

## QUALIFICATION FILE – Supply Chain Supervisor- Agri Commodities

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: 5**

**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

Position in the Organization: Head - Standards & Quality Assurance

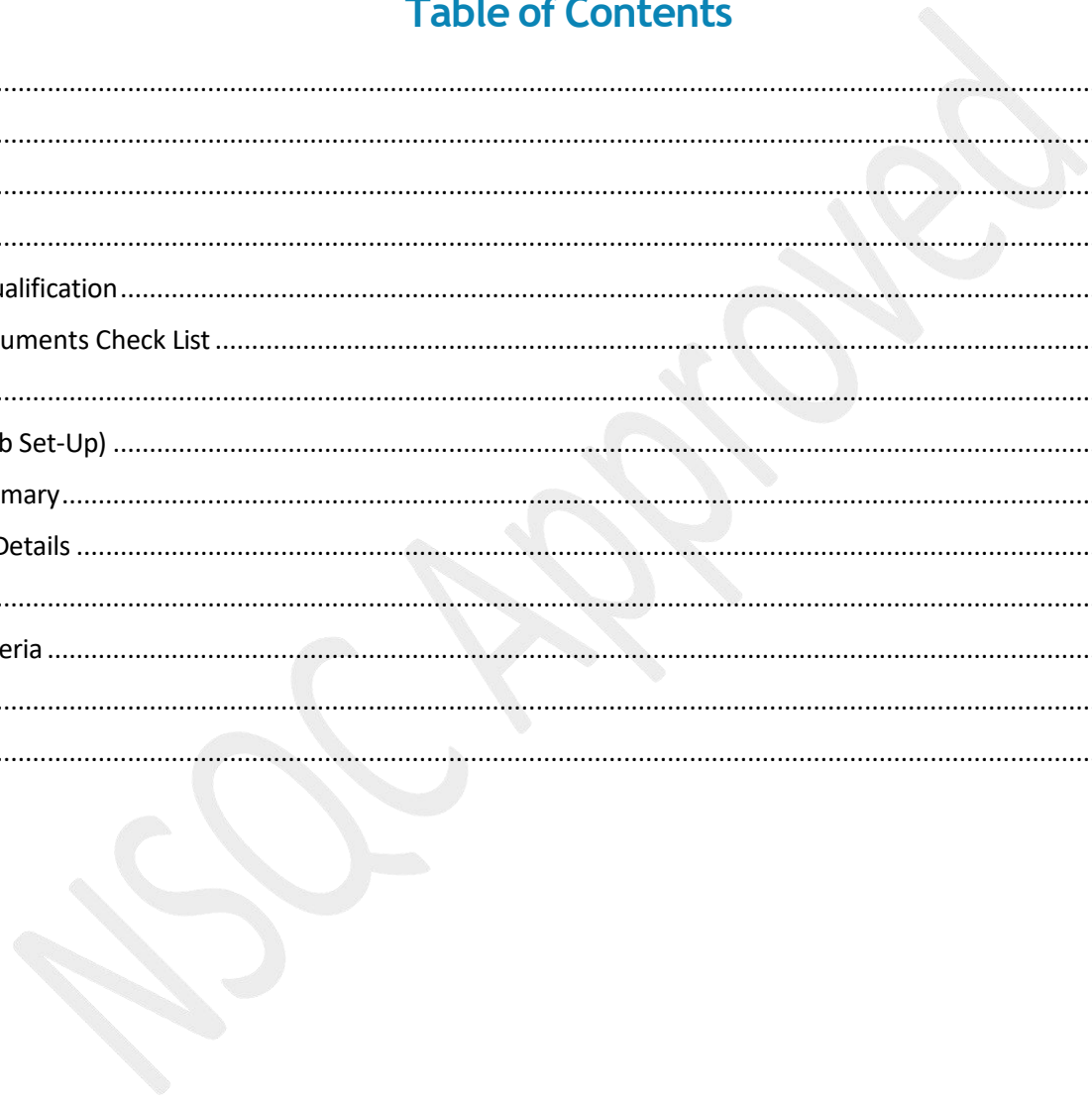
Address if different from the above: Same as above

Tel Number: 044 4851 4607

E-mail Address: reena@lsc-india.com

## Table of Contents

|   |    |
|---|----|
| Section 1: Basic Details .....                              | 3  |
| Section 2: Module Summary .....                             | 5  |
| Section 3: Training Related.....                            | 8  |
| Section 4: Assessment Related.....                          | 9  |
| Section 5: Evidence of Need for the Qualification.....      | 10 |
| Section 6: Annexure & Supporting Documents Check List ..... | 10 |
| Annexure: Evidence of Level .....                           | 13 |
| Annexure: Tools and Equipment (Lab Set-Up) .....            | 17 |
| Annexure: Industry Validations Summary.....                 | 19 |
| Annexure: Training & Employment Details .....               | 21 |
| Annexure: Blended Learning .....                            | 22 |
| Annexure: Detailed Assessment Criteria .....                | 23 |
| Annexure: Assessment Strategy.....                          | 46 |
| Annexure: Acronym and Glossary .....                        | 48 |



## Section 1: Basic Details

| 1.     | <b>Qualification Name</b>  | Supply Chain Supervisor- Agri Commodities  |   |        |  |   |   |                                    |   |   |   |   |
|--------|--|--|---|--------|--|---|---|------------------------------------|---|---|---|---|
| 2.     | <b>Sector/s</b>  | Logistics  |   |        |  |   |   |                                    |   |   |   |   |
| 3.     | <b>Type of Qualification:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input checked="" type="checkbox"/> Has Electives/Options<br><input type="checkbox"/> OEM | <b>NQR Code &amp; version of the existing /previous qualification:</b><br>QG-05-TW-00232-2023-V1-LSC & V1.0  | <b>Qualification Name of the existing version:</b><br>Supply Chain Supervisor- Agri Commodities |        |  |   |   |                                    |   |   |   |   |
| 4.     | <b>a. OEM Name</b><br><b>b. Qualification Name</b><br><i>(Wherever applicable)</i>   | Supply Chain Supervisor- Agri Commodities  |   |        |  |   |   |                                    |   |   |   |   |
| 5.     | <b>National Qualification Register (NQR) Code &amp; Version</b><br><i>(Will be issued after NSQC approval)</i>   | QG-05-TLW-05024-2026-V1-LSSC   | <b>6. NCrF/NSQF Level:</b> 5  |        |  |   |   |                                    |   |   |   |   |
| 7.     | <b>Award (Certificate/Diploma/ Advanced Diploma/ Any Other)</b><br><i>(Wherever applicable specify multiple entry/exits also &amp; provide details in annexure)</i>                              | Certificate  |   |        |  |   |   |                                    |   |   |   |   |
| 8.     | <b>Brief Description of the Qualification</b>  | The individual is responsible for supervising the day to day operations at the facility by allocating resources, managing activities, and coordinating with clients and upper management/regulatory bodies. S/he is also responsible for measuring and reporting the effectiveness of daily assigned activities and employees' performance.  |   |        |  |   |   |                                    |   |   |   |   |
| 9.     | <b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>   | <b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 50%;">Academic/Skill Qualification (with Specialization - if applicable)</th> <th style="width: 40%;">Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Completed UG Diploma or equivalent</td> <td>1 year relevant experience in agri supply chain</td> </tr> <tr> <td>2</td> <td>12<sup>th</sup> grade pass or equivalent</td> <td>4 years of relevant experience in agri supply chain</td> </tr> </tbody> </table> |   | S. No. | Academic/Skill Qualification (with Specialization - if applicable) | Relevant Experience (with Specialization - if applicable) | 1 | Completed UG Diploma or equivalent | 1 year relevant experience in agri supply chain | 2 | 12 <sup>th</sup> grade pass or equivalent | 4 years of relevant experience in agri supply chain |
| S. No. | Academic/Skill Qualification (with Specialization - if applicable)   | Relevant Experience (with Specialization - if applicable)  |   |        |  |   |   |                                    |   |   |   |   |
| 1      | Completed UG Diploma or equivalent   | 1 year relevant experience in agri supply chain  |   |        |  |   |   |                                    |   |   |   |   |
| 2      | 12 <sup>th</sup> grade pass or equivalent  | 4 years of relevant experience in agri supply chain  |   |        |  |   |   |                                    |   |   |   |   |

|                         |   | 3  | Completed 3 year diploma after 10th               | 2 years of relevant experience in agri supply chain |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
|-------------------------|---|--|---|---|---------------|-------------------------|----------------|-------------------|-----------------------|-------------------------|---------------|---------------------|-----|-----|----|---|-----|--------|--|--|--|--|--|
|                         |   | 4  | Previous relevant Qualification of NSQF Level (4) | 3 Years of relevant experience in agri supply chain |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
|                         |   | <b>Age:</b>  |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| <b>10.</b>              | <b>Credits Assigned to this Qualification (as per (NCrF))</b>   | <b>Min Credits: 20; Max Credits: 26</b>  |   | <b>11. Common Cost Norm Category: I</b>             |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| <b>12.</b>              | <b>Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)</b>  | NA   |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| <b>13.</b>              | <b>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</b> | <input checked="" type="checkbox"/> <b>Offline Only</b> <input type="checkbox"/> <b>Online Only</b> <input type="checkbox"/> <b>Blended</b><br><b>(Min hrs): 540 + 60 (1 elective) = 600 hrs</b><br><b>(Max hrs): 780 hrs</b>  |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
|                         |   | <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>200</td> <td>280</td> <td>60</td> <td>0</td> <td>540</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |   |   |               | Training Delivery Modes | Theory (Hours) | Practical (Hours) | OJT Mandatory (Hours) | OJT Recommended (Hours) | Total (Hours) | Classroom (offline) | 200 | 280 | 60 | 0 | 540 | Online |  |  |  |  |  |
| Training Delivery Modes | Theory (Hours)  | Practical (Hours)  | OJT Mandatory (Hours)                             | OJT Recommended (Hours)                             | Total (Hours) |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| Classroom (offline)     | 200   | 280  | 60  | 0   | 540           |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| Online                  |   |  |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
|                         |   | <i>(Refer to the Blended Learning Annexure for details)</i>  |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| <b>14.</b>              | <b>Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)</b>   | NCO – 3323.0601 and ISCO -08 - 4321  |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| <b>15.</b>              | <b>Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)</b>                                 | Warehouse/ Supply Chain Manager  |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| <b>16.</b>              | <b>Other Indian Languages in which the Qualification &amp; Model Curriculum are being Submitted</b>   | Hindi  |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| <b>17.</b>              | <b>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b> URLs of similar Qualifications:   |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |
| <b>18.</b>              | <b>Is the Job Role Amenable to Persons with Disability</b>  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> <b>No</b> If “Yes”, specify applicable type of Disability:  |   |   |               |                         |                |                   |                       |                         |               |                     |     |     |    |   |     |        |  |  |  |  |  |

|     |   |  |                                  |  |  |
|-----|---|--|----------------------------------|--|--|
| 19. | How participation of women will be encouraged?  | The Job Role is gender neutral and can be performed by women   |                                  |  |  |
| 20. | Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it), wherever applicable              | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |                                  |  |  |
| 21. | Is Qualification Suitable to be Offered in Schools/Colleges   | Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input 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<br>Email: reena@lsc-india.com<br>Contact No.: 044 4851 4607<br>Website: www.lsc-india.com   |                                  |  |  |
| 23. | Final Approval Date by NSQC: 06-02-2026   | 24. Validity Duration: 3 years   | 25. Next Review Date: 06-08-2026 |  |  |

## 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: Supply Chain Supervisor - Agri Commodities | Bridge module                             | Non-core       | 5                | 1                   | 20                        | 10  | 0        | 0        | 30    | 0                | 0   | 0     | 0    | 0     | 0                             |
| 2     | Forecasting and Procurement of Agri-products             | LSC/N3307 & V2.0                          | Core           | 5                | 3                   | 30                        | 50  | 10       | 0        | 90    | 30               | 60  | 0     | 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) |
| 3     | Supervise segregation of Agri-Products                                       | LSC/N3308 & V2.0                          | Core           | 5                | 3                   | 30                        | 50         | 10        | 0        | 90         | 30               | 60         | 0        | 10        | 100        | 10                            |
| 4     | Supervise grading and quality check of various agri-products                 | LSC/N3309 & V2.0                          | Core           | 5                | 2                   | 20                        | 30         | 10        | 0        | 60         | 30               | 60         | 0        | 10        | 100        | 10                            |
| 5     | Supervise packaging and storage of agri-products                             | LSC/N3310 & V2.0                          | Core           | 5                | 2                   | 20                        | 30         | 10        | 0        | 60         | 30               | 60         | 0        | 10        | 100        | 10                            |
| 6     | Supervise pre-cooling operations   | LSC/N8704 & V4.0                          | Core           | 5                | 1                   | 10                        | 15         | 5         | 0        | 30         | 30               | 60         | 0        | 10        | 100        | 10                            |
| 7     | Manage placement of goods in controlled conditions                           | LSC/N8706 & V4.0                          | Core           | 5                | 1                   | 10                        | 15         | 5         | 0        | 30         | 30               | 60         | 0        | 10        | 100        | 10                            |
| 8     | Maintain food and personnel safety, health and hygiene in cold storage plant | LSC/N9901 & V2.0                          | Core           | 5                | 1                   | 10                        | 15         | 5         | 0        | 30         | 30               | 60         | 0        | 10        | 100        | 10                            |
| 9     | Supervise outbound transportation planning                                   | LSC/N3314 & V2.0                          | Core           | 5                | 1                   | 15                        | 15         | 0         | 0        | 30         | 30               | 60         | 0        | 10        | 100        | 10                            |
| 10    | Manage Compliance and Certification for Agri Commodities                     | LSC/N3322 & V1.0                          | Core           | 5                | 1                   | 15                        | 15         | 0         | 0        | 30         | 30               | 60         | 0        | 10        | 100        | 10                            |
| 11    | Employability Skills (60 Hours)  | LSC/N0102 & V1.0                          | Non-Core       | 5                | 2                   | 15                        | 15         | 0         | 0        | 30         | 20               | 30         | 0        | 0         | 50         | 5                             |
|       | <b>Duration (in Hours) /Total Marks</b>                                      |   |                |                  | <b>18</b>           | <b>200</b>                | <b>280</b> | <b>60</b> | <b>0</b> | <b>540</b> | <b>2G0</b>       | <b>570</b> | <b>-</b> | <b>G0</b> | <b>G50</b> | <b>95</b>                     |

**Elective NOS 1: Trading on the e-Nam portal**

| 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     | Trading on the e-Nam portal | LSC/N3312 & V2.0                          | Core           | 5                | 2                   | 30                        | 30  | 0        | 0        | 60    | 30               | 60  | -     | 10   | 100   | 5                             |

**Elective NOS 2: Negotiating with buyers (Quoting to buyers)**

| S. No | NOS/Module Name                             | NOS/Module Code & Version (if applicable) | Core/ Non-Core | NCrF/NSQF Level | Credits as per NCrF | Training Duration (Hours) |     |          |          |       | Assessment Marks |     |       |      |       |                               |
|-------|---|---|----------------|-----------------|---------------------|---------------------------|-----|----------|----------|-------|------------------|-----|-------|------|-------|-------------------------------|
|       |   |   |                |                 |                     | Th.                       | Pr. | OJT-Man. | OJT-Rec. | Total | Th.              | Pr. | Proj. | Viva | Total | Weightage (%) (if applicable) |
| 2     | Negotiating with buyers (Quoting to buyers) | LSC/N3313 & V2.0                          | Core           | 5               | 2                   | 30                        | 30  | 0        | 0        | 60    | 30               | 60  | -     | 10   | 100   | 5                             |

**Optional NOS 1: Business development and stakeholder relations**

| S. No | NOS/Module Name                                | NOS/Module Code & Version (if applicable) | Core/ Non-Core | NCrF/NSQF Level | Credits as per NCrF | Training Duration (Hours) |     |          |          |       | Assessment Marks |     |       |      |       |                               |
|-------|--|---|----------------|-----------------|---------------------|---------------------------|-----|----------|----------|-------|------------------|-----|-------|------|-------|-------------------------------|
|       |  |   |                |                 |                     | Th.                       | Pr. | OJT-Man. | OJT-Rec. | Total | Th.              | Pr. | Proj. | Viva | Total | Weightage (%) (if applicable) |
| 1     | Business development and stakeholder relations | LSC/N9701 & V3.0                          | Core           | 5               | 2                   | 30                        | 30  | 0        | 0        | 60    | 30               | 60  | -     | 10   | 100   | 5                             |

## Optional NOS 2: Profit and loss account management and cost accounting

| S. No | NOS/Module Name  | NOS/Module Code & Version (if applicable) | Core/Non-Core | NCrF/NSQF Level | Credits as per NCrF | Training Duration (Hours) |     |          |          |       | Assessment Marks |     |       |      |       |                               |
|-------|--|---|---------------|-----------------|---------------------|---------------------------|-----|----------|----------|-------|------------------|-----|-------|------|-------|-------------------------------|
|       |  |   |               |                 |                     | Th.                       | Pr. | OJT-Man. | OJT-Rec. | Total | Th.              | Pr. | Proj. | Viva | Total | Weightage (%) (if applicable) |
| 2     | Profit and loss account management and cost accounting | LSC/N9603 & V3.0                          |               | 5               |                     | 30                        | 30  | -        |          | 60    |                  |     |       |      |       |                               |

## 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. | <b>Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b> | Any degree + 2 years of relevant industrial experience specifically in Agri Supply Chain<br><br>Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V3.0". Minimum accepted score is 80% |
|----|---|--|

|    |  |   |
|----|--|---|
| 2. | <b>Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)</b> | Any degree + minimum 5 years of experience in the logistics industry, specifically in Agri Supply Chain<br><br>Certified for Job Role: "Supply Chain Supervisor-Agri commodities" mapped to QP: "LSC/Q3301, V2.0".<br>Minimum accepted score is 80% |
| 3. | <b>Tools and Equipment Required for the Training</b>   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)  |
| 4. | <b>In Case of Revised Qualification, Details of Any Upskilling Required for Trainer</b>                          | NA  |

## Section 4: Assessment Related

|    |   |   |
|----|---|---|
| 1. | <b>Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)</b>                                    | Any degree + 2 years of relevant industrial experience in Agri Supply Chain<br><br>Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, V3.0". Minimum accepted score is 80% |
| 2. | <b>Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable</b>                 | Any degree + 2 years of relevant industrial experience in Agri Supply Chain<br><br>Certified for Job Role: "Supply Chain Supervisor-Agri commodities" mapped to QP: "LSC/Q3301, V2.0".<br>Minimum accepted score is 80%   |
| 3. | <b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable</b> | Any degree + 5 years of relevant industrial experience + 1 year assessment experience<br><br>Recommended that the Assessor is certified for the Job Role: "Lead Assessor", mapped to the Qualification Pack: "MEP/Q2701, V3.0". Minimum accepted score is 80%   |
| 4. | <b>Assessment Mode (Specify the assessment mode)</b>  | Online and Offline  |
| 5. | <b>Tools and Equipment Required for Assessment</b>  | <input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)  |

## Section 5: Evidence of Need for the Qualification

|    |   |
|----|---|
| 1. | <b>Latest Skill Gap Study (not older than 2 years) (Yes/No):</b> Yes  |
| 2. | <b>Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):</b> No               |
| 3. | <b>Government /Industry initiatives/ requirement (Yes/No):</b> No   |
| 4. | <b>Number of Industry validation provided:</b> 21   |
| 5. | <b>Estimated nos. of persons to be trained and employed:</b> As per Annexure: Training and Employment Details |
| 6. | <b>Evidence of Concurrence/Consultation with Line Ministry/State Departments:</b> Yes                         |

## Section 6: Annexure & Supporting Documents Check List

*Specify Annexure Name / Supporting document file name*

|    |   |   |
|----|---|---|
| 1. | <b>Annexure:</b> NCrf/NSQF level justification based on NCrf level/NSQF descriptors ( <i>Mandatory</i> )                      | Yes   |
| 2. | <b>Annexure:</b> List of tools and equipment relevant for qualification ( <i>Mandatory, except in case of online course</i> ) | Yes   |
| 3. | <b>Annexure:</b> Detailed Assessment Criteria ( <i>Mandatory</i> )  | <p>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.</p> <p>1) Guidelines on affiliation of assessment agencies:</p> |

|  |  |   |
|--|--|---|
|  |  | <p>As per NSDC guidelines on affiliation of assessment agency, we are adhering the following:</p> <ol style="list-style-type: none"> <li>a) Application evaluation</li> <li>b) Affiliation certificate</li> <li>c) SME profile validation</li> <li>d) Question bank validation</li> <li>e) TOA process</li> <li>f) Link through SIP</li> </ol> <p>2) Assessment process:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2) AB submits Assessor's details, their experience and credentials to LSC for approval.</li> <li>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.             <ol style="list-style-type: none"> <li>i. Quality of the assessors submitted by the assessment agency.</li> <li>ii. Certification of the assessor by LSC basis the training of assessor's program conducted by LSC.</li> <li>iii. Adherence to schedule of assessments by the assessment agencies.</li> <li>iv. Integrity of the assessor in conducting quality assessments.</li> <li>v. Quality of the question papers submitted by the assessment agencies to LSC.</li> <li>vi. Submission of quality documents of the assessments conducted as insisted by LSC.</li> <li>vii. Time of submission of the required assessment related documents to LSC for approval</li> </ol> </li> </ol> |
|--|--|---|

|     |  |  |
|-----|--|--|
|     |  | <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.  | <b>Annexure:</b> Assessment Strategy <i>(Mandatory)</i>  | <ol style="list-style-type: none"> <li>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</li> <li>2. The assessment for the theory part will be based on knowledge bank of questions validated and approved by the SSC.</li> <li>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)</li> <li>4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria</li> <li>5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 &amp; above job roles and 50% for NSQF level 1 to 3 job roles.</li> <li>6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.</li> </ol> |
| 5.  | <b>Annexure:</b> Blended Learning <i>(Mandatory, in case selected Mode of delivery is Blended Learning)</i>    | No   |
| 6.  | <b>Annexure:</b> Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i> | No   |
| 7.  | <b>Annexure:</b> Acronym and Glossary <i>(Optional)</i>  | Yes  |
| 8.  | <b>Supporting Document:</b> Model Curriculum <i>(Mandatory - Public view)</i>                                  | Yes  |
| 9.  | <b>Supporting Document:</b> Career Progression <i>(Mandatory - Public view)</i>                                | Yes  |
| 10. | <b>Supporting Document:</b> Occupational Map <i>(Mandatory)</i>  | Yes  |

|     |  |   |
|-----|--|---|
| 11. | <b>Supporting Document:</b> Assessment SOP (Mandatory) | <a href="https://drive.google.com/file/d/1G3IXYAbONyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing">https://drive.google.com/file/d/1G3IXYAbONyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing</a> |
| 12. | <b>Any other document you wish to submit:</b>          | 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 |
|---|--|--|-----------------|
| <b>Professional Theoretical Knowledge/Process</b>                           | <ul style="list-style-type: none"> <li>• Multidisciplinary and specialized knowledge</li> <li>• Possesses broad and deep knowledge and skills to solve problems in specialized fields.</li> <li>• Possesses knowledge in multidisciplinary contexts, broadly, within the chosen fields of technology/ skills/ job role.</li> <li>• Deeper knowledge and understanding of specialized field of technology / skills/ job role and its underlying principles</li> <li>• Acquired specialized knowledge and a range of cognitive and practical skills to accomplish tasks like basic design, prototyping, testing so as to solve a problem by selecting appropriate information, methods, tools, and materials.</li> </ul> | The job holder possesses specialized knowledge and a range of cognitive and practical skills to solve problems related to agri-commodity operations. They understand multidisciplinary contexts and can apply principles to processes like segregation, storage, fumigation, grading, and transportation, using appropriate tools and methods. | 5               |
| <b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b> | <ul style="list-style-type: none"> <li>• Range of skills along with specialized domain skills</li> <li>• Excellent cognitive skills and technical prowess utilized to perform complex tasks with ease, project management expertise, and adept at data analysis for informed decision-making.</li> <li>• Demonstrates cognitive specialised</li> </ul>   | The job holder demonstrates excellent cognitive and technical skills in executing tasks across agri-supply chain operations. They manage data, apply project management techniques, identify tools or improvise in operational contexts, and support informed decision-making using structured information and analysis.                       | 5               |

|  |   |  |          |
|--|---|--|----------|
|  | <p>professional and technical skills required for- performing and accomplishing difficult tasks relating to the chosen field/s of technology / skills/ job role; successfully applying techniques in routine or non-routine</p> <ul style="list-style-type: none"> <li>• Possesses a range of professional and technical skills, displays clarity of knowledge and practice in broad range of activities/ tasks.</li> <li>• Project Management Skills</li> <li>• Skill to clearly identify the relevant tools or sometimes improvise the available tools and techniques; and has advance knowledge of materials in difficult situations and different contexts.</li> <li>• Very good in data collecting organizing information, analysis and communication of results for informed decision making</li> </ul> |  |          |
| <p><b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b></p> | <ul style="list-style-type: none"> <li>• Entrepreneurial mindset, self- management</li> <li>• A versatile professional with excellent communication, digital and financial literacy, ethical values, self- management and may have entrepreneurial mindset.</li> <li>• Possesses excellent oral and written communication and collaboration skills for clearly taking the vision of the leaders to the shop floor level workforce.</li> <li>• Possesses very good Digital, Financial and Legal Literacy to use them effectively</li> <li>• Has a good understanding the constitutional, humanistic, ethical, and moral values ,</li> <li>• Organisation and Time Management</li> </ul>  | <p>The individual has strong communication, digital, and financial skills; ethical grounding; and an understanding of legal and social frameworks. They exercise self-management, emotional intelligence, and may possess entrepreneurial traits required to run or manage agri-related operations or micro-enterprises.</p> | <p>5</p> |

|  |  |  |          |
|--|--|--|----------|
|  | <ul style="list-style-type: none"> <li>• Very good in complex calculations, and mathematical and financial analysis skills for applied solutions.</li> <li>• Has well informed practical understanding of the social, political and work environment.</li> <li>• Exercise self- management within the work contexts.</li> <li>• Emotional Intelligence</li> <li>• May have an entrepreneurial Mind-set for creating a start-up/ small businesses and its end to end management.</li> </ul>   |  |          |
| <p><b>Broad Learning Outcomes/Core Skill</b></p> | <ul style="list-style-type: none"> <li>• Judgement / decision making – specialized</li> <li>• A skilled professional with technical expertise, adept at solving complex problems and improving output.</li> <li>• Demonstrates a wide range of specialized professional and technical skill in broad range of activity involving standard and non-standard practices.</li> <li>• Apply the acquired specialized knowledge and a range of cognitive and practical skills to accomplish tasks like basic design, prototyping, testing so as to solve problems by selecting appropriate information, methods, tools, and materials.</li> <li>• Communication and collaboration skills to act as a layer between the senior management and workforce/ shopfloor.</li> <li>• Should be able to listen and understand properly and present complex information in a clear and concise manner</li> <li>• make judgement and take decision, based on the analysis and evaluation of information, for determining solutions to a</li> </ul> | <p>The job holder applies technical expertise, communication skills, and analytical reasoning to solve standard and non-standard problems. They act as a bridge between upper management and shopfloor staff, make judgments in unpredictable situations, and take responsibility for improving processes and outputs.</p> | <p>5</p> |

|                              |   |   |          |
|------------------------------|---|---|----------|
|                              | <p>variety of unpredictable problems associated with the chosen fields of learning,</p> <ul style="list-style-type: none"> <li>• Takes responsibility for the nature and quality of outputs.</li> <li>• Is able to work on processes to improve the quality of outputs</li> <li>• Can analyze and synthesize ideas</li> <li>• Uses discretion and judgement over a range of known and innovative responses to familiar and un-familiar problems and issues..</li> </ul>   |   |          |
| <p><b>Responsibility</b></p> | <ul style="list-style-type: none"> <li>• Team leader – Junior technical supervisor, Technical supervisor or junior/ deputy manager.</li> <li>• Highly skilled Technical Supervisor responsible for achieving tangible outcomes, managing change, building teams, and mentoring the workforce.</li> <li>• Is accountable for determining and achieving personal and or group tangible outcomes</li> <li>• Handles/ / adapts/ accommodates change requirements and change management at the ground/ shop floor level.</li> <li>• Team Building</li> <li>• Manages processes and procedures within broad parameters for defined activities.</li> <li>• Supervises the routine work of others, takes the required responsibility for the evaluation and improvement of work or study activities.</li> <li>• At level 4.5 the candidate is Highly skilled</li> </ul> | <p>The individual functions as a junior technical supervisor or deputy manager, taking full responsibility for team performance and operational outcomes. They manage and supervise workflows, train and mentor workers, adapt to change requirements, and handle end-to-end activities on the shopfloor or in a defined section.</p> | <p>5</p> |

|  |   |  |  |
|--|---|--|--|
|  | <p>and works as a Junior Technical Supervisor.</p> <ul style="list-style-type: none"> <li>• Constantly motivates, guides, mentors and trains the workforce.</li> <li>• At level 5.0 the candidate is a Technical supervisor or junior/ deputy manager.</li> <li>• Is responsible for managing an independent work unit/ shop floor/ section/ business activity/ assignment</li> </ul> |  |  |
|--|---|--|--|

### 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.     | Information technology and communication devices such as mobile phones, computers and SAP equipped servers to store daily data | Standard Make |                                   |
| 2.     | Stainless steel cleansing and segregation table, table fitted lamps  | Standard Make |                                   |
| 3.     | Air compressor setup with pipe and hose, water hose, water outlet from table, plastic fruit crates                             | Standard Make |                                   |
| 4.     | Manual segregation or mechanized segregation setups, trash bins, push trolleys etc   | Standard Make |                                   |
| 5.     | Datasheets/inventory/quality reports   | Standard Make |                                   |

|     |   |   |                     |
|-----|---|---|---------------------|
| 6.  | Computer with MS office   | Standard Make   | 15                  |
| 7.  | ERP package cum servers, printers, business lead software, worksheet software (Licensed)  | Standard Make   |                     |
| 8.  | Fumigation equipment, ventilation, air-conditioning, flue gas exhaust, weighing equipment   | Standard Make   |                     |
| 9.  | Daily datasheets/storage reports/documentation/loss reports   | Standard Make   |                     |
| 10. | Run-sheets, storage identification/stickers, barcode scanners, RFID scanners, push trolleys, forklifts, trucks  | Standard Make   |                     |
| 11. | Compressor, condenser, evaporator, temperature and humidity sensor, simulator, cooling standards for different types of products, tools and tackles, consumables, different types of trollies | Standard Make   |                     |
| 12. | Cold storage facility, gas sensors, PPE, SEMA standards, hand-stacking equipment, various types of mechanized stacking equipment  | Standard Make   |                     |
| 13. | LLMS (Learning Version)   | LLMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council. | 15 Login per center |
| 14. | WMS (Learning Version)  | WMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.  | 15 Login 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.    | Amma Agro industries                      | N M Ganesh          | Proprietor         | Chennai         |                  |           |                                 |
| 2.    | Annamalayar Palagam                       | Manikandan          | Proprietor         | Chennai         |                  |           |                                 |
| 3.    | Athivaradhar Spices                       |                     | Proprietor         | Theni           |                  |           |                                 |
| 4.    | Coimbatore coconut producer company Ltd   | MR. Saravanan       | CEO                | Coimbatore      |                  |           |                                 |
| 5.    | Cumbum Valley Grapes Growers              | D. Shivaraman       | Managing Directors | Theni           |                  |           |                                 |
| 6.    | Erode precision farm producer company Ltd | S Jayachandran      | Senior Executive   | Erode           |                  |           |                                 |
| 7.    | GREDS foods and spices products (P) Ltd   |                     | Managing Director  | Theni           |                  |           |                                 |

|     |   |                    |                   |             |  |  |  |
|-----|---|--------------------|-------------------|-------------|--|--|--|
| 8.  | Kodaikanal fresh Vegetable Producer Company Ltd             | R Murthy           | CEO               | Chennai     |  |  |  |
| 9.  | Kulumai Milk Producer company Ltd                           | R Siva Nagalakshmi | CEO               | Dindigul    |  |  |  |
| 10. | Nallavur Farmer producer company Ltd                        | G. Viji            | CEO               | Villupuram  |  |  |  |
| 11. | Navbharat Agro industries                                   | Hasen Basha        | Director          | Maharashtra |  |  |  |
| 12. | Niraimathi farmer producer company Ltd                      | Neethikumar V      | CEO               | Erode       |  |  |  |
| 13. | Pudukkottai Organic producer company                        | A Adhappan         | Managing Director | Pudukkottai |  |  |  |
| 14. | Sailem Collective Farm Producer company Ltd                 | K Ragu             | CEO               | Salem       |  |  |  |
| 15. | Salem Kailasanaathar Pulses Farmer Producer Company Limited | Kathiravan         | CEO               | Salem       |  |  |  |
| 16. | Sattva Hightech and Comware Pvt Ltd                         | S. Padmanabhan     | Director          | Chennai     |  |  |  |

|     |  |                         |                         |            |  |  |  |
|-----|--|-------------------------|-------------------------|------------|--|--|--|
| 17. | Siruvani Uzhavar Producer Company Ltd      | Guhan K                 | CEO                     | Coimbatore |  |  |  |
| 18. | Shree Shubam Logistics Ltd                 | Paresh Chalke           |                         |            |  |  |  |
| 19. | Sonali Exports                             |                         | Sole Proprietor         | Theni      |  |  |  |
| 20. | Ulavan Producer Co Ltd                     | Venkateswaran Doraisamy | Chairman                | Erode      |  |  |  |
| 21. | Uzhavea Thalai Farmer producer Company Ltd | Sathish Kumar M         | Chief Executive officer | Coimbatore |  |  |  |

## 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 |
| 2025-26 | 30                   | 0                                  | 0                    | 0                                  | 0                      | 0                                  |
| 2026-27 | 40                   | 0                                  | 0                    | 0                                  | 0                      | 0                                  |
| 2027-28 | 44                   | 0                                  | 0                    | 0                                  | 0                      | 0                                  |

*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 |
| 1.0                   | 2024-2025 | 20               | 0        | 0         | 0      | 5       | 0        | 0         | 0      | 0                      | 0        | 0         | 0      |
| 1.0                   | 2023-2024 | 26               | 0        | 0         | 0      | 7       | 0        | 0         | 0      | 0                      | 0        | 0         | 0      |
| 1.0                   | 2022-2023 | 63               | 0        | 0         | 0      | 0       | 0        | 0         | 0      | 0                      | 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. NA

**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 |
|--------|--|--|------------------------|
| 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 |
|--|--|--------------|-----------------|---------------|------------|
| Forecasting and Procurement of Agri-products | PC1. Obtain seasonal crop calendars, weather forecasts, and yield reports for relevant regions   | 0.5          | 1               | -             | -          |
|  | PC2. Analyze historical data, market trends, and demand forecasts for each agri-product          | 0.5          | 1               | -             | -          |
|  | PC3. Identify procurement targets based on projected demand, storage capacity, and shelf-life    | 0.5          | 1               | -             | 1          |
|  | PC4. Plan buffer stock levels considering perishability and lead times                           | 1            | 1               | -             | -          |
|  | PC5. Prepare a procurement schedule aligned with harvesting timelines and organizational demand  | 1            | 2               | -             | 1          |
|  | PC6. Identify and evaluate potential suppliers including FPOs, cooperatives, mandis, and farmers | 0.5          | 1               | -             | 1          |
|  | PC7. Verify supplier credentials, certifications, and compliance with organizational standards   | 0.5          | 1               | -             | -          |

|   |     |   |   |   |
|---|-----|---|---|---|
| <b>PC8.</b> Evaluate supplier capabilities including consistency, pricing, and quality track record   | 0.5 | 1 | - | - |
| <b>PC9.</b> Shortlist preferred sources and initiate procurement discussions  | 0.5 | 1 | - | - |
| <b>PC10.</b> Estimate various upcoming harvests in and around the district  | 0.5 | 1 | - | - |
| <b>PC11.</b> Build social network for maximum procurement.  | 0.5 | 1 | - | - |
| <b>PC12.</b> Identify newer and regular produce grown in and around the district /region.   | 0.5 | 1 | - | - |
| <b>PC13.</b> Update information about best-expected outcomes or any crop failure during various seasons in advance.   | 0.5 | 2 | - | - |
| <b>PC14.</b> Prepare the plans a month in advance for procurement and ensure periodic procurement.  | 0.5 | 1 | - | - |
| <b>PC15.</b> Plan for daily input and daily forwarding quantity, a week in advance and provide estimates to the management.   | 0.5 | 2 | - | 1 |
| <b>PC16.</b> Ensure that the suppliers are delivering the produce to the establishment by themselves.   | 0.5 | 1 | - | - |
| <b>PC17.</b> Dictate the terms of acceptance about optimum quality of produce so that there shall be least chances of receiving inferior quality produce.           | 0.5 | 1 | - | 1 |
| <b>PC18.</b> Instruct the suppliers to provide the photographs of produce and quantity estimates, well in advance before dispatching.                               | 0.5 | 1 | - | - |
| <b>PC19.</b> Record for daily incoming crops, crop variety, weight, designated prices, calculated amount, packaging used and packaging suggested in tabular formats | 0.5 | 1 | - | 1 |
| <b>PC20.</b> Issue the receipt of acceptance to suppliers   | 0.5 | 1 | - | - |
| <b>PC21.</b> Produce/Issue the ticket for segregation   | 0.5 | 1 | - | - |
| <b>PC22.</b> Develop daily work plan factoring in priority cases, and cases requiring exceptional handling  | 0.5 | 1 | - | - |
| <b>PC23.</b> Get the work plan approved by the manager and allocate tasks to workers and associates   | 0.5 | 1 | - | - |
| <b>PC24.</b> Budget and allocate the requisite MHE for tasks at hand  | 0.5 | 1 | - | - |
| <b>PC25.</b> Instruct the supplier to intimate the facility in advance about incoming produce variety, quality and quantity   | 0.5 | 1 | - | 1 |

|   |     |   |   |   |
|---|-----|---|---|---|
| PC26. Inspect the incoming quality received for grading and segregation   | 0.5 | 1 | - | - |
| PC27. Suggest standard means of transportation for the produce to reduce physical damage, microbial damage, produce safety, security and cleanliness                  | 0.5 | 1 | - | - |
| PC28. Allocate additional and ad-hoc manpower and equipment during unloading  | 0.5 | 1 | - | - |
| PC29. Check the mandatory documentation on receipt of stock and before unloading and ensure right quantity is received as per the documentation (intimation)          | 0.5 | 1 | - | 1 |
| PC30. Issue the receipt of accepting the commodity in standard format   | 0.5 | 1 | - | - |
| PC31. Inform dispatcher/security guard regarding in-time, out-time and parking bay allocated for each truck and check if the trucks are docked at their assigned bays | 0.5 | 1 | - | - |
| PC32. Assign spaces in the staging area for loader/unloader for loading and unloading goods   | 0.5 | 1 | - | - |
| PC33. Ensure safety precautions are complied with and the requisite Personal Protective Equipment (PPE) is used while unloading                                       | 1   | 1 | - | - |
| PC34. Inspect manual unloading of goods and record spillages, breakages etc   | 1   | 1 | - | - |
| PC35. Monitor and report productivity and adherence to timelines during loading and unloading   | 0.5 | 1 | - | - |
| PC36. Perform visual inspection of inbound produce  | 0.5 | 1 | - | - |
| PC37. Inspect and record damage to goods while handling them using MHE  | 0.5 | 1 | - | - |
| PC38. Review escalated issues and identify the root cause for providing corrective action   | 0.5 | 1 | - | - |
| PC39. Plan for daily input and daily forwarding quantity, a week in advance and shall provide estimates to the management.  | 0.5 | 1 | - | - |
| PC40. Ensure that the suppliers are delivering the produce to the establishment by themselves.  | 0.5 | 1 | - | - |
| PC41. Dictate the terms of acceptance about optimum quality of produce so that there shall be least chances of receiving inferior quality produce.                    | 0.5 | 1 | - | - |
| PC42. Instruct suppliers to provide the photographs of produce and quantity estimates, well in advance before dispatching.  | 0.5 | 1 | - | - |
| PC43. Ensure daily incoming crops, crop variety, weight, designated prices, calculated amount, packaging used and packaging suggested in tabular formats              | 1   | 2 | - | - |

|  |   |           |           |          |           |
|--|---|-----------|-----------|----------|-----------|
|  | <b>PC44.</b> Escalate the issues to the manager when external or additional help is required  | 1         | 1         | -        | -         |
|  | <b>PC45.</b> Coordinate with various villages, Taluks and suppliers to fulfill the increased demands or in case any one supplier fails to deliver on time   | 1         | 1         | -        | -         |
|  | <b>PC46.</b> Issue reports for rejecting the damaged or inferior quality produce.   | 0.5       | 1         | -        | -         |
|  | <b>PC47.</b> Ensure safe unloading and primary storage of the produce received  | 1         | 3         | -        | -         |
|  | <b>PC48.</b> Ensure effective communication with upper management and proper documentation  | 0.5       | 1         | -        | 0.5       |
|  | <b>PC49.</b> Record the time of communication with every supplier and time of receiving the produce in the prescribed format  | 0.5       | 2         | -        | 1         |
|  | <b>PC50.</b> Communicate the daily quantity of produce- wise turnover, disposal and workforce attached for operations to the upper management   | 0.5       | 2         | -        | -         |
|  | <b>PC51.</b> Support in planning and executing the preventive measures for waste reduction  | 0.5       | 1         | -        | 1         |
|  | <b>PC52.</b> Support manager in planning for new equipment purchase, installation, and commissioning  | 0.5       | 1         | -        | -         |
|  | <b>PC53.</b> Plan and schedule regular equipment maintenance  | 0.5       | 1         | -        | -         |
|  | <b>NOS Total</b>  | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |
| Supervise segregation of Agri-Products | <b>PC1.</b> Supervise the air and water cleansing of fruits, vegetables and other produce physically  | 0.5       | 1         | -        | 0.5       |
|  | <b>PC2.</b> Ensure that the working premises have been cleaned well and everyone working around has the protective gear (i.e. requisite Personal Protective Equipment (PPE) includes face masks, aprons and gloves) during segregation. | 1         | 2         | -        | 0.5       |
|  | <b>PC3.</b> Ensure that facility area complies with safety, security and cleanliness norms  | 0.5       | 1         | -        | -         |
|  | <b>PC4.</b> Ensure the upkeep of segregation facility with proper lighting, ventilation and cleanliness of floor area and tables.   | 1         | 2         | -        | 0.5       |
|  | <b>PC5.</b> Allot the floor area and table area for segregation of different products received  | 0.5       | 1         | -        | -         |
|  | <b>PC6.</b> Ensure for cleanness and procurement of sufficient plastic sheets   | 0.5       | 1         | -        | -         |
|  | <b>PC7.</b> Make sure that floor, plastic and table areas are clean before segregation, early in the morning  | 0.5       | 1         | -        | 0.5       |

|   |     |   |   |     |
|---|-----|---|---|-----|
| PC8. Keep a record/verify the number, variety and quantity of produce   | 0.5 | 2 | - | -   |
| PC9. Assess the shelf-life of produce/lot before/during segregation.  | 1   | 2 | - | 0.5 |
| PC10. Supervise that the over-ripe produce is discarded away  | 0.5 | 2 | - | -   |
| PC11. Ensure that there are no sources of food breakout or microbial decay is occurring anywhere  | 1   | 2 | - | -   |
| PC12. Discard the produce with any fungus, yeast, or microbial damage initiation in the fruit/produce   | 0.5 | 2 | - | 0.5 |
| PC13. Establish a proper disposal facility  | 0.5 | 2 | - | -   |
| PC14. Check the mandatory documentation on receipt of produce and before segregation and ensure right quantity is received as per the documentation   | 1   | 1 | - | 0.5 |
| PC15. Inspect the quality of produce and get them segregated accordingly  | 0.5 | 1 | - | -   |
| PC16. Supervise the segregation activity performed by staff according to named local/standard variety, size, firmness, colour, visible aesthetics, and prioritized longer to shorter shelf-life of the produce into different lots. | 2   | 2 | - | 0.5 |
| PC17. Arrange the lots according to the distance of markets from the origin point   | 1   | 1 | - | -   |
| PC18. Allocate transit (halting) spaces for "segregated" and "yet to be segregated" produce in the segregation section  | 1   | 2 | - | -   |
| PC19. Make small-small heaps of produce to be crated according to respective shelf life.  | 0.5 | 1 | - | -   |
| PC20. Arrange/segregate the produce according to distance of demand markets (or orders received via e-NAM portal) from origin point.  | 1   | 2 | - | 0.5 |
| PC21. Ensure for appropriate number of clean plastic crates available for fresh produce   | 1   | 1 | - | -   |
| PC22. Ensure for appropriate number of push trolleys to move the crates from one facility to another even when a few facilities are arranged next to each other.  | 0.5 | 1 | - | 0.5 |
| PC23. Ensure effective primary segregation by farmers at rural level and assess their level of segregation.   | 1   | 1 | - | 0.5 |
| PC24. Check for the total weight received for segregation   | 1   | 1 | - | -   |

|  |  |           |           |          |           |
|--|--|-----------|-----------|----------|-----------|
|  | <b>PC25.</b> Check for net produce quantity after segregation.   | 1         | 1         | -        | -         |
|  | <b>PC26.</b> Ensure goods are segregated as per the right method in bins, carousels, crates, pallets, boxes etc.   | 1         | 1         | -        | -         |
|  | <b>PC27.</b> Identify any errors made during segregation and follow Standard Operating Procedures (SOP) to rectify it.   | 1         | 2         | -        | 0.5       |
|  | <b>PC28.</b> Ensure the availability of wheeled basket trolleys/flat trolleys.   | 1         | 1         | -        | 0.5       |
|  | <b>PC29.</b> Ensure that the produce which are to be sent towards grading shall be put into bins, carousels, crates, pallets and boxes on wheeled trolleys.                            | 1         | 2         | -        | 0.5       |
|  | <b>PC30.</b> Keep the produce-wise and variety-wise specific record of quantity received and quantity forwarded for segregation  | 0.5       | 2         | -        | 0.5       |
|  | <b>PC31.</b> Constantly monitor 'shape of the day' based on work load of different tasks and re-deploy resources as per demand   | 1         | 2         | -        | 0.5       |
|  | <b>PC32.</b> Perform wall to wall inventory count and generate report  | 0.5       | 2         | -        | -         |
|  | <b>PC33.</b> Cross verify inventory report submitted against physical vs system entry  | 0.5       | 2         | -        | 0.5       |
|  | <b>PC34.</b> Identify reason for variation between physical and system inventory, rectify process discrepancies and report the variation (disposal quantity) to manager                | 1         | 2         | -        | 0.5       |
|  | <b>PC35.</b> Generate run-sheets for different tasks and distribute to workers and associates  | 0.5       | 2         | -        | -         |
|  | <b>PC36.</b> Update information on stock receipts and dispatches   | 0.5       | 2         | -        | -         |
|  | <b>PC37.</b> Prepare and submit daily/weekly/monthly produce-wise reports on quantity being segregated, worker productivity etc. as per SOP  | 1         | 2         | -        | 0.5       |
|  | <b>PC38.</b> Ensure inventory status is updated in the ERP concurrently based on and transactions and inventory counts   | 0.5       | 2         | -        | 0.5       |
|  | <b>NOS Total</b>   | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |
| Supervise grading and quality check of various agri-products | <b>PC1.</b> Supervise the air and water cleansing of fruits, vegetables, and other produce physically  | 1         | 2         | -        | 0.5       |
|  | <b>PC2.</b> Ensure that the working premises have been cleaned well and everyone working around has protective gear (i.e. requisite Personal Protective Equipment (PPE) while grading. | 1         | 2         | -        | 0.5       |

|   |     |   |   |     |
|---|-----|---|---|-----|
| <b>PC3.</b> Ensure that facility area complies with safety, security and cleanliness norms  | 1   | 1 | - | -   |
| <b>PC4.</b> Ensure the upkeep of grading facility with proper lighting, ventilation and cleanliness of floor area and tables.   | 1   | 2 | - | 0.5 |
| <b>PC5.</b> Allot the floor area and table area for grading of different products received  | 0.5 | 2 | - | -   |
| <b>PC6.</b> Ensure for cleanliness and procurement of sufficient plastic sheets   | 1   | 2 | - | 0.5 |
| <b>PC7.</b> Make sure that floor, table, and plastic area are clean before grading, early in the morning  | 1   | 2 | - | -   |
| <b>PC8.</b> Keep a record/verify the number of crates, variety and quantity of produce received for grading   | 1   | 2 | - | 0.5 |
| <b>PC9.</b> Ensure for cleaned and disinfected floor space and table areas.   | 1   | 2 | - | -   |
| <b>PC10.</b> Ensure for least moisture concentration inside the segregation centres.  | 1   | 2 | - | -   |
| <b>PC11.</b> Ensure ventilation, lighting, chairs for sitting (stools), wherever necessary with grading tables.   | 1   | 2 | - | 0.5 |
| <b>PC12.</b> Receive the lot for grading  | 0.5 | 2 | - | -   |
| <b>PC13.</b> Note down the quantity received  | 1   | 2 | - | 0.5 |
| <b>PC14.</b> Assess the shelf-life of produce/lot before grading.   | 1   | 2 | - | -   |
| <b>PC15.</b> Designate the grading area for every produce   | 1   | 1 | - | 0.5 |
| <b>PC16.</b> Check that the overripe produce is discarded in an appropriate way.  | 1   | 2 | - | 0.5 |
| <b>PC17.</b> Ensure that there are no sources of food breakout or microbial decay occurring anywhere  | 1   | 2 | - | -   |
| <b>PC18.</b> Discard the produce with any fungus, yeast, or microbial damage initiation in the fruit/produce  | 1   | 2 | - | 0.5 |
| <b>PC19.</b> Inspect and allot grading to divide the produce into different varieties/grades i.e. Grade A (for e.g. under-ripe), Grade B (semi-ripe), Grade C (perfectly ripe), Grade D (irregular in shape and visual imperfections) based on level of aesthetics, size similarity, firmness, visual patches and shelf life. | 1   | 2 | - | 0.5 |
| <b>PC20.</b> Grade different produce such as fruits, vegetables, crops, grains, pulses, herbals, cash crops etc. at different terminals into different varieties.   | 1   | 2 | - | 0.5 |

|  |   |           |           |          |           |
|--|---|-----------|-----------|----------|-----------|
|  | PC21. Do not intermix the fruit/crops varieties into each other.  | 1         | 2         | -        | -         |
|  | PC22. Keep the packaging crates ready in produce-wise specific sizes.   | 1         | 2         | -        | 0.5       |
|  | PC23. inspect binning, crating and palletisation process to ensure safe handling of goods and adherence to process                              | 1         | 2         | -        | 0.5       |
|  | PC24. Use mechanized grading facilities   | 1         | 2         | -        | 0.5       |
|  | PC25. Note down the disposal quantity   | 1         | 2         | -        | -         |
|  | PC26. Establish a proper disposal facility  | 1         | 2         | -        | -         |
|  | PC27. Inform executive if there is a difference in quantity received and review entries made in the system                                      | 1         | 2         | -        | 0.5       |
|  | PC28. Train subordinates on grading and packaging process for a different product, client, and country requirements                             | 1         | 2         | -        | 0.5       |
|  | PC29. Maintain the leaf charts containing details for every crate   | 1         | 2         | -        | 0.5       |
|  | PC30. Motivate workers to work efficiently  | 1         | 2         | -        | 0.5       |
|  | PC31. constantly monitor 'shape of the day' based on the workload of different tasks and re-deploy resources as per demand                      | 1         | 2         | -        | 0.5       |
|  | <b>NOS Total</b>  | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |
| Supervise packaging and storage of agri-products | PC1. Ensure fumigation of the packaging area is carried out periodically as per prescribed schedules.   | 1         | 1         | -        | 0.5       |
|  | PC2. Supervise receipt of graded lots and verify quantity records.  | 0.5       | 1         | -        | 0.5       |
|  | PC3. Ensure selection of appropriate packaging and cushioning materials based on product type and climatic conditions.                          | 1         | 2         | -        | 0.5       |
|  | PC4. Supervise packaging of fruits, vegetables, grains, spices, and commercial produce as per SOPs.   | 1         | 2         | -        | -         |
|  | PC5. Ensure compliance with special packaging requirements such as ventilation, sealing, refrigeration, or product-specific handling practices. | 1         | 2         | -        | 0.5       |
|  | PC6. Coordinate customization of packaging as per client requirements including palletization and labeling.                                     | 1         | 1         | -        | -         |
|  | PC7. Ensure correct labeling and tagging as per e- NAM and applicable regulatory or export standards.   | 1         | 2         | -        | 0.5       |

|  |     |   |   |     |
|--|-----|---|---|-----|
| PC8. Verify accuracy of labels and product traceability information.   | 0.5 | 1 | - | -   |
| PC9. Ensure standardization of weight and proper stacking of packaged goods.   | 0.5 | 1 | - | -   |
| PC10. Ensure maintenance of hygiene and readiness of packaging area for subsequent operations.                                     | 1   | 1 | - | 0.5 |
| PC11. Coordinate movement of packaged goods to staging/storage areas and ensure ERP updates are completed.                         | 1   | 1 | - | 0.5 |
| PC12. Train and guide subordinates on packaging protocols, labeling standards, and compliance requirements.                        | 1   | 2 | - | -   |
| PC13. Ensure fumigation of storage premises is conducted before storage and as per periodic schedules.                             | 0.5 | 2 | - | 0.5 |
| PC14. Supervise cleaning, drying, and sanitization of storage areas.   | 0.5 | 1 | - | -   |
| PC15. Ensure prevention of moisture ingress, microbial contamination, and unsafe storage conditions.                               | 0.5 | 2 | - | 0.5 |
| PC16. Ensure adequate lighting, ventilation, and air regulation systems are maintained.  | 1   | 2 | - | -   |
| PC17. Verify use of appropriate storage platforms to prevent direct floor contact.   | 0.5 | 1 | - | 0.5 |
| PC18. Plan and allocate storage layout based on product type, moisture level, and shelf life.                                      | 0.5 | 1 | - | -   |
| PC19. Ensure maintenance of aisle spacing, wall clearances, and stacking practices for proper airflow.                             | 1   | 2 | - | -   |
| PC20. Ensure segregation of storage zones based on product category and storage duration.  | 0.5 | 1 | - | -   |
| PC21. Ensure maintenance and verification of fumigation and pest control records.  | 0.5 | 1 | - | -   |
| PC22. Ensure adherence to safety practices and use of PPE during fumigation operations.  | 0.5 | 2 | - | -   |
| PC23. Monitor structural upkeep and pest-proofing measures in storage facilities.  | 0.5 | 2 | - | -   |
| PC24. Supervise weighing, inspection, and recording of incoming produce including quality and grading details.                     | 0.5 | 1 | - | 0.5 |
| PC25. Ensure categorization of produce into appropriate storage zones based on shelf life and dispatch timelines.                  | 0.5 | 1 | - | 0.5 |
| PC26. Ensure stacking and storage practices follow FIFO, FCFS, or other applicable inventory management methods.                   | 0.5 | 1 | - | 0.5 |
| PC27. Ensure use of fumigated and compliant storage facilities, including specialized systems such as silo storage where required. | 0.5 | 2 | - | -   |

|                                  |  |           |           |   |           |
|----------------------------------|--|-----------|-----------|---|-----------|
|                                  | <b>PC28.</b> Monitor condition of stored produce and ensure periodic inspection for spoilage, damage, or pest activity.      | 0.5       | 1         | - | 0.5       |
|                                  | <b>PC29.</b> Ensure application of appropriate preservation methods including natural or chemical treatments where required. | 0.5       | 1         | - | -         |
|                                  | <b>PC30.</b> Ensure implementation of storage practices such as aeration and periodic handling to maintain product quality.  | 1         | 1         | - | -         |
|                                  | <b>PC31.</b> Supervise use of material handling equipment to ensure safe and damage-free operations.                         | 0.5       | 1         | - | -         |
|                                  | <b>PC32.</b> Coordinate with buyers and stakeholders regarding dispatch schedules and pending inventory.                     | 0.5       | 1         | - | -         |
|                                  | <b>PC33.</b> Train and guide subordinates on safe, product-specific storage practices and SOP compliance.                    | 0.5       | -         | - | -         |
|                                  | <b>PC34.</b> Ensure accurate recording of quantities received, packed, stored, and dispatched on a product-wise basis.       | 1         | 1         | - | 0.5       |
|                                  | <b>PC35.</b> Supervise physical inventory counts and ensure reconciliation with ERP/system records.                          | 0.5       | 1         | - | 0.5       |
|                                  | <b>PC36.</b> Investigate and report discrepancies, losses, or damages in stock.  | 0.5       | 1         | - | -         |
|                                  | <b>PC37.</b> Ensure preparation of periodic reports on inventory, productivity, and stock movement.                          | 1         | 1         | - | -         |
|                                  | <b>PC38.</b> Plan and monitor workforce deployment for packaging and storage operations.                                     | 0.5       | 1         | - | 0.5       |
|                                  | <b>PC39.</b> Ensure maintenance of communication records with suppliers and buyers.  | -         | 1         | - | -         |
|                                  | <b>PC40.</b> Ensure ERP systems are updated with real- time stock movement and storage details.                              | 1         | 2         | - | 0.5       |
|                                  | <b>PC41.</b> Report stock status, turnover, and disposal details to senior management.                                       | 0.5       | 2         | - | -         |
|                                  | <b>PC42.</b> Identify opportunities for waste reduction and resource optimization and support implementation.                | 1         | 1         | - | 0.5       |
|                                  | <b>PC43.</b> Recommend improvements in storage infrastructure and equipment requirements.                                    | 0.5       | 1         | - | -         |
|                                  | <b>PC44.</b> Ensure scheduling and monitoring of maintenance activities for storage and packaging equipment.                 | 1         | 2         | - | 0.5       |
|                                  | <b>NOS Total</b>   | <b>30</b> | <b>60</b> | - | <b>10</b> |
| Supervise pre-cooling operations | <b>PC1.</b> Ensure appropriate pre-cooling technology is used for the products   | 3         | 6         | - | 1         |
|                                  | <b>PC2.</b> Ensure use of insulated panels suitable for pre-cooling temperature  | 3         | 6         | - | 1         |
|                                  | <b>PC3.</b> Ensure doors are leak proof  | 3         | 6         | - | 1         |
|                                  | <b>PC4.</b> Ensure electrical control panel for refrigeration rack system is working properly                                | 3         | 6         | - | 1         |
|                                  | <b>PC5.</b> Ensure goods of different grades are properly segregated in pre cooling chamber                                  | 3         | 6         | - | 1         |

|  |  |           |           |   |           |
|--|--|-----------|-----------|---|-----------|
|  | <b>PC6.</b> Ensure goods requiring lesser pre-cooling time should be placed in the front of the chamber  | 3         | 6         | - | 1         |
|  | <b>PC7.</b> Oversee proper placement and stacking of goods so as to ensure uniform pre-cooling of each stored unit   | 3         | 6         | - | 1         |
|  | <b>PC8.</b> Ensure timely removal of goods from pre-cooling unit to temporary staging space in order to free the space for sequential batch of harvested produce                                     | 3         | 6         | - | 1         |
|  | <b>PC9.</b> Ensure staging area is clean   | 3         | 6         | - | 1         |
|  | <b>PC10.</b> Ensure proper handling of goods in order to avoid undue spoilage  | 3         | 6         | - | 1         |
|  | <b>NOS Total</b>   | <b>30</b> | <b>60</b> | - | <b>10</b> |
| Manage placement of goods in controlled conditions | <b>PC1.</b> Identify appropriate temperature, humidity and refrigerant conditions at which the goods should be stored  | 2         | 4         | - | 0.5       |
|  | <b>PC2.</b> Ensure that storage conditions are maintained and adjusted based on climatic changes   | 2         | 4         | - | 0.5       |
|  | <b>PC3.</b> Ensure that access to the cold store is restricted to authorised, trained persons only   | 2         | 4         | - | 0.5       |
|  | <b>PC4.</b> Supervise handling operations and fitness levels of workers deployed for cold storage operations   | 2         | 4         | - | 0.5       |
|  | <b>PC5.</b> Ensure that any work on the system where there is a potential for gas leaks or any other danger is allocated to appropriate workers under supervision of a senior and experienced worker | 2         | 4         | - | 0.5       |
|  | <b>PC6.</b> Execute monthly checks on vapour detectors and alarms  | 2         | 4         | - | 0.5       |
|  | <b>PC7.</b> Ensure appropriate PPE such as jacket, gloves, caps, shoes, etc is worn by cold room operators   | 2         | 4         | - | 0.5       |
|  | <b>PC8.</b> Chart a layout plan for palletization to control stock placement   | 2         | 4         | - | 0.5       |
|  | <b>PC9.</b> Ensure racking selected is according to the operating temperature and is to SEMA (Storage Equipments Manufacturers Association) standard   | 2         | 4         | - | 0.5       |
|  | <b>PC10.</b> Supervise appropriate placement of fans to ensure sufficient circulation of air   | 2         | 4         | - | 0.5       |
|  | <b>PC11.</b> Coordinate with storekeeper for stock rotation in case required   | 2         | 4         | - | 0.5       |
|  | <b>PC12.</b> Ensure stacking follows exactly the layout prescribed, respecting loading limits and allowing space between the stacks and walls, and below the pallets                                 | 2         | 4         | - | 0.5       |
|  | <b>PC13.</b> Ensure walkways are clearly marked by yellow lines, railings, etc   | 2         | 4         | - | 1         |

|  |  |           |           |          |           |
|--|--|-----------|-----------|----------|-----------|
|  | <b>PC14.</b> Ensure proper instructions are available for pedestrians to keep away from moving trolleys  | 1         | 2         | -        | 1         |
|  | <b>PC15.</b> Ensure the cold store is well lit and has mirrors at the end of aisles  | 1         | 2         | -        | 1         |
|  | <b>PC16.</b> Supervise selection of vehicles to minimise risk for movement of goods within   | 1         | 2         | -        | 0.5       |
|  | <b>PC17.</b> Ensure all trolley operators are trained and follow daily pre-use vehicle checks  | 1         | 2         | -        | 0.5       |
|  | <b>NOS Total</b>   | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |
| Maintain food and personnel safety, health and hygiene in cold storage plant | <b>PC1.</b> assess the various health, safety and environmental hazards in the cold storage  | 0.5       | 1         | -        | -         |
|  | <b>PC2.</b> take necessary steps to eliminate or minimize the hazards  | 1         | 2         | -        | 1         |
|  | <b>PC3.</b> analyze the causes of accidents at the workplace   | 0.5       | 1         | -        | -         |
|  | <b>PC4.</b> take preventive measures to avoid risk of cold burns and other injury due to contact with hot surfaces, gas, fire, hot fluids/ liquids, etc.   | 1         | 2         | -        | 1         |
|  | <b>PC5.</b> ensure the employees have access to first aid kit when needed  | 1         | 2         | -        | -         |
|  | <b>PC6.</b> ensure to use personal protective equipment and safety gear such as gloves, jacket, footwear etc. for loading and unloading material in cold rooms to protect themselves from hypothermia, frostbite etc | 1         | 2         | -        | 1         |
|  | <b>PC7.</b> ensure to display safety signs at places where necessary for people to be cautious   | 1         | 2         | -        | -         |
|  | <b>PC8.</b> use rubber mats in the places where floors are constantly wet  | 0.5       | 2         | -        | 1         |
|  | <b>PC9.</b> ensure electrical precautions such as insulated clothing, adequate equipment insulation, dry work area, switch off the power supply when not required, etc   | 2         | 2         | -        | -         |
|  | <b>PC10.</b> display emergency exit plan at prominent places and have emergency assembly area earmarked as a grid for easy counting of on duty associates and workers.   | 1         | 2         | -        | -         |
|  | <b>PC11.</b> unplug the control panel, compressor, condenser etc before performing maintenance   | 0.5       | 1         | -        | -         |
|  | <b>PC12.</b> report to the superior on any problems and hazards identified   | 1         | 2         | -        | 1         |
|  | <b>PC13.</b> install fire alarms (electrical/manual) in cold store/deep freeze and keep other safety devices like hammer/mallet in the storage area  | 1         | 2         | -        | 1         |
|  | <b>PC14.</b> maintain appropriate ventilation in the cold rooms to avoid unacceptable accumulation of heat, condensation or odours   | 0.5       | 1         | -        | -         |
|  | <b>PC15.</b> check and review the cold storage areas frequently  | 0.5       | 2         | -        | -         |

|  |           |           |          |           |
|--|-----------|-----------|----------|-----------|
| PC16. stack items in an organized way and use safe lifting techniques to reduce risk of injuries from handling procedures at the storage areas                               | 1         | 2         | -        | -         |
| PC17. ensure no sign of pest infestation and install rodent traps, fly glues and insectocutors wherever needed   | 1         | 2         | -        | 1         |
| PC18. follow hygiene & sanitation standards of Government bodies like FSSAI, APEDA and /or EIA or importing countries like FAO, EU standards                                 | 1         | 2         | -        | -         |
| PC19. use effective loading and unloading systems  | 1         | 2         | -        | -         |
| PC20. proper stock rotation (First in First out) to be practiced   | 1         | 2         | -        | -         |
| PC21. segregate damaged/non-conforming products from other products to designate area for appropriate disposition  | 1         | 2         | -        | 1         |
| PC22. fumigate containers depending upon product and contamination or as per customers requirement   | 1         | 2         | -        | -         |
| PC23. avoid smoking, spitting, eating etc near food storage area   | 1         | 2         | -        | -         |
| PC24. ensure reefers are covered, clean, free from pest infestation & other contaminants   | 1         | 2         | -        | 1         |
| PC25. dispose cold storage plant waste in the designated areas safely as per company's policies and rules  | 1         | 2         | -        | -         |
| PC26. ensure to be safe while handling machines (generator, compressor, condenser etc.), gas (ammonia) and chemicals (ethylene, refrigerants etc.)                           | 1         | 2         | -        | 1         |
| PC27. keep the floors free from oil, water and grease to avoid slippery surface  | 1         | 2         | -        | -         |
| PC28. cut nails regularly and avoid applying nail paint. Avoid wearing bangles, rings, and chains in cold storage  | 1         | 2         | -        | -         |
| PC29. wash hands with soap solution and dry under a dryer as they enter for duty or after using wash room  | 1         | 2         | -        | -         |
| PC30. periodic examination of protective devices, pressure vessels and pipelines, and parts of pipework by a competent person to prevent defect that may give rise to danger | 1         | 2         | -        | -         |
| PC31. ensure workers suffering from abscess, boils etc. should be relieved from food handling  | 1         | 2         | -        | -         |
| PC32. develop personal hygiene habits like brushing teeth, taking shower every day, wearing clean and tidy clothes after ironing etc.  | 1         | 2         | -        | -         |
| <b>NOS Total</b>   | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |

|  |  |     |   |   |     |
|--|--|-----|---|---|-----|
| Supervise outbound transportation planning | PC1. Prepare the release/dispatch order for confirmed orders   | 0.5 | 2 | - | 0.5 |
|  | PC2. Ensure that the payments for commodities are received   | 0.5 | 2 | - | -   |
|  | PC3. Decide the size of the vehicle according to the quantity to be transferred  | 1   | 2 | - | 0.5 |
|  | PC4. Decide the modes of transshipment according to the distance of transportation   | 1   | 2 | - | 0.5 |
|  | PC5. Obtain the approval on modes of transshipment from the customer in advance  | 1   | 1 | - | -   |
|  | PC6. Plan for road transportation according to customer demands and customers feasibility  | 1   | 2 | - | 0.5 |
|  | PC7. Arrange the produce to be sent as per quantity in FTL or LTL  | 1   | 2 | - | 0.5 |
|  | PC8. Contact the transportation agency to book either FTL or LTL   | 1   | 2 | - | -   |
|  | PC9. Arrange for appropriate transportation (refrigerated trucks) for fresh produce  | 1   | 2 | - | -   |
|  | PC10. Choose the 3PL that provides end to end delivery service for consumable goods.   | 1   | 2 | - | 0.5 |
|  | PC11. Choose Freight trains for delivery of distant orders which include private service providers, and Kisan Rail   | 1   | 2 | - | 0.5 |
|  | PC12. Use proper packaging for safe delivery.  | 0.5 | 1 | - | -   |
|  | PC13. Ensure that spoilt fruits and vegetables are discarded in an appropriate way   | 1   | 2 | - | 0.5 |
|  | PC14. Check and confirm the client's packaging and labelling requirement   | 1   | 1 | - | -   |
|  | PC15. Examine packaging, labelling and tagging of items as per Standard Operating Procedures (SOP)   | 1   | 2 | - | 0.5 |
|  | PC16. Ensure compliance to packaging and labelling requirements as per the customs requirement of different countries and regulations set by the e-NAM portal          | 1   | 2 | - | 0.5 |
|  | PC17. Verify the product details and labels with products and rectify errors if any  | 0.5 | 1 | - | 0.5 |
|  | PC18. Train subordinates on packaging and labelling process for the different product as per e-NAM regulations for clients and country requirements                    | 1   | 2 | - | 0.5 |
|  | PC19. Coordinate with customs officials, custom brokers, transport brokers, International Air Transport Association (IATA) agents, etc., to assist in custom clearance | 1   | 2 | - | 0.5 |
|  | PC20. Coordinate with customs officers for timely shipment clearance based on documents for clearance  | 1   | 2 | - | 0.5 |
|  | PC21. Coordinate with clients in cases of delays, product issues, and custom related documentation issues etc.   | 1   | 2 | - | 0.5 |

|  |   |           |           |          |           |
|--|---|-----------|-----------|----------|-----------|
|  | PC22. Maintain the produce-wise and variety-wise specific record of the quantity received and quantity forwarded for dispatch/transportation              | 1         | 3         | -        | -         |
|  | PC23. Continuously monitor 'shape of the day' based on workload of different tasks and re-deploy resources as per demand                                  | 1         | 2         | -        | 0.5       |
|  | PC24. Perform wall to wall inventory count and generate report  | 0.5       | 1         | -        | -         |
|  | PC25. Cross verify inventory report submitted against system count.   | 1         | 2         | -        | -         |
|  | PC26. Generate run-sheets for different tasks and distribute to workers and associates  | 1         | 2         | -        | -         |
|  | PC27. Update information on stock receipts and dispatches   | 0.5       | 1         | -        | -         |
|  | PC28. Prepare and submit daily/weekly/monthly produce-wise reports on quantity being dispatched, worker productivity etc. as per SOP                      | 1         | 2         | -        | 0.5       |
|  | PC29. Ensure dispatch information is updated in the ERP concurrently based on and transactions and inventory counts                                       | 1         | 2         | -        | 0.5       |
|  | PC30. Record the time of communication with every supplier and time of dispatch, transit information and delivery status of the produce in tabular format | 1         | 2         | -        | -         |
|  | PC31. Communicate the daily quantity of produce- wise turnover, disposal and workforce attached for operations to the upper management                    | 1         | 2         | -        | 0.5       |
|  | PC32. Support in planning and executing the preventive measures for waste reduction   | 1         | 2         | -        | 0.5       |
|  | PC33. Support manager in planning for newer order-execution methods   | 1         | 1         | -        | -         |
|  | <b>NOS Total</b>  | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |
| Manage Compliance and Certification for Agri Commodities | PC1. Identify required certifications based on product type, market destination (domestic/export), and buyer expectations                                 | 1         | 3         | -        | 0.5       |
|  | PC2. Differentiate between statutory, regulatory, and voluntary certifications like FSSAI, AGMARK, Organic, APEDA etc.                                    | 2         | 4         | -        | 1         |
|  | PC3. Collect and review applicable guidelines, SOPs, and process documentation from relevant authorities  | 2         | 3         | -        | 1         |
|  | PC4. Coordinate with internal teams and external agencies to plan for certification needs in advance  | 2         | 4         | -        | 0.5       |
|  | PC5. Ensure all procurement, grading, packaging, and storage activities are aligned with compliance guidelines  | 2         | 3         | -        | 0.5       |
|  | PC6. Maintain necessary records, traceability logs, and declarations required by certifying authorities   | 2         | 3         | -        | 0.5       |

|  |   |           |           |          |           |
|--|---|-----------|-----------|----------|-----------|
|  | PC7. Schedule third-party inspections or audits and facilitate access to premises, staff, and records   | 2         | 3         | -        | 0.5       |
|  | PC8. Verify calibration of weighing and measurement equipment where required by standards   | 2         | 3         | -        | 0.5       |
|  | PC9. Liaise with certification bodies for issue, renewal, or update of certificates   | 2         | 3         | -        | 0.5       |
|  | PC10. Assist in product labelling and packaging as per certification norms  | 1         | 3         | -        | 0.5       |
|  | PC11. Conduct internal checks and spot audits to identify compliance gaps   | 1         | 3         | -        | 0.5       |
|  | PC12. Implement corrective actions in case of non-conformance or warning notices  | 2         | 4         | -        | 0.5       |
|  | PC13. Train team members on hygiene, traceability, and quality control norms related to compliance  | 2         | 4         | -        | 0.5       |
|  | PC14. Ensure updated display of licenses and certificates at appropriate facility locations   | 1         | 3         | -        | 0.5       |
|  | PC15. Respond to buyer audits or government inspections with required documentation   | 2         | 3         | -        | 0.5       |
|  | PC16. Ensure traceability from source to sale through batch coding and product tracking   | 1         | 3         | -        | 0.5       |
|  | PC17. Verify hygiene and cleanliness of transport vehicles used for certified commodities   | 2         | 4         | -        | 0.5       |
|  | PC18. Maintain digital and physical records of certification validity and compliance history  | 1         | 4         | -        | 0.5       |
|  | <b>NOS Total</b>  | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |
| Employability Skills<br>(60 Hours)   | <b>Introduction to Employability Skills</b>   | <b>1</b>  | <b>1</b>  | <b>-</b> | <b>-</b>  |
|  | PC1. Identify employability skills required for jobs in various industries  | -         | -         | -        | -         |
|  | PC2. Identify and explore learning and employability portals  | -         | -         | -        | -         |
|  | <b>Constitutional values – Citizenship</b>  | <b>1</b>  | <b>1</b>  | <b>-</b> | <b>-</b>  |
|  | 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   | -         | -         | -        | -         |
|  | <b>Becoming a Professional in the 21st Century</b>  | <b>2</b>  | <b>4</b>  | <b>-</b> | <b>-</b>  |
|  | 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 | -   | -         | -         | -        |           |

|  |          |          |   |   |
|--|----------|----------|---|---|
| <b>Basic English Skills</b>  | <b>2</b> | <b>3</b> | - | - |
| 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   | -        | -        | - | - |
| <b>Career Development &amp; Goal Setting</b>   | <b>1</b> | <b>2</b> | - | - |
| PC10. Understand the difference between job and career   | -        | -        | - | - |
| PC11. Prepare a career development plan with short- and long-term goals, based on aptitude                     | -        | -        | - | - |
| <b>Communication Skills</b>  | <b>2</b> | <b>2</b> | - | - |
| PC12. Follow verbal and non-verbal communication etiquette and active listening techniques in various settings | -        | -        | - | - |
| PC13. Work collaboratively with others in a team   | -        | -        | - | - |
| <b>Diversity &amp; Inclusion</b>   | <b>1</b> | <b>2</b> | - | - |
| PC14. Communicate and behave appropriately with all genders and PwD  | -        | -        | - | - |
| PC15. Escalate any issues related to sexual harassment at workplace according to POSH Act                      | -        | -        | - | - |
| <b>Financial and Legal Literacy</b>  | <b>2</b> | <b>3</b> | - | - |
| 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                 | -        | -        | - | - |
| <b>Essential Digital Skills</b>  | <b>3</b> | <b>4</b> | - | - |
| 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                                    | -        | -        | - | - |
| <b>Entrepreneurship</b>  | <b>2</b> | <b>3</b> | - | - |

|                             |  |           |           |   |     |
|-----------------------------|--|-----------|-----------|---|-----|
|                             | <b>PC23.</b> Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research                                       | -         | -         | - | -   |
|                             | <b>PC24.</b> Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion  | -         | -         | - | -   |
|                             | <b>PC25.</b> Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity   | -         | -         | - | -   |
|                             | <b>Customer Service</b>  | <b>1</b>  | <b>2</b>  | - | -   |
|                             | <b>PC26.</b> Identify different types of customers   | -         | -         | - | -   |
|                             | <b>PC27.</b> Identify and respond to customer requests and needs in a professional manner.   | -         | -         | - | -   |
|                             | <b>PC28.</b> Follow appropriate hygiene and grooming standards   | -         | -         | - | -   |
|                             | <b>Getting ready for apprenticeship &amp; Jobs</b>   | <b>2</b>  | <b>3</b>  | - | -   |
|                             | <b>PC29.</b> Create a professional Curriculum vitae (Résumé)   | -         | -         | - | -   |
|                             | <b>PC30.</b> Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively | -         | -         | - | -   |
|                             | <b>PC31.</b> Apply to identified job openings using offline /online methods as per requirement   | -         | -         | - | -   |
|                             | <b>PC32.</b> Answer questions politely, with clarity and confidence, during recruitment and selection  | -         | -         | - | -   |
|                             | <b>PC33.</b> Identify apprenticeship opportunities and register for it as per guidelines and requirements  | -         | -         | - | -   |
|                             | <b>NOS Total</b>   | <b>20</b> | <b>30</b> | - | -   |
| Trading on the e-NAM portal | <b>PC1.</b> Initiate the trading activity for produce from the time of procurement   | 2         | 3         | - | -   |
|                             | <b>PC2.</b> Continue pursuing sales till the produce is sold out online  | 1         | 4         | - | 1   |
|                             | <b>PC3.</b> Ensure that the produce is sold out before it goes for storage   | 2         | 4         | - | 0.5 |
|                             | <b>PC4.</b> Negotiate/quote sales price as approved by management after observing the recent market prices.  | 2         | 4         | - | 1   |
|                             | <b>PC5.</b> Quote quality-wise pricing (according to quality certification)  | 2         | 3         | - | 0.5 |
|                             | <b>PC6.</b> Quote Shelf-life wise pricing  | 2         | 3         | - | 0.5 |
|                             | <b>PC7.</b> Always quote the upper limits during the first-hand declaration  | 1         | 4         | - | 0.5 |

|   |   |           |           |   |           |
|---|---|-----------|-----------|---|-----------|
|   | <b>PC8.</b> Make a decision to touch lower limits of prices only to clear the inventory   | 2         | 3         | - | 0.5       |
|   | <b>PC9.</b> Declare the quantity to be traded on the e- NAM portal, well in advance for fresh commodities   | 2         | 3         | - | 0.5       |
|   | <b>PC10.</b> Ensure to provide every information about the produce in the description along with produce sales advertisement.                                       | 2         | 3         | - | 1         |
|   | <b>PC11.</b> Keep a record of every produce coming, every produce packaged, discarded and dispatched.   | 2         | 4         | - | 0.5       |
|   | <b>PC12.</b> Enquire for quotations from transport agencies.  | 1         | 3         | - | 0.5       |
|   | <b>PC13.</b> Endorse about prospects, benefits and utility of e-NAM portal to everyone around.  | 2         | 4         | - | 0.5       |
|   | <b>PC14.</b> Encourage the buyers to use the e-NAM portal   | 2         | 3         | - | 0.5       |
|   | <b>PC15.</b> Verify and approve daily invoicing   | 1         | 4         | - | 0.5       |
|   | <b>PC16.</b> Check for errors in calculating taxable value and tax value after applying the applicable rate of GST  | 2         | 4         | - | 0.5       |
|   | <b>PC17.</b> Check if IGST is chargeable on the invoices raised for export of goods/services  | 2         | 4         | - | 1         |
|   | <b>NOS Total</b>  | <b>30</b> | <b>60</b> | - | <b>10</b> |
| Negotiating with buyers (Quoting to buyers) | <b>PC1.</b> Track and make contact with every buyer who shows interest on the e-NAM portal  | 1         | 2         | - | 0.5       |
|   | <b>PC2.</b> Negotiate/quote sales price as approved by management after observing the recent market prices.   | 1         | 2         | - | 0.5       |
|   | <b>PC3.</b> Quote quality-wise pricing (according to quality certification)   | 1         | 1         | - | -         |
|   | <b>PC4.</b> Quote Shelf-life wise pricing   | 1         | 1         | - | -         |
|   | <b>PC5.</b> Always quote the upper limits during the first-hand declaration   | 1         | 2         | - | 0.5       |
|   | <b>PC6.</b> Decide to touch lower limits of prices only to clear the inventory  | 1         | 2         | - | -         |
|   | <b>PC7.</b> Prefer the nearer buyers over distant buyers.   | 1         | 1         | - | 0.5       |
|   | <b>PC8.</b> Select the nearer buyers with appropriate profit margins for fresh produce.   | 1         | 2         | - | -         |
|   | <b>PC9.</b> Prefer the distant buyer with a reasonable/lucrative profit margin when the produce has a better/longer shelf-life and quality.                         | 1         | 2         | - | 0.5       |
|   | <b>PC10.</b> Give priority/discounts to buyers from nearby places complying with a management decision.   | 1         | 2         | - | 0.5       |
|   | <b>PC11.</b> Provide the discounts to buyers according to the pre-developed policies for the buyers committing to instant payments                                  | 1         | 2         | - | -         |
|   | <b>PC12.</b> Quote compensatory charges to the buyers asking for credit payments/ delayed/postponed payments according to the pre-developed policies by management. | 1         | 2         | - | -         |
|   | <b>PC13.</b> Communicate that the transportation costs will be borne by buyers only.  | 1         | 2         | - | -         |

|  |   |           |           |          |           |
|--|---|-----------|-----------|----------|-----------|
|  | PC14. Call clients and prospects to seek a live or virtual meeting  | 1         | 2         | -        | 0.5       |
|  | PC15. Meet with the client to offer other produce and take feedback for existing produce                            | 1         | 2         | -        | -         |
|  | PC16. Identify client's business need and offer customized and bundled solutions                                    | 0.5       | 2         | -        | -         |
|  | PC17. Negotiate on costs, close the deal and collect organizational and payment details of the client               | 1         | 2         | -        | 0.5       |
|  | PC18. Take client's feedback  | 0.5       | 2         | -        | -         |
|  | PC19. Update information into ERP, inform the relevant departments on sale closure                                  | 1         | 2         | -        | -         |
|  | PC20. Dress up and conduct in a professional manner   | 1         | 2         | -        | 0.5       |
|  | PC21. Listen to queries patiently and answer them aptly   | 1         | 2         | -        | 0.5       |
|  | PC22. Communicate with clients and stakeholders in a soft and polite manner   | 1         | 2         | -        | 1         |
|  | PC23. Follow etiquettes   | 0.5       | 2         | -        | -         |
|  | PC24. Record consumer feedback and communicate to management  | 1         | 2         | -        | 0.5       |
|  | PC25. Consult senior management when in an ethical dilemma  | 0.5       | 2         | -        | -         |
|  | PC26. Report all violations of the code of ethics promptly  | 1         | 2         | -        | 0.5       |
|  | PC27. Understand the vision, mission and values of the organization   | 1         | 2         | -        | 0.5       |
|  | PC28. Understand the business and performance of the company  | 0.5       | 1         | -        | 0.5       |
|  | PC29. Refrain from indulging in corrupt practices   | 0.5       | 1         | -        | 0.5       |
|  | PC30. Protect customer's information and ensure acquired knowledge is not used for personal advantage               | 1         | 2         | -        | 0.5       |
|  | PC31. Protect data and information related to business or commercial decisions                                      | 1         | 2         | -        | 0.5       |
|  | PC32. Inform Regional supermarkets, wholesale stores and retail stores shall be about the utility of e-NAM portals. | 1         | 2         | -        | 0.5       |
|  | PC33. Encourage Food processing to procure their input from the e-NAM portal  | 1         | 1         | -        | -         |
|  | <b>NOS Total</b>  | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |
| Business development and stakeholder relations | PC1. Update information into ERP, inform the relevant departments on sale closure                                   | 1         | 3         | -        | 1         |
|  | PC2. Obtain the list of existing clients and new prospects from the company's sales database.                       | 2         | 3         | -        | 1         |
|  | PC3. Prepare sales targets and relationship strategies  | 2         | 3         | -        | -         |
|  | PC4. Prioritize the clients for contact based on the previous relationship building calls made to each of them      | 2         | 3         | -        | -         |
|  | PC5. Call clients and prospects to seek a meeting   | 2         | 3         | -        | -         |
|  | PC6. Meet clients to offer new services and take feedback for current services                                      | 2         | 3         | -        | -         |
|  | PC7. Identify client's business needs and offer customized and bundled solutions                                    | 1         | 3         | -        | 1         |

|  |   |           |           |          |           |
|--|---|-----------|-----------|----------|-----------|
|  | <b>PC8.</b> Negotiate costs, close the deal and collect organizational and payment details of the client  | 1         | 4         | -        | 1         |
|  | <b>PC9.</b> Take the client's feedback  | 1         | 3         | -        | -         |
|  | <b>PC10.</b> Regularly interact with the client over the phone, emails or personal visits and quickly respond to their queries  | 1         | 3         | -        | 1         |
|  | <b>PC11.</b> Address the queries raised by the customers effectively and on time  | 1         | 4         | -        | -         |
|  | <b>PC12.</b> Take appropriate actions on escalations raised by customers  | 1         | 3         | -        | -         |
|  | <b>PC13.</b> Handle customer grievances such as damage or tampering with shipment, extra charges levied, failure to deliver as per commitment, delays, etc.   | 1         | 4         | -        | 1         |
|  | <b>PC14.</b> Provide regular information to clients regarding new offerings, discounts, customised solutions, etc.  | 2         | 3         | -        | 1         |
|  | <b>PC15.</b> Liaise with customs, Partner Government Agencies (PGAs), other Govt. departments, etc. and build professional relations with them  | 2         | 3         | -        | 1         |
|  | <b>PC16.</b> Analyse and manage insurance claim requests  | 2         | 3         | -        | 1         |
|  | <b>PC17.</b> Coordinate with marketing agencies for publicity of company services   | 2         | 3         | -        | -         |
|  | <b>PC18.</b> Negotiate with carriers, warehouse and transport operators, custom brokers, insurance company representatives, vendors, etc. for services, preferential rates, service level agreements (SLA), payment periods, etc. | 2         | 3         | -        | 1         |
|  | <b>PC19.</b> Coordinate with labour contractors and local vendors for sufficient workforce carrier vehicle availability per work demand   | 2         | 3         | -        | -         |
|  | <b>NOS Total</b>  | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |
| Profit and Loss account management and cost accounting | <b>PC1.</b> Review department-wise budgets and make amendments if required.   | 2         | 4         | -        | 0.5       |
|  | <b>PC2.</b> Regularly track actual performance against budgeted figures to forecast future financial trends.  | 2         | 4         | -        | 0.5       |
|  | <b>PC3.</b> Collate and prepare annual budgets along with sales and profit targets.   | 2         | 4         | -        | 0.5       |
|  | <b>PC4.</b> Manage expenses carefully to ensure profitability by identifying and minimising waste.  | 2         | 4         | -        | 0.5       |
|  | <b>PC5.</b> Assess different revenue streams and find growth opportunities, such as pricing strategies or exploring new markets.  | 1         | 2         | -        | 0.5       |
|  | <b>PC6.</b> Review direct and indirect costs regularly to identify areas for cost reduction without impacting product quality or customer satisfaction.   | 1         | 2         | -        | 0.5       |

|  |  |   |   |   |     |
|--|--|---|---|---|-----|
|  | <b>PC7.</b> Use ratios such as gross profit margin, operating margin, and net profit margin to evaluate financial performance and guide decision-making.                               | 1 | 2 | - | 0.5 |
|  | <b>PC8.</b> Schedule both capital and operational expenses following the budget.   | 1 | 2 | - | 0.5 |
|  | <b>PC9.</b> Analyse and review the unit's overall P&L performance.   | 1 | 2 | - | 0.5 |
|  | <b>PC10.</b> Analyse profitability and business performance trends department-wise.  | 1 | 2 | - | 0.5 |
|  | <b>PC11.</b> Periodically analyse expenditure variances concerning the budget and the budget's physical output and performance.  | 1 | 2 | - | 0.5 |
|  | <b>PC12.</b> Identify improvement areas and accordingly take corrective actions.   | 1 | 2 | - | 0.5 |
|  | <b>PC13.</b> Undertake adequate risk management to meet Key Performance targets.   | 1 | 2 | - | 0.5 |
|  | <b>PC14.</b> Manage and control budgets of different departments periodically to optimise financial performance.   | 1 | 2 | - | -   |
|  | <b>PC15.</b> Use Software like QuickBooks, Xero, or SAP to automate P&L generation and track real-time data.   | 1 | 2 | - | 0.5 |
|  | <b>PC16.</b> Periodically review activity and department financial performance.  | 1 | 2 | - | 0.5 |
|  | <b>PC17.</b> Ensure Proper allocation of overhead costs to various products or services to comprehend their true cost and profitability.   | 1 | 2 | - | -   |
|  | <b>PC18.</b> Regularly track variances from standard or budgeted costs to identify inefficiencies and implement corrective actions.  | 1 | 2 | - | 0.5 |
|  | <b>PC19.</b> Perform Break-Even Analysis to calculate the point at which total revenues equal total costs (no profit or loss).   | 1 | 2 | - | -   |
|  | <b>PC20.</b> Perform a Cost-Volume-Profit (CVP) Analysis to examine the relationships between cost, volume, and profit to analyse how changes in sales and costs affect profitability. | 1 | 2 | - | 0.5 |
|  | <b>PC21.</b> Use cost data to establish pricing strategies that ensure profitability while remaining competitive.  | 1 | 2 | - | -   |
|  | <b>PC22.</b> Efficiently manage inventory to minimise carrying costs, avoid stockouts, and prevent overproduction.   | 1 | 2 | - | 0.5 |
|  | <b>PC23.</b> Analyse the actual cost w.r.t physical output to draw inferences.   | 1 | 2 | - | -   |
|  | <b>PC24.</b> Identify reasons in discussion with the department and take remedial and corrective actions wherever required.  | 1 | 2 | - | 0.5 |
|  | <b>PC25.</b> Work towards rationalising the cost of the activity-wise operations to achieve higher financial goals.  | 1 | 2 | - | -   |
|  | <b>PC26.</b> Use Tools like Sage, Oracle NetSuite, and Microsoft Dynamics NAV to track and allocate costs.   | 1 | 2 | - | 0.5 |

|  |                  |           |           |          |           |
|--|------------------|-----------|-----------|----------|-----------|
|  | <b>NOS Total</b> | <b>30</b> | <b>60</b> | <b>-</b> | <b>10</b> |
|--|------------------|-----------|-----------|----------|-----------|

NSQC Approved

## 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.

NSQC Approved

## 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  |
|--|--|
| <b>National Occupational Standards (NOS)</b> | 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.   |
| <b>Qualification</b>                         | 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   |
| <b>Qualification File</b>                    | 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. |
| <b>Sector</b>                                | A grouping of professional activities on the basis of their main economic function, product, service or technology.  |
| <b>Long Term Training</b>                    | Long-term skilling means any vocational training program undertaken for a year and above.<br><a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>                       |