QUALIFICATION FILE – Supply Chain Associate

☒ 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: 3

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

<table>
<tr><td>1.</td><td>Qualification Name</td><td colspan="2">Supply Chain Associate</td></tr>
<tr><td>2.</td><td>Sector/s</td><td colspan="2">Logistics</td></tr>
<tr><td>3.</td><td>Type of Qualification: ☐ New ☒ Revised ☒ Has Electives/Options ☐ OEM</td><td>NQR Code & version of the existing /previous qualification:
QG-03-TW-00344-2023-V1.1-LSC & V1.0</td><td>Qualification Name of the existing version:
Supply Chain Associate</td></tr>
<tr><td>4.</td><td>a. OEM Name
b. Qualification Name
(Wherever applicable)</td><td colspan="2">Supply Chain Associate</td></tr>
<tr><td>5.</td><td>National Qualification Register (NQR) Code & Version
(Will be issued after NSQC approval)</td><td>QG-03-TW-046082025-V2-LSC & V2.0</td><td>6. NCQF/NSQF Level: 3</td></tr>
<tr><td>7.</td><td>Award (Certificate/Diploma/ Advanced Diploma/ Any Other)
(Wherever applicable specify multiple entry/exits also & provide details in annexure)</td><td colspan="2">Certificate</td></tr>
<tr><td>8.</td><td>Brief Description of the Qualification</td><td colspan="2">The individual performs basic picking, kitting, binning, sequencing, line feeding, loading and unloading activities in the in-plant warehouse. S/he will operate manual/battery operated pallet truck (MHE), will engage in inventory counts and maintain the in-plant warehouse.</td></tr>
<tr><td>9.</td><td>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</td><td colspan="2">a. Entry Qualification & Relevant Experience:
<table>
<tr><th>S. No.</th><th>Academic/Skill Qualification (with Specialization - if applicable)</th><th>Relevant Experience (with Specialization - if applicable)</th></tr>
<tr><td>1</td><td>10th grade pass</td><td>2 years of relevant experience in supply chain/ warehousing</td></tr>
<tr><td>3</td><td>8th grade pass</td><td>4 Years of relevant experience in supply chain/ warehousing</td></tr>
<tr><td>4</td><td>Previous relevant Qualification of NSQF Level (2.5)</td><td>1.5 years of relevant experience in supply chain/ warehousing</td></tr>
</table>
b. Age:</td></tr>
</table>

<table>
<tr><td>10.</td><td>Credits Assigned to this Qualification (as per National Credit Framework (NCrF))</td><td>13</td><td colspan="2">11. Common Cost Norm Category (I/II/III) (wherever applicable): I</td></tr>
<tr><td>12.</td><td>Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)</td><td colspan="3">NA</td></tr>
<tr><td>13.</td><td>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</td><td colspan="3">☒Offline Only ☐ Online Only ☐ Blended
Total hours = 330 + 1 elective (60 Hours) = 390
<table>
<tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr>
<tr><td>Classroom (offline)</td><td>130</td><td>170</td><td>30</td><td></td><td>330</td></tr>
<tr><td>Online</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
(Refer Blended Learning Annexure for details)</td></tr>
<tr><td>14.</td><td>Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)</td><td colspan="3">NCO-2015/ 4321.0601 to 0604</td></tr>
<tr><td>15.</td><td>Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)</td><td colspan="3">Supply Chain Executive (Level 4)</td></tr>
<tr><td>16.</td><td>Other Indian Languages in which the Qualification & Model Curriculum are being Submitted</td><td colspan="3">Hindi</td></tr>
<tr><td>17.</td><td>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</td><td colspan="3">☐ Yes ☒ No URLs of similar Qualifications:</td></tr>
<tr><td>18.</td><td>Is the Job Role Amenable to Persons with Disability</td><td colspan="3">☐ Yes ☒ No If “Yes”, specify applicable type of Disability:</td></tr>
<tr><td>19.</td><td>How participation of women will be encouraged?</td><td colspan="3">The Job Role is gender neutral and can be performed by women in equality to men.</td></tr>
<tr><td>20.</td><td>Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it), wherever applicable</td><td colspan="3">☐ Yes ☒ No</td></tr>
<tr><td>21.</td><td>Is Qualification Suitable to be Offered in Schools/Colleges</td><td colspan="3">Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No</td></tr>
</table>

22.	**Name and Contact Details of Submitting / Awarding Body SPOC** *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	**Name**: Ms. Reena Murray **Email**: reena@lsc-india.com **Contact No.**: 044 4851 4607 **Website**: www.lsc-india.com	
23.	**Final Approval Date by NSQC:** 07-10-2025	**24. Validity Duration:** 3 years	**25. Next Review Date:** 07-10-2028

Section 2: Module Summary

NOS of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/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	Introduction to Supply Chain Associate	Bridge module	Non-core	3	1	20	10	-	-	30	0	0		0	0	0
2	Perform Receiving, Unloading and Loading	LSC/N3208 & V1.0	Core	3	2	20	30	10		60	30	60	-	10	100	20
3	Handle stock at In-plant warehouse	LSC/N3205 & V1.0	Core	3	2	20	30	10		60	30	60	-	10	100	20
4	Perform Line Feeding Operations	LSC/N3206 & V1.0	Core	3	2	20	30	10		60	30	60	-	10	100	20
5	Carry out basic Order Fulfillment and Picking	LSC/N3209 & V1.0	Core	3	2	25	35			60	30	60	-	10	100	20

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)*
7	Follow health, safety and security procedures and maintain integrity and ethics at the workplace	LSC/N9911 & V1.0	Core	3	1	10	20			30	30	60	-	10	100	5
8	Employability Skills (30 Hours)	DGT/VSQ/N0101 & V1.0	Non-Core	3	1	15	15			30	20	30	-	-	50	5
	Duration (in Hours) / Total Marks				**11**	**130**	**170**	**30**	**-**	**330**	**170**	**330**		**50**	**550**	**90**

Elective NOS:

Elective NOS 1: Footwear/Leather – In Plant

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	Handling leather in the footwear manufacturing plant	LSC/N3201 & V1.0	Core	3	2	30	30	-	60	30	30	60		10	100	10

Elective NOS 2: FMCG – In Plant

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	Handling raw materials in the FMCG manufacturing plant	LSC/N3202 & V1.0	Core	3	2	30	30	-	60	30	30	60		10	100	10

Elective NOS 3: Automotive – In Plant

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	Handling automotive components in the automotive manufacturing plant	LSC/N3203 & V1.0	Core	3	2	30	30	-	60	30	30	60		10	100	10

Elective NOS 4: Electronics – In Plant

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	Handling components and parts in the electronics assembly plant	LSC/N3204 & V1.0	Core	3	2	30	30	-	60	30	30	60		10	100	10

Elective NOS 5: Pharmaceuticals – In Plant

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	Handling raw materials in the pharmaceutical manufacturing plant	LSC/N3207 & V1.0	Core	3	2	30	30	-	60	30	30	60		10	100	10

Optional NOS 1: Route planning and vendor coordination

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	Perform basic inventory analysis and forecasting	LSC/N3302 & V1.0	Core	3	2	30	30	-	60	30	30	60		10	100	10

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

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

Minimum Pass Percentage – NOS/Module-wise: 50 % *(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.*

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Any degree + 2 years of relevant industrial experience specifically in Supply Chain Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V2.0". Minimum accepted score is 80%
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Any degree + minimum 5 years of experience in the logistics industry, specifically in Supply Chain. Certified for Job Role: "Supply Chain Associate" mapped to QP: "LSC/Q3201, v2.0". Minimum accepted score is 80%
3.	**Tools and Equipment Required for the Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure)*
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	NA

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	Any degree + 2 years of relevant industrial experience Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, V2.0". Minimum accepted score is 80%
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines) wherever applicable*	Any degree + 2 years of relevant industrial experience Certified for Job Role: "Supply Chain Associate" mapped to QP: "LSC/Q3201, v2.0". Minimum accepted score is 80%
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines) wherever applicable*	Any degree + 5 years of relevant industrial experience + 1 year assessment experience Recommended that the Assessor is certified for the Job Role: "Lead Assessor", mapped to the Qualification Pack: "MEP/Q2701, V2.0". Minimum accepted score is 80%
4.	**Assessment Mode** *(Specify the assessment mode)*	Online and Offline

5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

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

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

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

		policies related to affiliation of assessment agencies and assessment process to enhance the quality of assessments and they are outlined in succeeding paragraphs. 1) Guidelines on affiliation of assessment agencies: As per NSDC guidelines on affiliation of assessment agency, we are adhering the following: a) Application evaluation b) Affiliation certificate c) SME profile validation d) Question bank validation e) TOA process f) Link through SIP 2) Assessment process: 1) The assessment process would begin by developing the correct qualitative questions for theory/practical and viva. Questions papers are submitted by Assessment Bodies (AB) to LSC for approval. 2) AB submits Assessor's details, their experience and credentials to LSC for approval. 3) Third step in the process would be allocation of batches by LSC to AB for which LSC has shifted from a manual allocation system to automated allocation on the basis of grading system on the below mentioned parameters. i. Quality of the assessors submitted by the assessment agency. ii. Certification of the assessor by LSC basis the training of assessor's program conducted by LSC. iii. Adherence to schedule of assessments by the assessment agencies. iv. Integrity of the assessor in conducting quality assessments. v. Quality of the question papers submitted by the assessment agencies to LSC.

		vi. Submission of quality documents of the assessments conducted as insisted by LSC. vii. Time of submission of the required assessment related documents to LSC for approval viii. Time of submission of results in SDMS system post approval by LSC 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.
4.	**Annexure:** Assessment Strategy *(Mandatory)*	1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC 2. The assessment for the theory part will be based on knowledge bank of questions validated and approved by the SSC. 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below) 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria 5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles. 6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is Blended Learning)*	No
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	No

7.	**Annexure:** Acronym and Glossary *(Optional)*	Yes
8.	**Supporting Document:** Model Curriculum *(Mandatory - Public view)*	Yes
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	Yes
10.	**Supporting Document:** Occupational Map *(Mandatory)*	Yes
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	https://drive.google.com/file/d/1G3IXYAboNyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing
12.	**Any other document you wish to submit:**	NA

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	• S/he would be able to carry out several in plant activities in the warehouse including picking, kitting , binning, sequencing, line feeding, loading, unloading etc.	The process involves engaging into both routine and non-routine activities. The individual on the job must work in familiar and predictable environment. Carry out routine tasks such picking, kitting , binning, line feeding. The individual is required to take instructions from the supervisor, hence this job role in level 3	**3**
Professional and Technical Skills/ Expertise/ Professional Knowledge	S/he would have knowledge of • Kitting process • Binning Process • Line feeding operations • Precautions to be followed	Factual knowledge of kitting, binning, picking, line feeding process and operations of different tools and equipment's required	**3**
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	• Recall and demonstrate practical skills to routine and repetitive applications: • Kitting	The job holder demonstrates skill to perform kitting, binning, line feeding, loading and	**3**

	• Binning • Line feeding • Recognize a potential problem	unloading efficiently and safely in the plant warehouse.	
Broad Learning Outcomes/Core Skill	• Communication skills • Safety considerations • Mathematical aptitude	The job holder has to communicate clearly at all times to obtain task schedule, clarify queries, coordinate while performing various in plant activities. S/he also needs to follow the organization markings and principles regarding safety protocols during operations.	**3**
Responsibility	• The individual is responsible for picking, kitting, binning, sequencing, line feeding, loading and unloading in the in-plant warehouse.	S/he is responsible for own work and fully responsible for other's work and learning	**3**

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	PPE	Standard Make	1
2.	Computers with MS office	Standard Make	1
3.	Scanners, system tools, printers	Standard Make	1
4.	MHE	Standard Make	2
5.	Barcode scanner	Standard Make	2
6.	packing devices, packing material	Standard Make	2
7.	electronic components	Standard Make	5
8.	Pharmaceutical goods	Standard Make	5
9.	Automotive components	Standard Make	5
10.	FMCG goods	Standard Make	5

11.	leather samples	Standard Make	5
12.	pallet truck (manual and battery operated)	Standard Make	5
13.	LLMS (Learning version)	LLMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.	15 logins per center
14.	WMS (Learning version)	WMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.	15 logins per center

Classroom Aids

The aids required to conduct sessions in the classroom are:

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

Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*
1.	EPT Global Logistics Pvt Ltd	Darshan Mashroo	Director	Ahmedabad			
2.	St John Freight Systems Ltd	Suresh Kumar	Senior District Manager	Chennai			

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

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

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024-25	700		100			
2025-26	850		150			
2026-27	1000		200			

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	535	230	206		32	0	0					
1.0	2023-2024	252	2	2		28	0	0					
1.0	2022-2023	416	0	0		196	0	0					

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

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

1.
2.

Content availability for previous versions of qualifications:

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

Languages in which Content is available: English, Hindi

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:
https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	☐Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		

3	☐Showing Practical Demonstrations to the learners		
4	☐Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☐Tutorials/ Assignments/ Drill/ Practice		
6	☐Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐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
Perform Receiving, Unloading and Loading	PC1. Obtain the receiving loading and unloading schedule including docking bay and time of transport arrival from supervisor.	2	4	-	1
	PC2. Arrange necessary material handling equipment, tools, tackles, chains, and ropes for loading or unloading.	1	2	-	-
	PC3. Ensure that the unloading area is clear of obstacles and Wear the appropriate PPE required for operations.	2	4	-	1
	PC4. Visually inspect the goods to be unloaded for any damage, leakage or discrepancies.	1	2	-	-
	PC5. Cross-check the goods against the purchase order/ unloading schedule and ensure that the quantity, type of products, item codes, etc., match.	2	4	-	1

	PC6. Report to the supervisor in case of discrepancies and document the information accordingly.	1	2	-	-
	PC7. Use the appropriate tools, ropes/chains to secure the product/crate and operate MHE to load or unload the items from the pallet/ racks/ vehicle as required.	2	4	-	1
	PC8. Deliver the unloaded packages to the specified location as per the instructions.	1	2	-	-
	PC9. Report any breakages or spillages of package or consignment during unloading.	2	4	-	1
	PC10. Obtain shipping order/ dispatch list/ loading schedule for the day from the Supervisor.	2	4	-	1
	PC11. Ensure that all goods are in good condition for shipment and that they are properly packaged and labelled for transportation.	2	4	-	-
	PC12. Collect necessary tools/ equipment, PPE, and MHE based on the products handled and scheduled.	2	4	-	1
	PC13. Secure the loads using proper tools to the MHE and move goods to the loading bay.	2	4	-	-
	PC14. Check the vehicle and driver details before loading the goods into the vehicle.	2	4	-	1
	PC15. Load the goods inside the vehicle and check for any damage.	2	4	-	-
	PC16. In case of any damage, Move damaged goods to the quarantine area and report to the supervisor.	2	4	-	1
	PC17. Park the MHE at the designated parking location and submit a daily report to the supervisor.	2	4	-	1
	NOS Total	**30**	**60**	**-**	**10**
Handle stock at In-plant warehouse	PC1. Receive goods movement checklist from supervisor/executive and check the product packaging for damages and defects at the time of receipt.	1	3	-	0.5
	PC2. Inform supervisor/executive of the damages and segregate damaged goods/packages.	1	3	-	0.5

	PC3. Carry packages to the internal warehouse using forklift or other material handling equipment.	2	4	-	0.5
	PC4. Segregate and move goods to the appropriate sub stores depending upon the storage requirements such as cold storage or ambient storage.	1	3	-	0.5
	PC5. Unpack crates/packages and sort goods as per product type and specification.	1	3	-	0.5
	PC6. Load materials to designated storage areas such as racks, shelves etc. as per quantity specification, using Material Handling Equipment (MHE) such as dollies, forklifts, hand trucks etc.	2	4	-	0.5
	PC7. Check raw materials/items for damages and spillages and segregate the same.	1	3	-	0.5
	PC8. Discard packaging materials such as foam, bubble wrap, cardboard as per Standard Operating Procedure (SOP).	2	3	-	0.5
	PC9. Record quantity/ weight/ volume of goods received, moved and stored.	2	4	-	0.5
	PC10. Inform supervisors on the quantity of damaged items and move them to containment area of the warehouse.	1	3	-	0.5
	PC11. Submit daily reports to the supervisor.	1	3	-	0.5
	PC12. Receive inventory sheet data from supervisor and identify the right component/product to be counted.	1	2	-	0.5
	PC13. Perform inventory check as per SOP using barcode/ label scanners, manual counting, weight/ volume inspection or other stock counting techniques.	2	2	-	0.5
	PC14. Count items manually, if required, and mark them off on inventory sheets.	1	2	-	0.5
	PC15. Check that the physical stock matches the digital or written records.	1	2	-	0.5
	PC16. Verify inventory/product labels and report errors/ damages.	2	2	-	0.5
	PC17. Carry out spot checks of sections to ensure that inventory was counted correctly.	2	2	-	0.5
	PC18. Cross-check the inventory count to see if the audit produces an error.	2	2	-	0.5

	PC19. Report any damage or spillages and the status of inventory to the supervisor.	1	2	-	-
	PC20. Support effective pest control activities as per the requirements to protect the quality of materials stored.	1	2	-	0.5
	PC21. Clean and maintain the warehouse using brooms, rags and other appropriate cleaning gear.	1	3	-	-
	PC22. Store warehouse MHE in the appropriate location and perform daily maintenance checks as per SOP.	1	3	-	0.5
	NOS Total	**30**	**60**	**-**	**10**
Perform Line Feeding Operations	PC1. Obtain kitting list from supervisor and details of shift schedule for kitting.	1	2	-	0.5
	PC2. Use the appropriate PPE based on the product and environment.	1	2	-	0.5
	PC3. Collect the appropriate number of bins/ crates/ fixtures to be used for kitting	1	2	-	0.5
	PC4. Check items received for kitting for damages, bar code /product label errors and report the same to supervisor.	1	2	-	0.5
	PC5. Segregate items to be kitted and check Bill of Material (BOM) for any missing components and report the same to supervisor.	2	2	-	0.5
	PC6. Receive replacement or missing components.	1	2	-	0.5
	PC7. Kit the items in the assigned bin/crate/fixture as per the BOM.	1	4	-	0.5
	PC8. ensure the right quantity and quality of items are placed on the bin/crate/ fixture.	1	2	-	0.5
	PC9. Clean the area after kitting operation and submit daily reports to supervisor reporting total kitting done, damages, delays and accidents.	1	2	-	0.5
	PC10. Verify type and number of each component with the BOM in the kit/crate /fixture.	1	4	-	0.5
	PC11. Transport the loaded goods to the line feeding location at the right time as per specified instructions.	1	4	-	0.5
	PC12. Exercise caution while operating the MHE and follow speed, turning, horn usage, right of way, parking and other instructions as per SOP.	2	4	-	0.5

	PC13. Match part numbers in label with feeding location label as per SOP.	2	4	-	0.5
	PC14. Store/feed the components/parts to the line to process as per SOP.	2	4	-	0.5
	PC15. Collect empty bins/crates/ fixtures from assembly line, and load them in the MHE as per SOP.	2	2	-	0.5
	PC16. Deliver the empty bins/crates/ fixtures at the assigned area of the store/ warehouse.	2	4	-	0.5
	PC17. Collect goods rejected at the line from the line store and transport it back to the assigned location in the warehouse/ store.	2	4	-	0.5
	PC18. Collect excess/un-used goods from the line store and transport it back to the assigned location in the warehouse/store.	2	4	-	0.5
	PC19. Submit periodic and end of day reports on picking, line feeding, line rejections etc. to supervisor.	2	2	-	0.5
	PC20. Park the MHE at the appropriate location and recharge its batteries if required.	2	4	-	0.5
	NOS Total	**30**	**60**	**-**	**10**
Carry out basic Order Fulfillment and Picking	PC1. Obtain the picklist/ order forms from the supervisor for picking and arrange for Machine Handling Equipment (MHE), equipment, tools and PPE required.	1	3	-	0.5
	PC2. Arrange for various equipment such as bins/ fixtures/ crates and stationery to facilitate picking activity.	1	3	-	0.5
	PC3. Confirm the order details and prioritise them based on factors such as urgency (next-day or same-day shipments), Specific customer or department needs, Shipping schedule or location, etc.	1	3	-	0.5
	PC4. Select the appropriate picking method according to location, type of available picking method, equipment, product, etc.	1	3	-	0.5
	PC5. Identify the location of items listed in the pick list manually or by using technology.	1	3	-	0.5
	PC6. Account for any specific handling requirements (fragile, perishable, custom orders).	1	3	-	0.5

	PC7. Operate MHE or use the MHE operator to pick the items from the pallets/ bins/ cartons/racks/ yard as required.	1	3	-	0.5
	PC8. Ensure that the correct number of units are picked up and that there is no visible damage.	1	3	-	0.5
	PC9. Place the items in the bin/fixture/crate as per the holding capacity and the quantity requisitioned.	1	3	-	0.5
	PC10. Confirm that all items in the order are correct (i.e., the correct SKU, size, and quantity).	1	3	-	0.5
	PC11.Deliver items for kiting/line feeding/ packing area as per the instructions.	2	3	-	0.5
	PC 12. Prepare the packing area and gather all necessary packing materials as per the packing slip, such as boxes (a variety of sizes), Bubble wrap, foam inserts, packing peanuts, or air cushions for protection, Tape (packing tape or strong adhesive tape), Scissors or tape dispensers, invoice, and any other documentation.	2	3	-	0.5
	PC 13. Identify any fragile or temperature-sensitive items that require special handling during packing.	2	3	-	0.5
	PC14. Check that the correct items and quantities match the order, including SKU numbers, product codes, and descriptions.	2	3	-	0.5
	PC 15. Choose appropriate packing materials as per the items being packed and transportation.	2	3	-	0.5
	PC 16. Ensure that all items are arranged properly inside the box with proper layering and cushioning to avoid damage during shipping.	2	3	-	0.5
	PC 17. Make sure all seams and edges are sealed to prevent the box from opening during transit.	2	3	-	0.5
	PC 18. Prepare the Shipping Label by updating all the necessary information, such as the Recipient's Information (Name, address, and contact details of the recipient/ customer or internal department), the Sender's Information, the order/Tracking Number, the Shipping Method and the shipping service, the Package Weight and Dimensions, and the Handling Instructions.	2	3	-	0.5

	PC 19. Generate, Print and attach the label to the package securely.	2	3	-	0.5
	PC 20. Conduct a final visual check and move the packages to the shipping area.	2	3	-	0.5
	NOS Total	**30**	**60**	**-**	**10**
Follow health, safety, and security procedures and maintain integrity, ethics at workplace	PC1. Comply with safety regulations and procedures to avoid fire hazards, biohazards, etc.	1	2	-	-
	PC2. Wear all safety equipment including protective gear, helmets etc., in relevant bay areas.	2	3	-	1
	PC3. Follow organisation procedures concerning documentation.	1	2	-	-
	PC4. Recognise unsafe workplace conditions and safety practices and report them to concerned authorities.	2	3	-	1
	PC5. Ensure that the work area and supplies are organised and cleaned regularly.	1	3	-	1
	PC6. Comply with data safety regulations of the organisation and follow clear worktable area policy.	1	3	-	-
	PC7. Maintain personal hygiene and wash hands regularly using soap and water or alcohol-based sanitizer.	1	2	-	1
	PC8. Undertake periodical preventive health checkups.	1	3	-	1
	PC9. Participate in fire drills and follow 5S at workplace.	1	3	-	-
	PC10. Act immediately during emergencies and move to safety.	2	2	-	1
	PC11. Provide first aid to affected victims e.g., in case of bleeding, burns, choking, electric shock, poisoning etc.	1	2	-	-
	PC12. In case of fire, follow fire safety practices taught during fire drills.	2	3	-	-
	PC13. Follow procedures to rescue victims of fire without endangering self.	1	2	-	1
	PC14. Refrain from indulging in corrupt practices.	2	3	-	-
	PC15. Protect customers' information and ensure acquired information is not used for personal advantage.	1	2	-	-
	PC16. Protect data and information related to business or commercial decisions.	1	3	-	-

	PC17. Sensitize the workforce towards ethical behaviour in the workplace and performing jobs with integrity.	1	2	-	-
	PC18. Conduct regular reviews, check reports for unethical behaviour and corrupt practices and promptly report all violations of the code of ethics.	2	4	-	1
	PC19. Consult senior management when in an ethical dilemma.	1	2	-	-
	PC20. Check that documentation concerning operations is up to date and in accordance with the regulations.	1	3	-	-
	PC21. Coordinate with regulatory authorities and assist in inspections and clearances.	2	4	-	1
	PC22. Report any issues with regulatory compliance.	2	4	-	1
	NOS Total	**30**	**60**	**-**	**10**
Employability Skills (30 Hours)	**Introduction to Employability Skills**	1	1	-	-
	PC1. Understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC2. Identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	PC3. Explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, Problem-Solving, Creative Thinking, Time Management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	2	3	-	-
	PC4. Speak with others using some basic English phrases or sentences	-	-	-	-
	Communication Skills	1	1	-	-
	PC5. Follow good manners while communicating with others	-	-	-	-
	PC6. Work with others in a team	-	-	-	-
	Diversity & Inclusion	1	1	-	-
	PC7. Communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC8. Report any issues related to sexual harassment	-	-	-	-

	Financial and Legal Literacy	3	4	-	-
	PC9. Use various financial products and services safely and securely	-	-	-	-
	PC10. Calculate income, expenses, savings etc.	-	-	-	-
	PC11. Approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
	Essential Digital Skills	4	6	-	-
	PC12. Operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC13. Use internet and social media platforms securely and safely	-	-	-	-
	Entrepreneurship	3	5	-	-
	PC14. Identify and assess opportunities for potential business	-	-	-	-
	PC15. Identify sources for arranging money and associated financial and legal challenges	-	-	-	-
	Customer Service	2	2	-	-
	PC16. Identify different types of customers	-	-	-	-
	PC17. Identify customer needs and address them appropriately	-	-	-	-
	PC18. Follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	1	3	-	-
	PC19. Create a basic biodata	-	-	-	-
	PC20. Search for suitable jobs and apply	-	-	-	-
	PC21. Identify and register apprenticeship opportunities as per requirement	-	-	-	-
	NOS Total	**20**	**30**	-	-
Handling Leather in the Footwear Manufacturing Plant	PC1. Inspect the quality of the leather and check for damage while receiving it inside the warehouse.	3	7	-	1
	PC2. Store leather away from light and at room temperature (65° to 72°F) with around 55% humidity to avoid mould and mildew growth.	3	7	-	-
	PC3. Segregate leather as per grades A, B and C and store same kind of leather together.	2	6	-	1
	PC4. Handle leather with clean hand or wear gloves and avoid dragging or dropping leather rolls or hides.	2	6	-	-

	PC5. Ensure that leather is kept off the floor and place it on shelves high enough to prevent the moisture from creeping into the leather.	3	4	-	1
	PC6. Check leather for damages and defects, wrap leather in paper and ensure leather is not folded.	3	4	-	-
	PC7. Avoid creases or deformation, and avoid metal contact with leather, as this reacts with the leather and destroys its commercial value.	3	4	-	1
	PC8. Keep colored leather separate from other as it may lead to dye transfer.	2	4	-	-
	PC9. Place oily leathers away from non-oily leathers by keeping an impenetrable barrier between them.	2	4	-	1
	PC10. Ensure that power and oil should not spill over the leather.	2	4	-	1
	PC11. Ensure that leather is stored in a controlled environment, such as temperature (around 65-75°F) and humidity (around 50-60%), and there is no direct sunlight.	2	4	-	1
	PC12. Check for the presence of rodents, birds, insects and other pests which affect the cargo and undertake pest control activity at the warehouse as per SOP.	1	2	-	1
	PC13. Ensure that the leather is not stacked very high, as too much pressure on the leather leads to wrinkles and damage.	1	2	-	1
	PC14. Inspect the leather stored in the warehouse regularly to avoid damage	1	2	-	1
	NOS Total	**30**	**60**	**-**	**10**
Handling raw materials in the FMCG manufacturing plant	PC1. Visually inspect raw materials while receiving them for any signs of damage or Quality Issues.	2	4	-	0.5
	PC2. Identify and comply with coding requirements for storage of FMCG goods.	2	4	-	0.5
	PC3. Segregate raw materials as per the storage requirements into ambient or cold storage in a manner that allows for easy identification and retrieval.	2	4	-	0.5
	PC4. Ensure that temperature-sensitive FMCG items, like frozen food, dairy, or beverages, are stored in appropriate refrigerated or freezer units and that temperature logs are regularly checked.	2	4	-	0.5

	PC5. Check to ensure that products are not stored adjacent to waste or non-product items.	2	4	-	0.5
	PC6. Dispose of packaging material as per standard operating procedure.	2	4	-	0.5
	PC7. Make arrangements for equipment/tools such as pallets, reach stack, forklift, PPE, etc., according to the kind of product to be handled.	2	4	-	0.5
	PC8. Take the assistance of the MHE operator to pick the items from the pallet or racks, if required.	2	4	-	0.5
	PC9. Execute different types of picking such as single order picking, batch picking, zone picking, pick and pass, multi-batch picking, order consolidation, wave picking, etc.	2	4	-	0.5
	PC10. Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, colour, or product code.	2	4	-	0.5
	PC11. Report defective or broken products to the supervisor.	2	4	-	0.5
	PC12. Ensure First-In, First-Out (FIFO)/Last-In, First-Out (LIFO) inventory management as per company/product Standard Operating Procedures (SOP).	1	2	-	0.5
	PC13. Track expiry dates and ensure that any goods approaching expiration are moved to the front for quicker dispatch.	1	2	-	0.5
	PC14. Maintain high personal hygiene and wear protective hair coverage and PPE.	1	2	-	0.5
	PC15. Ensure that the warehouse is regularly cleaned and sanitised, particularly in areas where perishable goods are stored or processed and follow Good Manufacturing Practices (GMP) for food-related items.	1	2	-	0.5
	PC16. Carry out material handling without product contamination by avoiding eating/drinking and avoiding wearing any jewellery.	1	2	-	0.5
	PC17. Deploy effective pest control services as per pest management standards for food processing and handling facilities.	1	2	-	0.5

	PC18. Comply with regulations prescribed by FSSA, HACCP, ISO 22000:2005, FSMS, AIB, BRC and OSHA.	1	2	-	0.5
	PC19. Check pallets to ensure they are clean, dry, free from mold, odour-free, off infestation, etc., as per norms.	1	2	-	1
	NOS Total	**30**	**60**	**-**	**10**
Handling automotive components in the automotive manufacturing plant	PC1. Load goods on fixtures/ crates/ pallets/ boxes.	2	4	-	0.5
	PC2. Sort and place materials for items on racks, shelves, or in bins according to kanban list.	2	4	-	0.5
	PC3. Check for adherence to different certifications for automotive goods.	2	4	-	0.5
	PC4. Identify the MHE used for operation based on information from the supervisor and utilize appropriate tools like forklifts**,** trolleys, or manual lifting equipment for picking large, heavy parts and bin systems for smaller components.	2	4	-	0.5
	PC5. Make arrangement for equipment/tools such as conveyors, hand trucks and pallet jacks, pallets, reach stack, forklift, PPE, etc. according to work requirement and the kind of product to be handled.	2	4	-	0.5
	PC6. Take the assistance of MHE operator to pick the items from the pallet or racks, if required.	2	4	-	0.5
	PC7. Perform safe strapping and lashing of pallets/ crates/ boxes/ fixtures.	1	2	-	0.5
	PC8. Store frequently used or high-demand components in easily accessible areas, while less commonly needed items can be stored in harder-to-reach locations.	1	2	-	0.5
	PC9. Ensure that If parts are needed for immediate production, they are packed in boxes, crates, or pallets that allow easy access and handling by assembly line workers.	1	2	-	0.5
	PC10. Properly label all parts and components with unique part numbers, barcodes, or QR codes to aid in easy identification and to prevent errors during picking.	1	2	-	0.5
	PC11. Assist during inventory cycle counting as per Standard Operating Procedures (SOP) and report the status.	1	2	-	0.5

	PC12. Report defective or broken products to the supervisor.	1	2	-	0.5
	PC13. Follow First-In, First-Out (FIFO) for components with expiry dates (e.g., lubricants, seals) and for items without expiry concerns, Last-In, First-Out (LIFO) may be used.	1	2	-	0.5
	PC14. Clean and maintain warehouse aisles.	1	2	-	0.5
	PC15. Follow 5S, Just In Time (JIT), Kaizen, poka- yoke and other poka yoke process improvement guidelines as instructed by supervisor.	1	2	-	0.5
	PC16. Load finished pallets of product onto assigned trailers safely and accurately.	1	2	-	0.5
	PC17. Obtain information required for sequencing as per the sequencing list etc. from the supervisor.	1	2	-	-
	PC18. Make space and clean up sequencing area by removing any unnecessary items.	1	2	-	0.5
	PC19. Assess the Personal Protective Equipment (PPE) required based on the product and the environment and collect and wear all the necessary PPE.	1	2	-	-
	PC20. Identify the components required from the list, to make a product and also the variations among different models for the same product.	1	2	-	0.5
	PC21. Check items received for sequencing for damages and bar code or product label errors, report the same to supervisor.	1	2	-	-
	PC22. Segregate items to be sequenced together and check with BOM to identify any missing components, report the same to supervisor.	1	2	-	0.5
	PC23. Place items in specific handling devices based on the component which are installed on carriages as per SOP.	1	2	-	-
	PC24. Attach carriages to MHE / tugger trains for transporting to the designated assembly line as per SOP.	1	2	-	0.5
	NOS Total	**30**	**60**	**-**	**10**

Handling components and parts in the electronics assembly plant.	PC1. Visually inspect the components while receiving them for any visible damage, such as crushed packages, broken parts, or damaged anti-static bags and inspect the parts for scratches or cracks, particularly on microchips or circuit boards.	2	4	-	0.5
	PC2. Check to ensure that the temperature of the warehouse is maintained between 15°C to 27°C & 30% to 60% relative humidity.	2	4	-	0.5
	PC3. Check for adherence to different certifications for electronic components such as ISO 9001:2015, AS9100 etc.	2	4	-	0.5
	PC4. Transport components as per pick list to the kitting area using MHE if required.	2	4	-	0.5
	PC5. Unpack and segregate components carefully such as PCB, camera, chips etc. as per the pick list.	2	4	-	0.5
	PC6. Dispose packaging materials such as plastic films, component tubes, anti- static bags, sheet metal, cast metals etc. as per standard operating procedure.	2	4	-	0.5
	PC7. Handle PCB as per the handling and storage guidelines prescribed in PCB – 1601, ANSI/ESD S20.20 or equivalent.	2	4	-	0.5
	PC8. Arrange components in the designated tray based on component size and requirement as per SOP and transport to the appropriate line feeding area in tote trolleys.	2	4	-	0.5
	PC9. Sort components based on usage frequency, i.e., high-demand components should be stored in easily accessible locations, while less frequently used parts can be placed on more distant or lower shelves.	2	4	-	0.5
	PC10. Ensure that all components are labelled with part numbers, batch numbers, and descriptions.	2	4	-	0.5
	PC11. Organise components into categories such as resistors, capacitors, microchips, connectors, transistors, circuit boards, etc. Each category may have different storage requirements.	1	2	-	0.5
	PC12. Store heavier or larger components (such as power supplies) on lower shelves to prevent accidents, while smaller components (such as SMDs or resistors) should be stored in bins, drawers, or trays for easy access.	1	2	-	0.5

	PC13. Store components according to the storage instructions and specific needs, such as Antistatic Storage for ICs (integrated circuits) or capacitors.	1	2	-	0.5
	PC14. Perform regular cycle counts to ensure that the physical inventory matches the system's records.	1	2	-	0.5
	PC15. Use First-In, First-Out (FIFO) to ensure that older parts are used first, particularly for items with limited shelf life, such as solder paste, batteries, or plastics and for components that don't have expiration concerns, Last-In, First-Out (LIFO) may be used.	1	2	-	0.5
	PC16. Use tweezers**,** vacuum pick-up tools, or automated pickers for small or delicate components to avoid damaging parts during retrieval.	1	2	-	0.5
	PC17. Ensure clean work areas and use cleanroom environments if necessary for sensitive parts to keep components free from contaminants such as dust, grease, or fingerprints.	1	2	-	0.5
	PC18. Report defective or broken components to the supervisor, document any damage or quality issues with components upon receipt or during storage and follow the appropriate procedures for returning or replacing parts.	1	2	-	0.5
	PC19. Perform pest control to avoid destruction from pests such as insects, mice, and rats.	1	2	-	0.5
	PC20. Submit a daily report to the supervisor.	1	2	-	0.5
	NOS Total	**30**	**60**	**-**	**10**
Handling raw materials in the Pharmaceutical manufacturing plant	PC1. Visually inspect the raw materials while receiving them for visible damage, contamination, or any discrepancies in packaging, labelling, or quantity.	2	4	-	0.5
	PC2. Wear appropriate PPE, such as gloves, lab coats, masks, goggles, and footwear, to avoid contamination and exposure to hazardous materials.	2	4	-	0.5
	PC3. Clean the surface of the container/packs by using the vacuum cleaner/dry lint free cloth as per SOP.	2	4	-	0.5

	PC4. Segregate material as per batch/lot wise and transfer the cleaned containers/packs on to the clean pallet.	2	4	-	-
	PC5. Transfer the cleaned container/packs top to the weighing area by using appropriate MHE.	2	4	-	0.5
	PC6. Check the cleanliness of the balance and ensure its routine calibration as per SOP.	1	2	-	0.5
	PC7. Weigh the containers/packs received one by one, on the balance provided and ensure that quantity received is tallying as mentioned in delivery documents.	1	2	-	-
	PC8. Record the gross weight in "Quantity Verification Record" as per SOP.	1	2	-	0.5
	PC9. transfer the container/packs on pallets and affix quarantine label on the packs and shift them to the respective quarantine area as per SOP.	1	2	-	-
	PC10. Affix "Approved" label on each container/packs after the material has been released by quality check and transfer the material in the designated approved storage area as per storage requirements.	1	2	-	0.5
	PC11. Store materials in climate-controlled environments to prevent degradation due to high or low temperatures and humidity.	1	2	-	0.5
	PC12. Separate materials based on their risk category or type, such as Chemicals and Solvents (flammable/ corrosive/ hazardous), Biological Materials (bacterial cultures or vaccines), Raw Powders and Crystals, and Controlled Substances (e.g., narcotics, controlled drugs).	1	2	-	-
	PC13. Segregate raw materials as per the required storage conditions as stated on the label such as: • store in 'cold' temperature. • store in temperature between 2°C to 8°C. • store below 15°C temperature. • store in "Deep Freezer". • store in "Cool" place. store below 25°C.	1	2	-	0.5

	PC14. Organise materials by lot number or batch number for traceability, ensuring the traceback process in case of product recalls or quality control issues.	1	2	-	0.5
	PC15. Use the FIFO system to ensure older materials are used before newer ones, preventing expiration or degradation.	1	2	-	0.5
	PC16. Conduct regular cycle counts and periodic inventory audits and document them.	1	2	-	0.5
	PC17. If QC rejects the material, transport it back to the rejected storage area and inform the Supervisor.	1	2	-	0.5
	PC18. Check temperature of storage area and in case it exceeds the limit inform the maintenance department.	1	2	-	0.5
	PC19. Ensure that clean, appropriate equipment (e.g., scoops, weighing scales, or dispensing containers) is used for handling and dispensing.	1	2	-	0.5
	PC20. Make sure that raw materials used for different products are handled separately to prevent cross-contamination.	1	2	-	0.5
	PC21. Ensure that all materials are appropriately labelled as per Good Manufacturing Practices (GMP) and regulatory standards (e.g., FDA, EMA) and with information such as batch number, content status, expiry date, etc.	1	2	-	0.5
	PC22. Handle nearby expiry products as per SOP and manufacturer's guidelines.	1	2	-	0.5
	PC23. Follow Good Manufacturing Practices (GMP), FDA regulations, and other relevant standards to ensure raw materials are stored, handled, and disposed of in compliance with industry standards.	1	2	-	0.5
	PC24. Ensure proper MSDS (Material Safety Data Sheets) are available and that safety protocols, such as proper ventilation or spill containment procedures, are followed.	1	2	-	-
	PC25. Dispose of waste and expired materials in compliance with environmental regulations and hazardous waste disposal guidelines.	1	2	-	0.5
	NOS Total	**30**	**60**	**-**	**10**

Perform basic inventory analysis and forecasting.	PC1. Feed and append inventory data received from respective departments into the ERP system.	2	4	-	0.5
	PC 2. Make a list of all the inventory with clear details, including item code, item name, unit name, product description, purchase price, sales price, tax code, tracking code, etc.	2	4	-	0.5
	PC3.Prepare MIS report containing Current stock levels, Safety Stock, Inventory Turnover, etc.	2	4	-	0.5
	PC4. Recheck the inventory data to identify any unusual information and take corrective action.	2	3	-	0.5
	PC5. Update inventory items as and when there are changes and Ensure discrepancies between physical and system records are identified and resolved.	2	3	-	0.5
	PC6. Ensure that the inventory is classified as per the type, function and requirements, e.g. Raw Materials, Work-in-Progress (WIP), Finished Goods, Maintenance, Repair, and Overhaul (MRO) Supplies, etc.	2	3	-	0.5
	PC7. Review the current stock levels of each category and check the reorder point (ROP) for each inventory item based on historical demand and lead times.	2	3	-	0.5
	PC8. Using various inventory analysis methods, such as ABC, VED, and FSN analysis, determine the optimum amount of inventory (Economic Order Quantity (EOQ)) to be kept on hand.	2	3	-	0.5
	PC9. Review the inventory on a continuous or periodic basis as pre-decided by the manager.	2	3	-	0.5
	PC10. Submit the analysis to the manager for further review.	2	3	-	0.5
	PC11. Review historical usage, recent stockouts and demand patterns for materials and components.	2	3	-	0.5
	PC12. Determine the period of forecasting based on the manufacturing production cycle, inventory turnover rate, etc., and collect all past demand data.	1	3	-	0.5

	PC13. Choose the right forecasting method, such as qualitative forecasting (Delphi method, historical life cycle analogy) or quantitative forecasting (time series models, exponential smoothing, seasonal indexes), according to business needs and suitability.	1	3	-	0.5
	PC14. Use forecasting models (e.g., moving averages, exponential smoothing) to predict future demand.	1	3	-	0.5
	PC15. Consider factors like production schedules, seasonal variations, and potential supply chain disruptions.	1	3	-	0.5
	PC16. Evaluate both long-term and short-term influencers and outside variables for forecasting.	1	3	-	0.5
	PC17. Perform inventory forecasting techniques as per standard operating procedures, considering both long-term, short-term, and outside variables such as economic growth, seasonality, lifestyle changes, etc.	1	3	-	0.5
	PC18. Compare actual demand against forecasts from multiple angles to identify the variances.	1	3	-	0.5
	PC19. Diagnose the cause of forecast variances, such as inaccurate inventory data, poor forecasting, variability in demand, swings in the economy, etc. and take corrective actions.	1	3	-	1
	NOS Total	**30**	**60**	**-**	**10**

Annexure: Assessment Strategy

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

1. Assessment System Overview:

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

2. Testing Environment:
   - Check the Assessment location, date and time is same as SIP data.
   - Specified equipment must be available to facilitate assessment.
   - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
3. Assessment Quality Assurance levels/Framework:
   - Question bank is created by the Subject Matter Experts (SME) are verified by the other SME of LSC.
   - Questions are mapped to the specified assessment criteria.
   - Assessor must be ToA certified.
   - Mock test/Self assessment will be conducted during training through LSC softwares.
4. Types of evidence or evidence-gathering protocol:
   - Time-stamped & geotagged reporting of the assessor from assessment location
   - Centre photographs with signboards and scheme specific branding
   - 21 points check list must be adhered by both AA and assessor.
5. Method of verification or validation:
   - LSC will validate the evidence and results through LSC portal.
   - Validation will be candidate wise scrutiny.
6. Method for assessment documentation, archiving, and access
   - Hard copies of the documents are stored by AA for certain years.
   - Softcopies of evidences will be stored in LSC portal.

On the Job (OJT assessment applicable):

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

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

- Effective engagement with the customers
- Understand the working of various tools and equipment.

Annexure: Acronym and Glossary

Acronym

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

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards

Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf