience in freight forwarding</td> </tr> <tr> <td>2</td> <td>10th grade pass or equivalent</td> <td>3 years of relevant experience in freight forwarding</td> </tr> <tr> <td>3</td> <td>Previous relevant Qualification of NSQF Level (3.5)</td> <td>1.5 years of relevant experience in freight forwarding</td> </tr> <tr> <td>4</td> <td>Previous relevant Qualification of NSQF Level (3)</td> <td>3 years of relevant experience in freight forwarding</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	12 th grade pass or equivalent	1 year relevant experience in freight forwarding	2	10 th grade pass or equivalent	3 years of relevant experience in freight forwarding	3	Previous relevant Qualification of NSQF Level (3.5)	1.5 years of relevant experience in freight forwarding	4	Previous relevant Qualification of NSQF Level (3)	3 years of relevant experience in freight forwarding
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)																
1	12 th grade pass or equivalent	1 year relevant experience in freight forwarding																
2	10 th grade pass or equivalent	3 years of relevant experience in freight forwarding																
3	Previous relevant Qualification of NSQF Level (3.5)	1.5 years of relevant experience in freight forwarding																
4	Previous relevant Qualification of NSQF Level (3)	3 years of relevant experience in freight forwarding																

		b. Age:																						
10.	Credits Assigned to this Qualification <i>(as per National Credit Framework (NCrF))</i>	14	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable): I</i>																					
12.	Any Licensing Requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																						
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 20%;">Training Delivery Modes</th> <th style="width: 15%;">Theory (Hours)</th> <th style="width: 15%;">Practical (Hours)</th> <th style="width: 15%;">OJT Mandatory (Hours)</th> <th style="width: 15%;">OJT Recommended (Hours)</th> <th style="width: 10%;">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>155</td> <td>235</td> <td>30</td> <td></td> <td>420</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	155	235	30		420	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	155	235	30		420																			
Online																								
14.	Aligned to NCO/ISCO Code/s <i>(if code is not available, then mention the same)</i>	NCO-2015/3351 & 3122.4																						
15.	Progression Path After Attaining the Qualification <i>(Please show Professional and Academic progression) (wherever applicable)</i>	EXIM - Supervisor																						
16.	Other Indian Languages in which the Qualification & Model Curriculum are being Submitted	Hindi																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If "Yes", specify applicable type of Disability:</i>																						
19.	How participation of women will be encouraged?	The Job Role is gender neutral and can be performed by women in equality to men.																						
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it), wherever applicable</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						

21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Ms. Reena Murray Email: reena@lsc-india.com Contact No.: 044 4851 4607 Website: www.lsc-india.com
23.	Final Approval Date by NSQC: 07-10-2025	24. Validity Duration: 3 years 25. Next Review Date: 07-10-2028

Section 2: Module Summary

NOS of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS:

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	Introduction to EXIM - Executive	Bridge module	Non-core	4	1	20	10	-	-	30	0	0		0	0	0
2	Manage EXIM documentation	LSC/N2147 & V1.0	Core	4	2	20	35	5		60	30	60	-	10	100	20
3	Perform EDI filing	LSC/N3321 & V1.0	Core	4	2	20	35	5		60	30	60	-	10	100	10

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)
4	Plan and arrange for cargo movement	LSC/N2132 & V3.0	Core	4	2	20	35	5		60	30	60	-	10	100	20
5	Perform customs clearance activities	LSC/N2146 & V1.0	Core	4	2	20	35	5		60	30	60	-	10	100	10
6	Provide Customer Support and resolve complaints	LSC/N1504 & V1.0	Core	4	2	20	35	5		60	30	60	-	10	100	20
7	Follow health, safety and security procedures and maintain integrity and ethics at the workplace	LSC/N9911 & V1.0	Core	4	2	20	35	5		60	30	60	-	10	100	10
8	Employability Skills (60 Hours)	DGT/VSQ/N 0102 & V1.0	Non-Core	4	1	15	15			30	20	30	-	-	50	10
	Duration (in Hours) / Total Marks				14	155	235	30	-	420	200	390	-	60	650	100

Elective NOS: NA

Optional NOS 1: Transportation and Route optimization

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	Transportation and Route Optimization through all modes of transport	LSC/N6503 & V1.0	Core	4	2	30	30	-	60	30	30	60	-	10	100	10
						30	30			60	30	60	-	10	100	10

Optional NOS 2: Customs Clearance Supervision

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	Supervise customs clearance activities	LSC/N2343 & V4.0	Core	4	2	30	30	-	60	30	30	60		10	100	10

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: 50 % (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)	Any degree + 2 years of relevant industrial experience specifically in EXIM services Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V2.0". Minimum accepted score is 80%
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Any degree + minimum 5 years of experience in the logistics industry, specifically in EXIM services. Certified for Job Role: "EXIM - Executive" mapped to QP: "LSC/Q2101, v3.0". Minimum accepted score is 80%
3.	Tools and Equipment Required for the Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)	Any degree + 2 years of relevant industrial experience Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, V2.0". Minimum accepted score is 80%
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	Any degree + 2 years of relevant industrial experience Certified for Job Role: "EXIM - Executive" mapped to QP: "LSC/Q2101, v3.0". Minimum accepted score is 80%
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	Any degree + 5 years of relevant industrial experience + 1 year assessment experience Recommended that the Assessor is certified for the Job Role: "Lead Assessor", mapped to the Qualification Pack: "MEP/Q2701, V2.0". Minimum accepted score is 80%
4.	Assessment Mode (Specify the assessment mode)	Online and Offline

5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>
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Section 5: Evidence of 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): No
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: As per Annexure: Training and Employment Details
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes

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>	Yes
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Assessment of the Candidates on completion of the Training is a very important activity that is monitored by Logistics Sector Skill Council (LSC). It ensures sustained quality of training delivery. It also indicates to the LSC the need for any changes in training content. LSC has developed

policies related to affiliation of assessment agencies and assessment process to enhance the quality of assessments and they are outlined in succeeding paragraphs.

1) Guidelines on affiliation of assessment agencies:

As per NSDC guidelines on affiliation of assessment agency, we are adhering the following:

- a) Application evaluation
- b) Affiliation certificate
- c) SME profile validation
- d) Question bank validation
- e) TOA process
- f) Link through SIP

2) Assessment process:

1) The assessment process would begin by developing the correct qualitative questions for theory/practical and viva. Questions papers are submitted by Assessment Bodies (AB) to LSC for approval.

2) AB submits Assessor's details, their experience and credentials to LSC for approval.

3) Third step in the process would be allocation of batches by LSC to AB for which LSC has shifted from a manual allocation system to automated allocation on the basis of grading system on the below mentioned parameters.

- i. Quality of the assessors submitted by the assessment agency.
- ii. Certification of the assessor by LSC basis the training of assessor's program conducted by LSC.
- iii. Adherence to schedule of assessments by the assessment agencies.
- iv. Integrity of the assessor in conducting quality assessments.
- v. Quality of the question papers submitted by the assessment agencies to LSC.

		<p>vi. Submission of quality documents of the assessments conducted as insisted by LSC.</p> <p>vii. Time of submission of the required assessment related documents to LSC for approval</p> <p>viii. Time of submission of results in SDMS system post approval by LSC</p> <p>Basis the above grading metrics the system would allocate the batches to the assessment agencies, which has brought transparency in the system of who are allocated how many batches and it is made very clear to the ecosystem that performance matters a lot. This has in turn also helped to improve the quality of the trainings as the check list of documents advised by LSC to be submitted by the assessment agencies speaks on the quality of trainings happening.</p>
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	<ol style="list-style-type: none"> 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 validated and approved by the SSC. 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below) 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria 5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles. 6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is Blended Learning</i>)	No
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	No

7.	Annexure: Acronym and Glossary (<i>Optional</i>)	Yes
8.	Supporting Document: Model Curriculum (<i>Mandatory - Public view</i>)	Yes
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Yes
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Yes
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	https://drive.google.com/file/d/1G3IXYAbONyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing
12.	Any other document you wish to submit:	NA

Annexure: 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	<ul style="list-style-type: none"> Perform custom clearance field and office activities like preparing documentation, filling with customs office, organizing cargo inspection, conduct data entry, filing and freight driver coordination 	The process requires the job holder to perform the routine tasks of analyzing the custom documents, arranging them and getting them processed through custom office. S/he is also required to coordinate with client and freight forwarders in taking down queries and requirements, arranging for gate passes, verifying transport documents on a regular basis.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> Knowledge of process flow in custom clearance and freight forwarding services Knowledge of various HSN codes Knowledge of geographical locations Knowledge of transit rules and regulations and different special and dangerous goods 	The job holder knows how to file custom documents for processing of exports and imports. S/he is aware of the applicable HSN codes, identification and handling of dangerous goods, assist custom officials in inspection, freight and trucking documentations, gate passes, etc.	4

Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> File custom documents Review freight documents Coordinate with supervisors, office executives and freight drivers 	The job holder is required to prepare documentation for export and import processes and EDI filings. He/ she is also required to check the BoE, shipping bills for adequacy for custom filling and use handheld devices for communicating and coordinating.	4
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> Estimate customs and perform calculations Arrange documents as per requirement Communicate with stakeholders 	The job holder is required to have mathematical ability to estimate the tax and custom applicable, analytical and organizational skills to organize papers in order for quick processing and good communication skills to interact with customs, PGAs, clients and freight forwarders on a regular basis	4
Responsibility	<ul style="list-style-type: none"> Responsible for work assigned to the individual 	The job holder is responsible for performing the single job that has been allocated to him either in custom clearance, field coordination or freight forwarding	4

Annexure: 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.	PPE	Standard Make	2
2.	Computers with web camera, MS office	Standard Make	2
3.	Scanners, system tools, printers	Standard Make	2
4.	MHE	Standard Make	2
5.	Barcode scanner	Standard Make	2
6.	Indian Customs EDI System (ICES)	Standard Make	2
7.	Indian Customs EDI Gateway (ICEGATE)	Standard Make	2
8.	Remote EDI system	Standard Make	2

9.	Standard forms	Standard Make	5
10.	Sample documentation	Standard Make	5
11.	SOP	Standard Make	5
12.	ERP	Standard Make	1
13.	WMS		15
14.	LLMS (Learning version)	LLMS software logins to be subscribed from LSC Regarding equipment guidance please reach out to Logistics Sector Skill Council	15 logins per center
15.	TMS (Learning version)	TMS software logins to be subscribed from LSC Regarding equipment guidance please reach out to Logistics Sector Skill Council	15 logins per center

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Training Kit (Trainer Guide, Presentations)
2. Charts, Models, Video presentation, Flip Chart
3. Whiteboard/Smart Board, Marker, Board eraser

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	EPT Global Logistics Pvt Ltd	Darshan Mashroo	Director	Ahmedabad			

2.	St John Freight Systems Ltd	Suresh Kumar	Senior District Manager	Chennai			
3.	FFAF Logistics India Pvt Ltd	Ragini Gupta	Head HR and Business	Bangalore			
4.	Flyjac Logistics Pvt Ltd	Madhava Priyan	VP	Chennai			
5.	AFFREIGHTER LOGISTICS PVT LTD	Akalya Mohan	Vice President	Bangalore			
6.	Denken Global Supply Chain Pvt Ltd	Shyamsundar CK	Director	Chennai			
7.	EXPRESS ROADWAYS PVT LTD	Saloni Gupta	HR Head	New Delhi			
8.	Om Logistics Ltd	Chirag Sehgal	HRD Manager	New Delhi			
9.	Tripath Logistics Private Limited	Balasubramanian	Director	Bengaluru			
10.	Navata Road Transport	Thaviti Naidu	Asst Manager	Chennai			
11.	Federal Transport Pvt Ltd	Meena	Accounting Manager	Chennai			
12.	Apeksha Logistics	Geetha Bhaskar	Director HR	Bangalore			
13.	Galaxy Freight Private Limited	Afiya Khan	Manager HR	Mumbai			
14.	Gaerish Logistics Pvt Ltd	Wesley Prasad A	Manager HR	Chennai			

15.	Star Freight Private Limited	Samir J Shah	Director	Ahmedabad			
16.	Janex Logistics Pvt Ltd	Jane Crispen	Business Development Executive	Chennai			
17.	Jasvant B Shah	Samir J Shah	Director	Ahmedabad			
18.	Tulsidas Khimji Pvt Ltd	Pinakin Pandya	VP	Ahmedabad			
19.	Ravindra Logistics	Ravindra Singh Bhatia	CEO	Pune			
20.	INDELOX SERVICES PVT LTD	Swetha N	HR Manager	Bengaluru			
21.	Snowman Logistics Limited	Rajni Aarya	DGM HR	New Delhi			

Annexure: 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
2024-25	150		20			
2025-26	200		30			
2026-27	300		50			

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
2.0	2024-2025	353	65	65		99	5	5					
2.0	2023-2024	147	61	61		13	2	2					
2.0	2022-2023	156	121	120		0	0	0					

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

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

- 1.
- 2.

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: English, Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
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1	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: 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
Manage EXIM documentation	PC 1. Obtain the list of work requirements and cargo from the supervisor.	2	4	-	0.5
	PC 2. Collect details about the cargo's quantity, value, packing, labelling, weight, and size.	2	4	-	0.5
	PC 3. Prepare a checklist of documents required for customs clearance	2	4	-	0.5
	PC 4. Receive basic know-your-customer (KYC) and goods and services tax (GST) details from the importer, including copies of invoices, packing lists, shipping bills/ Airway bills, bills of lading, etc. for import cargo.	2	4	-	0.5

	PC 5. Gather required documents for import cargo, such as delivery orders, certificate of origin, industrial licenses, insurance documents, etc.	2	4	-	0.5
	PC 6. Obtain details about the quantity, value, packing, labelling, weight, size, and nature of cargo (liquid, hazardous chemicals, perishables, etc.) for export and transshipment cargo.	2	4	-	0.5
	PC 7. Receive basic KYC and GST details of the exporter/ shipper, including destination country, shipment date, type of cargo, insurance details, invoice, packing list, shipping declaration, purchase order, and Statutory Declaration Form as per the checklist, etc., for export and transshipment cargo.	2	4	-	0.5
	PC 8. Obtain the bonds to be executed with the customs official for duty-exempted items	2	4	-	0.5
	PC9. Identify the location of the service recipient and place of supply of services	2	4	-	0.5
	PC10. Identify proper classification of the transaction (i.e. Intra-State or Inter-state) and determine the applicable GST: Central Goods and Services Tax (CGST), Integrated Goods and Services Tax (IGST), State Goods and Services Tax (SGST)	2	4	-	0.5
	PC11. Identify if GST is payable under reverse charge in case the Service provider is an unregistered party	2	4	-	0.5
	PC12. Obtain name, address, GST Identification Number (GSTIN), Permanent account number (PAN), email I.D. of service/shipment provider and recipient	2	4	-	0.5
	PC13. Obtain a description of service, Service accounting code (SAC)/Harmonized System of Nomenclature (HSN) code	2	4	-	0.5
	PC14. Receive unique identification number (UIN) for multilateral entity	2	4	-	0.5
	PC15. Check for relevant notification in case of exempt clients	1	2	-	1
	PC16. Calculate taxable value considering the applicable rate of GST based on SAC/HSN	-	-	-	1
	PC17. Check for vendor invoices for all mandatory particulars and applicable GST	1	2	-	1
	NOS Total	30	60	-	10
Perform EDI filing	PC1. Prepare mandatory documents in ICES such as Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, etc.	2	3	-	0.5
	PC2. Prepare shipping bill and bill of Entry (BoE) for export of goods	2	3	-	0.5

PC3. Check the invoice for accuracy regarding the number of packages, quantity, unit rate, total freight on board (FOB) / cost, insurance and freight (CIF) value, etc.	2	3	-	0.5
PC4. Check for additional documentation and regulatory requirements for Special Cargo (e.g., dangerous goods, livestock, and perishable items).	2	3	-	0.5
PC5. Attach necessary documents for exports, such as contracts, Letters of Credit, and purchase orders of the overseas buyer	2	3	-	0.5
PC6. Prepare a declaration for goods carried in the vessel in case of imports	2	3	-	0.5
PC7. Check the manifest for details of the cargo imported, including the quantity and details of discharge port-wise.	2	3	-	0.5
PC8. Pay the required duty and obtain a copy to be filed	2	3	-	0.5
PC9. Coordinate with the Customs Brokers (CBR) and hand over the documents required for customs clearance	2	3	-	0.5
PC10. Prepare documentation for special cases such as pilferage, damage of goods, etc., as required	2	3	-	0.5
PC11. Input the necessary information into the relevant forms in EDI (e.g., Bill of Entry, Shipping Bill) based on the cargo type, such as Importer/Exporter details; Cargo details (HS Code, description, value); Transport details (Airline, Shipping Line, Bill of Lading number); Tax calculations (Customs Duty, IGST, etc.); Port and Customs Zone information; Additional declarations as required (e.g., hazardous goods declaration).	1	3	-	0.5
PC12. Ensure all details entered in the electronic forms are accurate, as any errors or discrepancies can lead to delays in clearance or rejection of filings.	1	3	-	0.5
PC13. Upload the documents on the Indian Customs Electronic Commerce/ ICEGATE web portal	1	3	-	0.5
PC14. Submit the documents via the EDI system once all forms have been filled out and verified.	1	3	-	0.5
PC15. Download and print the acknowledgement and the unique reference number generated (e.g., Bill of Entry Number or Shipping Bill Number).	1	3	-	0.5
PC16. Prepare payment requests and check for timely payments for processing shipments and customs clearance formalities	1	3	-	0.5

	PC17. Check the required customs and other related portals like shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs), etc., to track the movement of submitted/approved documentation	1	3	-	0.5
	PC18. In case of changes in documentation or declarations, file an amendment request with ICEGATE and customs authorities, following their specified process.	1	3	-	0.5
	PC19. Process the Goods for movement once the customs clearance is granted.	1	3	-	0.5
	PC20. Keep copies of all documents, including the filed EDI forms, acknowledgement receipts, duty payment receipts, and clearance orders, as part of the company's records for compliance and maintenance for future reference.	1	3	-	0.5
	NOS Total	30	60	-	10
Plan and arrange for cargo movement	PC1. Confirm that the goods have successfully passed customs clearance and that the relevant import duties, taxes, and regulatory requirements are completed	1	2	-	1
	PC2. Ensure the following documents are in place and correct: Bill of Lading (B/L) or Airway Bill (AWB), Commercial Invoice, Packing List, Customs Declaration/Customs Entry, Delivery Order (DO), Import License (if applicable), Certificate of Origin (if applicable)	1	2	-	-
	PC3. Ensure there are no holds or pending inspections from customs or other regulatory bodies that could delay the movement	1	2	-	1
	PC4. Determine the appropriate transportation mode according to the cargo's final destination (warehouse, customer location, etc.)	1	2	-	1
	PC5. Take necessary precautions and care when handling dangerous goods and special goods	1	2	-	1
	PC6. Plan the best route, considering distance, road conditions, delivery timelines, and restrictions (e.g., road access, weight limitations)	1	2	-	-
	PC7. Set a delivery schedule with realistic timeframes for unloading and further transportation if needed	1	2	-	0.5
	PC8. Coordinate with transport providers and arrange the necessary material handling equipment for loading and unloading cargo	1	2	-	0.5

PC9. Inform clients of updates regarding the shipment duration, transfers or regulations affecting shipments and receive their confirmation	1	2	-	-
PC10. Keep all the stakeholders informed about the shipment tracking and status	1	2	-	1
PC11. Verify that the cargo is delivered according to the agreed schedule	1	2	-	-
PC12. Complete all necessary documentation, such as delivery receipts, inspection reports, or customer sign-off, to close the shipment	1	2	-	1
PC13. Prepare a schedule for cargo movement from the supplier destination	1	2	-	1
PC14. Collect and verify details of any specific packaging requirements as per the nature of goods	1	2	-	-
PC15. Plan an appropriate route for shipping considering transit requirements and estimate the transit time	1	2	-	1
PC16. Check if documents of the transport provider are in order, inform in case of issues to both the supervisor and transporter	1	2	-	-
PC17. Arrange for the entry pass for the transporter	1	2	-	-
PC18. Ensure the cargo is properly packaged, sealed, and labelled according to transportation requirements and destination customs regulations	1	2	-	-
PC19. Take necessary precautions and care when handling dangerous and special goods	1	2	-	-
PC20. Arrange for material handling equipment as required	1	2	-	-
PC21. Inform clients on transit duration, transfers or regulations affecting shipments, etc. and receive their confirmation	1	2	-	-
PC22. Consolidate cargo destined to a common destination to minimise cost	1	2	-	-
PC23. Arrange necessary documents for the admission of cargo to the freight station, post customs clearance procedures, etc	1	2	-	-
PC24. Ensure the cargo is offloaded and transferred to the next vessel/aircraft with the correct routing information in case of transshipment	1	2	-	1
PC25. Track the cargo's progress via tracking systems the shipping line/airline provides	1	2	-	-
PC26. Maintain regular communication with the carrier or freight forwarder for updates	1	2	-	-

	PC27. Ensure proper unloading at the final destination, confirming the goods match the delivery documents	1	2	-	-
	PC28. Coordinate for destination customs clearance and make final delivery arrangements post clearance.	1	2	-	-
	PC29. Collect Proof of Delivery (POD) and complete the documentation process for further processing, payment collection, etc	2	4	-	-
	NOS Total	30	60	-	10
Perform customs clearance activities	PC1. Submit documents required for customs clearance to customs officials as per requirements.	2	4	-	0.5
	PC2. Respond to any queries and make note of any objections raised by customs officials on the cargo.	2	4	-	-
	PC3. Escalate objections and remarks of customs officials to the (EXIM) supervisor and the customer as required.	2	4	-	0.5
	PC4. Check that the packaging and material used are as per client's requirement and regulatory compliance.	2	4	-	-
	PC5. Assist customs officer in conducting the inspection, and post inspection witness sealing of the container.	2	4	-	0.5
	PC6. Coordinate with the custodian officials on receipt of goods for loading in the vessel.	2	4	-	0.5
	PC7. Arrange for workforce and material handling equipment for the movement of goods.	2	4	-	0.5
	PC8. Keep a record of shipment in the form of a daily status report & update the same to the customer & EXIM supervisor.	2	4	-	0.5
	PC9. Collect, transmit and maintain records like photographs of seals and container number, cargo stuffing, etc., as records using data management devices.	1	2	-	0.5
	PC10. Submit all signed hard copies and soft data for record filling.	1	2	-	0.5
	PC11. Share a copy of the customs clearance documents with the shipper/ customs agents for further actions.	1	2	-	0.5

	PC12. Collect feedback from customs officer and report it to the supervisor.	1	2	-	0.5
	PC13. Follow up in the Indian Customs EDI Gateway (ICEGATE) and check if the bill of entry is approved.	1	2	-	0.5
	PC14. Check the websites of various Participative Government Agencies (PGAs) to check for receipt of various clearances.	1	2	-	0.5
	PC15. Check if the cargo is approved and released from customs and report the same.	1	2	-	0.5
	PC16. Arrange for required information and related documents on the pending issues to get the cargo customs cleared.	1	2	-	0.5
	PC17. Receive final clearance in the form of a Let Export Order (LEO)/ Out of Customs Charge (OCC).	1	2	-	0.5
	PC18. Provide the required information and documents to the field executives.	1	2	-	0.5
	PC19. Maintain records for clearance activities and shipment for the mandated duration as specified by EXIM regulations.	1	2	-	0.5
	PC20. Assist in clarifying queries raised by customs official or arrange for additional documents from client/ shipper, if required.	1	2	-	0.5
	PC21. Update cargo status in the portal with the assistance of the documentation executive.	1	2	-	0.5
	PC22. Prepare invoices and process payment for accounting purposes in line with organisation requirements.	1	2	-	0.5
	NOS Total	30	60	-	10
Provide Customer Support and resolve complaints	PC1. Act as the customer's primary point of contact and value the client's preferences, needs, and goals.	2	3	-	0.5
	PC2. Offer 24/7 support for key clients through various means, such as real-time tracking notifications, proactive alerts, a helpline number, etc., especially those in industries with time-sensitive shipments (e.g., e-commerce or healthcare).	2	3	-	0.5
	PC3. Check the consignment's current status using online tracking tools and ensure that it is updated regularly.	2	3	-	0.5

PC4. Confirm whether the consignment is progressing and whether the event milestones have been reached as per schedule.	2	3	-	0.5
PC5. Check the reason for the delayed consignment at a transit hub and when the shipment will move, and file a complaint if necessary.	2	3	-	0.5
PC6. Confirm the updated last transit point and contact the concerned hub to find out the status in case of delay.	2	3	-	0.5
PC7. Follow up regularly with the concerned transportation/ carrier/ handler/ delivery centre department regarding the shipment's current status and match that with the online tracking.	2	3	-	0.5
PC8. Update the client regularly about the shipment status and provide additional information about any changes in the transit time, contingencies, etc.	2	3	-	0.5
PC9. Identify and assess potential risks that could threaten the relationship, such as industry downturns, market changes, or internal issues at the client's end.	1	3	-	0.5
PC10. Proactively look for potential issues affecting key clients' experiences (e.g., shipping volume spikes due to holiday seasons or product launches) and prepare in advance to handle the increased demand.	1	3	-	0.5
PC11. Create contingency plans for delays, supply chain disruptions, or unexpected problems.	1	3	-	0.5
PC12. Establish a clear escalation process for handling issues or disputes.	1	3	-	0.5
PC13. Acknowledge the problem once raised by the customer and apologise for any inconvenience.	1	3	-	0.5
PC14. Request Detailed Information, perform basic checks, and provide a timeline for resolution.	1	3	-	0.5
PC15. Investigate the complaint and perform Root Cause analysis if required.	1	3	-	0.5
PC16. Propose an Effective Solution tailored to the specific complaint and the client's expectations, e.g. Compensation or Reshipment for lost/ damaged goods.	1	3	-	0.5
PC17. Offer alternative solutions such as discounts or credit if the client's preferred solution is impossible.	1	3	-	0.5

	PC18. Keep the client updated throughout the resolution process	1	3	-	0.5
	PC19. Ensure that the agreed-upon solution is documented and timely action is taken.	1	3	-	-
	PC20. Improve processes by implementing changes in procedures, whether that involves improving packaging standards, refining communication channels, or training staff in better handling practices.	1	1	-	0.5
	PC 21. Confirm with the client once the issue has been resolved to ensure they are satisfied with the outcome and the resolution.	1	1	-	-
	PC22. Assist the client in processing an insurance claim for reimbursement if the shipment was insured.	1	1	-	0.5
	NOS Total	30	60	-	10
Follow health, safety, and security procedures and maintain integrity, ethics at workplace	PC1. Comply with safety regulations and procedures to avoid fire hazards, biohazards, etc.	1	2	-	-
	PC2. Wear all safety equipment including protective gear, helmets etc., in relevant bay areas.	2	3	-	1
	PC3. Follow organisation procedures concerning documentation.	1	2	-	-
	PC4. Recognise unsafe workplace conditions and safety practices and report them to concerned authorities.	2	3	-	1
	PC5. Ensure that the work area and supplies are organised and cleaned regularly.	1	3	-	1
	PC6. Comply with data safety regulations of the organisation and follow clear worktable area policy.	1	3	-	-
	PC7. Maintain personal hygiene and wash hands regularly using soap and water or alcohol-based sanitizer.	1	2	-	1
	PC8. Undertake periodical preventive health checkups.	1	3	-	1
	PC9. Participate in fire drills and follow 5S at workplace.	1	3	-	-
	PC10. Act immediately during emergencies and move to safety.	2	2	-	1
	PC11. Provide first aid to affected victims e.g., in case of bleeding, burns, choking, electric shock, poisoning etc.	1	2	-	-
	PC12. In case of fire, follow fire safety practices taught during fire drills.	2	3	-	-
	PC13. Follow procedures to rescue victims of fire without endangering self.	1	2	-	1

	PC14. Refrain from indulging in corrupt practices.	2	3	-	-
	PC15. Protect customers' information and ensure acquired information is not used for personal advantage.	1	2	-	-
	PC16. Protect data and information related to business or commercial decisions.	1	3	-	-
	PC17. Sensitize the workforce towards ethical behaviour in the workplace and performing jobs with integrity.	1	2	-	-
	PC18. Conduct regular reviews, check reports for unethical behaviour and corrupt practices and promptly report all violations of the code of ethics.	2	4	-	1
	PC19. Consult senior management when in an ethical dilemma.	1	2	-	-
	PC20. Check that documentation concerning operations is up to date and in accordance with the regulations.	1	3	-	-
	PC21. Coordinate with regulatory authorities and assist in inspections and clearances.	2	4	-	1
	PC22. Report any issues with regulatory compliance.	2	4	-	1
	NOS Total	30	60	-	10
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	-	-	-	-
	NOS Total	20	30	-	-
Transportation and Route optimization through all modes of transport	PC1. Collect complete shipment data, including weight, value, type, dimensions, urgency, incoterms, documentation, date of arrival/ transport, origin, destination etc.	1	3	-	1
	PC2. Prepare route plans with the networks set up, depending upon the transit time and budget allotted for the shipment.	1	3	-	-
	PC3. Check space availability and the cost for different modes of transport.	1	3	-	1
	PC4. Collect information about current situations, contingencies like congestion in ports, weather conditions etc. which might affect transit.	1	3	-	-
	PC5. Decide on aspects like nearest hubs. Major hubs or gateways don't need to be used at all times.	1	3	-	1

PC6. Discuss with the consignee/ stakeholders about the available route options with ETA, cost and other possible hurdles.	2	3	-	-
PC7. Once the route is finalised, book space for each mode of transport using the concerned transport provider's software.	1	3	-	1
PC8. Plan Alternative and additional Transport Corridors according to Customer Needs.	1	3	-	-
PC9. Ensure that Infrastructure and Equipment at transit or connecting point are available.	1	3	-	1
PC10. Confirm that the Operation of cargo / Transshipment at the Transit point is handled according to the customs process.	2	3	-	-
PC11. Ensure that the goods are packed per the transit, transporter, customs etc. requirements and that the transit documents, like the Airway bill, are appropriately fixed on the package.	1	3	-	1
PC12. Ensure that the rules and regulations of transshipment according to the ports, transiting hubs, and customs are met while transporting and handling the cargo.	2	3	-	-
PC13. Assess the risks of Political situations, Port Congestion, Strikes, Riot, Backlog of common carriers, unforeseen costs from special handling etc.	2	3	-	1
PC14. Select the Strongest Agents in the planned Corridors.	1	3	-	-
PC15. Prepare transport documents according to the carriers, e.g., contract of carriage, bill of lading etc.	2	3	-	1
PC16. Ensure that tracking devices are added to the shipment and tracking is possible during the entire transit.	2	3	-	-
PC17. Confirm that proper repacking and consolidation happen when switching between modes of transport.	2	2	-	-
PC18. Organise manpower and storage space across disparate facilities.	2	2	-	-
PC19. Use navigational tools integrated with data from weather stations, satellites etc. for analyzing real-time traffic.	1	2	-	1
PC20. Analyse the demand patterns, wait times and historical records to improve efficiency	1	2	-	-

	PC21. Integrate existing transport management systems with AI-powered monitoring tools that identify potential dangers, such as accidents or obstructions, and send automated alerts with alternatives for prompt action.	1	2	-	1
	PC22. Ensure cost efficiency by optimising the route and reducing the distance a shipment travels, resulting in less fuel consumption and reduced maintenance costs.	1	2	-	-
	NOS Total	30	60	-	10
Supervise customs clearance activities	PC 1. Check that new regulations on customs are understood by the team and implemented.	1	3	-	2
	PC 2. Clarify teams queries in regard to customs clearance process.	1	3	-	-
	PC 3. Check if the classification of product is under correct Harmonized System of Nomenclature (HSN) codes and see the associated benefits (under schemes, etc.)	1	2	-	2
	PC 4. Compute duties and tariffs levied to and from foreign destinations and export schemes and drawbacks.	1	2	-	-
	PC 5. Check for Rules of Origin (ROO) certificate availability and authenticity.	1	2	-	1
	PC 6. Check and file bill of entity (BoE) of the importer shipping bills; and Bill of Lading (BoL) for the exporter.	1	2	-	-
	PC 7. Collect debit note from shipping companies.	1	1	-	-
	PC 8. Verify the documents consigned to assistants for customs processing and clearance.	1	2	-	-
	PC 9. Respond to any queries related to customs documentation.	1	3	-	-
	PC 10. Coordinate and collect duty orders (D.O) and payments.	1	1	-	-
	PC11. Check if clearance of shipment is done on time without delay.	1	1	-	1
	PC12. Inspect all EXIM documentation as required for customs clearance.	1	3	-	-
	PC13. Monitor packaging and labelling of cargo.	1	2	-	1
	PC14. Inspect goods/ cargo while unloading and ensure there is no damage during the transit.	1	1	-	-
	PC15. Communicate with the transport supervisor to arrange for the cargo transportation.	1	1	-	-
	PC16. Coordinate and update the status of cargo in the portal.	1	3	-	-
	PC17. Cross-check and verify if all approved documents are received and submitted to the documentation executive for filing.	1	2	-	-

PC18. Prepare import and export declarations.	1	1	-	-
PC19. Liaise with customs and other governing authorities regarding different regulatory requirements.	1	3	-	-
PC20. Communicate with customs officials to obtain release of incoming or outgoing freight and resolve delays.	1	2	-	-
PC21. Respond to any queries raised by the customs official.	1	1	-	-
PC22. Accompany the customs inspector for a random package check, as required.	1	3	-	-
PC23. Respond to any objection raised by customs authorities on the cargo and the details.	1	2	-	-
PC24. Check if the receiving is taken for Out of Customs charge/ Let Export approval on clearance by customs official.	1	1	-	-
PC25. Prepare import and export declarations and process it through various departments at customs.	1	2	-	-
PC26. Liaise with customs and other governing authorities for any issues that will arise during clearance of cargo.	2	2	-	1
PC27. Communicate with customs officials as appropriate to obtain release of incoming or outgoing freight and resolve delays.	1	2	-	1
PC28. Represent the client and company on all matters related to customs.	1	3	-	-
PC29. Coordinate and follow-up with clients on payments.	1	3	-	-
NOS Total	30	60	-	10

Annexure: 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:

- SSC will receive batches through SIP or email to schedule assessment.
- Batches will be assigned to the NCVET affiliated assessment agencies for conducting the assessment.
- Assessment agencies send the assessment confirmation and procedure to TP/TC looping SSC.
- Assessment agency deploys the ToA certified Assessor for executing the assessment.
- SSC will monitor the assessment process & records.

2. Testing Environment:

- Check the Assessment location, date and time is same as SIP data.
- Specified equipment must be available to facilitate assessment.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME of LSC.
- Questions are mapped to the specified assessment criteria.
- Assessor must be ToA certified.
- Mock test/Self assessment will be conducted during training through LSC softwares.

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- 21 points check list must be adhered by both AA and assessor.

5. Method of verification or validation:

- LSC will validate the evidence and results through LSC portal.
- Validation will be candidate wise scrutiny.

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored by AA for certain years.
- Softcopies of evidences will be stored in LSC portal.

On the Job (OJT assessment applicable):

1. The candidate must score 60% to successfully complete the OJT.

2. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
3. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment.

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

NSQC Approved