

## QUALIFICATION FILE – Supply Chain Executive

- Short Term Training (STT)  Long Term Training (LTT)  Apprenticeship  
 Upskilling  Dual/Flexi Qualification  For ToT  For ToA  
 General  Multi-skill (MS)  Cross Sectoral (CS)  Future Skills

**NCrF/NSQF Level: 4**

**Submitted By:**

**Logistics Sector Skill Council**

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

**Submitting Body Contact Details:**

Name: Ms. Reena Murray

Position in the Organization: Head - Standards & Quality Assurance

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## Section 1: Basic Details

1.	<b>Qualification Name</b>	Supply Chain Executive										
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 <input type="checkbox"/> OEM	<b>NQR Code &amp; version of the existing /previous qualification:</b> QG-04-TW-00345-2023-V1.1-LSC & V1.0	<b>Qualification Name of the existing version:</b> Supply Chain Executive									
4.	<b>a. OEM Name</b> <b>b. Qualification Name</b> <i>(Wherever applicable)</i>	Supply Chain Executive										
5.	<b>National Qualification Register (NQR) Code &amp; Version</b> <i>(Will be issued after NSQC approval)</i>	QG-03-TW-046082025-V2-LSC & V2.0	<b>6. NCQF/NSQF Level:</b> 4									
7.	<b>Award (Certificate/Diploma/ Advanced Diploma/ Any Other)</b> <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 managing and optimising the flow of materials, components, and products through the plant to ensure that production runs smoothly and efficiently. The Executive works closely with other teams, such as production, inventory management, procurement, and logistics, to contribute to the day-to-day supply chain activities within the plant. The individual is responsible for performing all tactical procurement functions, inventory analysis, and transportation management, including transportation of ODC and project cargo.										
9.	<b>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</b>	<b>a. Entry Qualification &amp; Relevant Experience:</b> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>12th grade Pass or equivalent</td> <td>1 year of relevant experience in supply chain</td> </tr> <tr> <td>3</td> <td>10<sup>th</sup> grade Pass or equivalent</td> <td>3 years of relevant experience in supply chain</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	2	12th grade Pass or equivalent	1 year of relevant experience in supply chain	3	10 <sup>th</sup> grade Pass or equivalent	3 years of relevant experience in supply chain
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)										
2	12th grade Pass or equivalent	1 year of relevant experience in supply chain										
3	10 <sup>th</sup> grade Pass or equivalent	3 years of relevant experience in supply chain										

		<table border="1"> <tr> <td>5</td> <td>Previous relevant Qualification of NSQF Level 3.5</td> <td>1.5 years of relevant experience in supply chain</td> </tr> <tr> <td>6</td> <td>Previous relevant Qualification of NSQF Level 3</td> <td>3 years of relevant experience in supply chain</td> </tr> </table>	5	Previous relevant Qualification of NSQF Level 3.5	1.5 years of relevant experience in supply chain	6	Previous relevant Qualification of NSQF Level 3	3 years of relevant experience in supply chain												
5	Previous relevant Qualification of NSQF Level 3.5	1.5 years of relevant experience in supply chain																		
6	Previous relevant Qualification of NSQF Level 3	3 years of relevant experience in supply chain																		
		<b>b. Age:</b>																		
<b>10. Credits Assigned to this Qualification</b> <i>(as per National Credit Framework (NCrF))</i>	17	<b>11. Common Cost Norm Category (I/II/III)</b> <i>(wherever applicable):</i> I																		
<b>12. Any Licensing Requirements for Undertaking Training on This Qualification</b> <i>(wherever applicable)</i>	NA																			
<b>13. Training Duration by Modes of Training Delivery</b> <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended <table border="1"> <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>190</td> <td>290</td> <td>30</td> <td></td> <td>510</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	190	290	30		510	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)															
Classroom (offline)	190	290	30		510															
Online																				
<b>14. Aligned to NCO/ISCO Code/s</b> <i>(if code is not available, then mention the same)</i>	NCO-2015/4321.0103																			
<b>15. Progression Path After Attaining the Qualification</b> <i>(Please show Professional and Academic progression) (wherever applicable)</i>	Supply chain supervisor (Level 5)																			
<b>16. Other Indian Languages in which the Qualification &amp; Model Curriculum are being Submitted</b>	Hindi																			
<b>17. Is similar Qualification(s) available on NQR-if yes, justification for this qualification</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																			
<b>18. Is the Job Role Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																			
<b>19. How participation of women will be encouraged?</b>	The Job Role is gender neutral and can be performed by women in equality to men.																			

20.	<b>Are Greening/ Environment Sustainability Aspects Covered</b> ( <i>Specify the NOS/Module which covers it, wherever applicable</i> )	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
21.	<b>Is Qualification Suitable to be Offered in Schools/Colleges</b>	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
22.	<b>Name and Contact Details of Submitting / Awarding Body SPOC</b> ( <i>In case of CS or MS, provide details of both Lead AB &amp; Supporting ABs</i> )	<b>Name:</b> Ms. Reena Murray <b>Email:</b> reena@lsc-india.com <b>Contact No.:</b> 044 4851 4607 <b>Website:</b> www.lsc-india.com	
23.	<b>Final Approval Date by NSQC:</b> 07-10-2025	<b>24. Validity Duration:</b> 3 years	<b>25. Next Review Date:</b> 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 ( <i>if applicable</i> )	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 (%) ( <i>if applicable</i> )
1.	Introduction to Supply Chain Executive	Bridge module	Non-core	4	1	20	10	-	-	30	0	0		0	0	0
2.	Conduct day-to-day procurement activities	LSC/N3301 & V2.0	Core	4	2	20	35	5		60	30	60	-	10	100	15
3.	Perform basic inventory analysis and forecasting	LSC/N3302 & V2.0	Core	4	2	20	35	5		60	30	60	-	10	100	15

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)
4.	Perform basic data analysis and report generation using ERP	LSC/N3303 & V2.0	Core	4	2	20	35	5		60	30	60	-	10	100	15
5.	Undertake basic Negotiation and Vendor Selection	LSC/N3304 & V2.0	Core	4	2	20	35	5		60	30	60	-	10	100	10
6.	Monitor Vendor Performance	LSC/N3305 & V2.0	Core	4	2	20	35	5		60	30	60	-	10		10
7.	Transportation and Route Optimization through all modes of transport	LSC/N6503 & V2.0	Core	4	2	20	35	5		60	30	60	-	10		10
8.	Prepare clearance documents and Perform EDI filing	LSC/N3321 & V1.0	Core	4	1	10	20			30	30	60	-	10		10
9.	Follow health, safety and security procedures and maintain integrity and ethics at the workplace	LSC/N9911 & V1.0	Core	4	1	10	20			30	30	60	-	10	100	5
10.	Employability Skills (60 Hours)	DGT/VSQ/N0102 & V1.0	Non-Core	4	2	30	30			60	20	30	-	-	50	10
	<b>Duration (in Hours) / Total Marks</b>				<b>17</b>	<b>190</b>	<b>290</b>	<b>30</b>	<b>-</b>	<b>510</b>	<b>260</b>	<b>510</b>	<b>-</b>	<b>80</b>	<b>850</b>	<b>100</b>

Elective NOS: NA

## Optional NOS 1: Transportation and Route optimization

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1	Plan and Coordinate for transportation of project cargo and ODC	LSC/N3306 & V2.0	Core	4	2	30	30	-	60	30	30	60		10	100	10

## Optional NOS 2: Customs clearance activities

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	Perform customs clearance activities	LSC/N2146 & V1.0	Core	4	2	30	30	-	60	30	30	60		10	100	10

## Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

**Minimum Pass Percentage – Aggregate at qualification level:** 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

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

### Section 3: Training Related

1.	<b>Trainer's Qualification and experience in the relevant sector (in years)</b> (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.	<b>Master Trainer's Qualification and experience in the relevant sector (in years)</b> (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 Executive" mapped to QP: "LSC/Q3302, v2.0". 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)</b> (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.	<b>Proctor's Qualification and experience in relevant sector (in years)</b> (as per NCVET guidelines) wherever applicable	Any degree + 2 years of relevant industrial experience  Certified for Job Role: "Supply Chain Executive" mapped to QP: "LSC/Q3302, v2.0". Minimum accepted score is 80%
3.	<b>Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)</b> (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.	<b>Assessment Mode</b> (Specify the assessment mode)	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 <i>(details to be provided in Annexure-if it is different for Assessment)</i>
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## Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

1.	<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>	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.

		<p>v. Quality of the question papers submitted by the assessment agencies to LSC.</p> <p>vi. Submission of quality documents of the assessments conducted as insisted by LSC.</p> <p>vii. Time of submission of the required assessment related documents to LSC for approval</p> <p>viii. Time of submission of results in SDMS system post approval by LSC</p> <p>Basis the above grading metrics the system would allocate the batches to the assessment agencies, which has brought transparency in the system of who are allocated how many batches and it is made very clear to the ecosystem that performance matters a lot. This has in turn also helped to improve the quality of the trainings as the check list of documents advised by LSC to be submitted by the assessment agencies speaks on the quality of trainings happening.</p>
4.	<b>Annexure: Assessment Strategy (Mandatory)</b>	<p>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</p> <p>2. The assessment for the theory part will be based on knowledge bank of questions validated and approved by the SSC.</p> <p>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)</p> <p>4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria</p> <p>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.</p> <p>6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.</p>
5.	<b>Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)</b>	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 <i>(Mandatory)</i>	<a href="https://drive.google.com/file/d/1G3lXYAbONyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing">https://drive.google.com/file/d/1G3lXYAbONyUNjTb6nHRY6fuK3HQkEsLu/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>Perform ERP data management, various in plant activities procurement activities, inventory analysis and forecasting and tasks related to ODC transportation</li> </ul>	The process involves engaging into ERP data entry and analysis, documentation for export and import. S/he performs inventory analysis and forecasting. S/he also performs the tasks related to procurement activities such as vendor management and vendor development. S/he is also involved in the activities related to the transportation of ODC	<b>4</b>
<b>Professional and Technical Skills/ Expertise/ Professional Knowledge</b>	<p>S/he would have knowledge of</p> <ul style="list-style-type: none"> <li>In plant warehouse activities</li> <li>ERP inventory analysis</li> <li>Tasks for ODC transportation</li> <li>Documents required for export and import</li> <li>Vendor management process</li> </ul>	The job holder knows and understands the overall in plant warehouse operations and different type of goods being handled, ERP data analysis, stock keeping and inventory tracking models, documents required for export and import. S/he	<b>4</b>

		well versed with the vendor development process and the important activities for transportation of ODC	
<b>Employment Readiness &amp; Entrepreneurship Skills &amp; Mind-set/Professional Skill</b>	<ul style="list-style-type: none"> <li>Recall and demonstrate the ability to:</li> <li>ERP data management</li> <li>Vendor development</li> <li>Documentation for export and import</li> <li>Recognize a potential problem</li> </ul>	The job holder demonstrates skill to ERP data management, inventory analysis and forecasting, vendor development, documentation for export and import , effective and safe transportation of ODC.	<b>4</b>
<b>Broad Learning Outcomes/Core Skill</b>	<ul style="list-style-type: none"> <li>Communication skills</li> <li>Safety considerations</li> <li>Mathematical aptitude</li> <li>Analytical and mathematical ability</li> <li>ERP</li> </ul>	The job holder must communicate effectively with peers, sales team and seek instruction from manager. S/he must communicate effectively with stakeholders and suppliers for vendor development and management. S/he must demonstrate analytical and while performing inventory analysis and forecasting. S/he also needs to follow the organization markings and principles regarding safety protocols during operations.	<b>4</b>
<b>Responsibility</b>	<p>The individual is responsible for</p> <ul style="list-style-type: none"> <li>Inventory analysis and forecasting</li> <li>Vendor development/management</li> <li>Documentation of export/import</li> <li>Tasks pertaining to ODC transportation</li> </ul>	S/he is responsible for the tasks assigned to him or her. S/he is responsible for careful vendor selection and management. S/he has to effectively perform inventory analysis and forecasting and documentation for export/import. S/he is responsible for the tasks pertaining to ODC transportation	<b>4</b>

## Annexure: Tools and Equipment (Lab Set-Up)

### List of Tools and Equipment

**Batch Size: 30**

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	PPE	Standard Make	2
2.	Computers with web camera, MS office	Standard Make	2
3.	Scanners, system tools, printers	Standard Make	1
4.	MHE	Standard Make	2
5.	Packaging material	Standard Make	2
6.	packing devices		2
7.	sample documents	Standard Make	2
8.	Barcode scanner	Standard Make	2
9.	pallet trucks (manual and battery operated)		1
10.	Safety guidelines	Standard Make	5
11.	Transportation applications	Standard Make	5
12.	ERP	Standard Make	2
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.	TMS (Learning version)	TMS software logins to be subscribed from LSC. Regarding equipment guidance, please reach out to Logistics Sector Skill Council.	15 logins per center

### Classroom Aids

The aids required to conduct sessions in the classroom are:

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

## Annexure: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	EPT Global Logistics Pvt Ltd	Darshan Mashroo	Director	G - 509, Titanium City Centre, Satellite, Ahmedabad - 380015	9825021683		
2.	St John Freight Systems Ltd	Suresh Kumar	Senior District Manager	480 Anna Salai, 7th Floor, Nandanam, Chennai - 600035	9894674815		
3.	FFAF Logistics India Pvt Ltd	Ragini Gupta	Head HR and Business	Brigade Opus, 5th Floor, Unit No- 501-A, No.70/401, Kodigehalli Gate, Hebbal, Bangalore - 560092	9945163525		
4.	Flyjac Logistics Pvt Ltd	Madhava Priyan	VP	Chennai	9841030131		
5.	AFFREIGHTER LOGISTICS PVT LTD	Akalya Mohan	Vice President	Bangalore	9791086862		
6.	Denken Global Supply Chain Pvt Ltd	Shyamsundar CK	Director	Chennai	9500049029		
7.	EXPRESS ROADWAYS PVT LTD	Saloni Gupta	HR Head	New Delhi	9873447881		
8.	Om Logistics Ltd	Chirag Sehgal	HRD Manager	New Delhi	8588880162		
9.	Tripath Logistics Private Limited	Balasubramanian	Director	Bengaluru	9686602010		

10.	Navata Road Transport	Thaviti Naidu	Asst Manager	Chennai	8939895794		
11.	Federal Transport Pvt Ltd	Meena	Accounting Manager	Chennai	9094575488		
12.	Apeksha Logistics	Geetha Bhaskar	Director HR	Bangalore	9900212407		
13.	Galaxy Freight Private Limited	Afiya Khan	Manager HR	Mumbai	9920234925		
14.	Gaerish Logistics Pvt Ltd	Wesley Prasad A	Manager HR	Chennai	9840565707		
15.	Star Freight Private Limited	Samir J Shah	Director	Ahmedabad	9824090732		
16.	Janex Logistics Pvt Ltd	Jane Crispin	Business Development Executive	Chennai	9500096801		
17.	Jasvant B Shah	Samir J Shah	Director	Ahmedabad	9824090732		
18.	Tulsidas Khimji Pvt Ltd	Pinakin Pandya	VP	Ahmedabad	9824052044		
19.	Ravindra Logistics	Ravindra Singh Bhatia	CEO	Pune	9370146020		
20.	INDELOX SERVICES PVT LTD	Swetha N	HR Manager	Bengaluru	7411511510		
21.	Snowman Logistics Limited	Rajni Aarya	DGM HR	New Delhi	9971450451		

### Annexure: Training & Employment Details

#### Training and Employment Projections:

Year	Total Candidates	Women	People with Disability
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	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2024-25	250		50			
2025-26	350		50			
2026-27	500		75			

*Data to be provided year-wise for next 3 years.*

#### Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
2.0	2024-2025	475	287	249		28	2	2					
2.0	2023-2024	0	0	0		0	0	0					
2.0	2022-2023	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.
- 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	<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

Conduct day-to-day procurement activities	PC1. Coordinate with the Production/ Product development department to understand the demand for different time frames (1 month, 3 months, 6 months etc.)	1	2	-	0.5
	PC2. Run MRP using ERP software and identify the quantity of raw material, components, semi-finished goods to be procured as per Bill of Material (BOM) of the products being planned.	2	2	-	-
	PC3. Compute the quantum of purchase for different categories of items to be purchased based on priority and lead time.	1	2	-	0.5
	PC4. Coordinate with manager to select the right supplier from the existing pool as per product specifications, quality, cost and timeline requirements.	1	2	-	-
	PC5. Contact the selected suppliers to check on order quantity and their capability to supply.	1	2	-	0.5
	PC6. Contact alternate suppliers, in case of inability of the first selection.	1	2	-	-
	PC7. For emergency material requirement plan for mode of transport and agree on cost of transport with supplier.	1	2	-	0.5
	PC8. Prepare purchase order/indent with all the essential details such as PO numbers, contact information of the customer, payment information, description and quantity of goods etc.	2	2	-	0.5
	PC9. Liaise with managers to review and clarify queries on purchase orders/indents.	1	2	-	-
	PC10. Send purchase order to supplier electronically or via mail after approval from manager.	1	1	-	0.5
	PC11. Communicate with the supplier and confirm receipt of the PO/indent if an automatic PO is issued using ERP.	1	2	-	-
	PC12. Record purchase order details upon approval of the supplier's purchase order.	1	1	-	0.5
	PC13. Clarify suppliers' queries on PO and make necessary changes if required, with the manager's approval.	2	2	-	-
	PC14. Document and maintain purchase reports for different items.	1	2	-	0.5
	PC15. Track the status of requisitions, contracts and orders and follow up with suppliers to ensure timely delivery of goods.	1	2	-	0.5

	PC16. Coordinate with quality department for inspection of received goods.	1	2	-	-
	PC17. Receive report on quantity received and quality approved from supervisor.	1	2	-	0.5
	PC18. Cross-check the order quantity, lot size, packaging and other order parameters as per PO/ indent before generating goods receipt note for material received from suppliers.	2	2	-	-
	PC19. Prepare material return note for quality rejected items and process returns and claims.	1	2	-	0.5
	PC20. Coordinate with quality, engineering, production and other teams to resolve material shortages, quality issues and other discrepancies.	1	2	-	-
	PC21. Use ERP for processing Goods Receipt Note (GRN) and (MRN).	1	2	-	0.5
	PC22. Trigger emergency purchase in case of shortage and stop order for non-moving products or components.	1	1	-	-
	PC23. Process invoice by matching it with purchase order, quantity received and packaging slips to ensure accuracy.	1	2	-	0.5
	PC24. Resolve discrepancies and ensure that transaction is accurate.	1	2	-	0.5
	PC25. Calculate the amount to be paid based on terms of payment.	1	2	-	0.5
	PC26. Send invoices along with status report on quantity and quality of material received for the manager's approval.	1	2	-	0.5
	PC27. Forward approved invoices to accounts for payment processing.	1	2	-	0.5
	PC28. Communicate invoice processing status and amount to supplier.	1	1	-	0.5
	PC29. Ensure payments are made within the specified time frame, if not, follow up with accounts department.	1	2	-	0.5
	PC30. Ensure that all compliance requirements and regulations, such as GST, hazardous goods handling, customs, air and ocean transport requirements, and documentation compliance, are met as per company policy.	1	1	-	0.5
	<b>NOS Total</b>	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
	PC2. 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
	<b>NOS Total</b>	30	60	-	10
Perform basic data analysis and report generation using ERP	PC1. Collect information from associates and supervisors regarding loading, unloading, picking, kitting, binning, line feeding, etc., and feed into ERP.	2	4	-	1
	PC2. Issue material request for line usage using ERP.	2	4	-	-
	PC3. Obtain information from supervisors and managers regarding priorities, complaints/delay, escalations, supplier complaints, feedback etc. and feed into ERP.	2	4	-	1
	PC4. Obtain information regarding change in inventory and feed into ERP.	2	4	-	-
	PC5. Review entries made into the ERP with respect to daily plant warehouse operations.	2	4	-	1
	PC6. Confirm the Key Metrics and KPIs for Analysis with management, such as Inventory Turnover, Order Fulfillment Lead Time, Stockouts, Backorder Rate, Order Cycle Time, On-Time Delivery (OTD), Production Efficiency, Supplier Performance, etc.	2	4	-	1
	PC7. Extract data from the ERP system according to the set KPIs. For example, query the inventory management module in ERP to get data on stock levels and reorder points to calculate inventory turnover rates.	2	4	-	-
	PC8. Generate various data such as line stops and rejection data reports, operational complaints related to internal and external stakeholders, etc.	2	4	-	1
	PC9. Perform various analyses such as Lead Time Analysis, variance analysis, Backorder and Fulfillment Analysis, etc., as per requirements and present them to management.	2	4	-	-

PC10. Generate various reports, such as Inventory Reports, Procurement Reports, Production Reports, Order Fulfillment Reports, etc., using ERP.	2	4	-	1
PC11. Provide daily reports and periodic reports to management and relevant stakeholders regarding different activities.	2	4	-	-
PC12. Interpret Results and Generate Insights from reports for optimisation and Continuous Improvement.	1	2	-	1
PC13. Update the ERP system with vendor details such as Company name, Address, GST code and information, PAN details, Technical capability, Financial capability, Component/ Part/ Material/Service assigned with (with material/service code), Delivery/INCOTERMS and timeline, Payment terms and timeline, KPI attached with various data and field evaluation, Frequency of vendor performance review, Any other pertinent information.	1	2	-	1
PC14. Cross-check information for data accuracy.	1	2	-	-
PC15. Periodically update the supplier data as per the requirement.	1	2	-	1
PC16. Use manual methods or ERP data analysis to assess vendor performance based on various parameters and the corresponding KPI assigned.	1	2	-	1
PC17. Verify supplier's conformance to organisation's requirements.	1	2	-	-
PC18. Verify supplier's quality management system's conformance to internationally recognised quality management system standards.	1	2	-	-
PC19. Prepare performance rating data sheet for the vendors, incorporate manager's comments, finalize and update/confirm the same in ERP.	1	2	-	-
<b>NOS Total</b>	30	60	-	10
PC1. Coordinate with the production/product development department to understand the product/ component/ service needs and specific requirement.	1	2	-	0.5

Undertake basic Negotiation and Vendor Selection	PC2. Clarify the terms of reference, technical specifications, estimate of budget, volume requirement, planning lead time, and safety stock requirements from user department.	1	2	-	-
	PC3. Prepare purchase specification document indicating the technical, packaging, delivery, performance, safety, handling and commercial specifications required; and get it approved by Manager.	1	2	-	0.5
	PC4. Identify new suppliers based on information from references, online marketplaces, trade magazines, trade fairs, catalogues, referrals, industry events etc.	1	2	-	0.5
	PC5. Solicit information from new and existing vendors on their capability, experience, capacity and technical experience.	1	2	-	-
	PC6. Perform initial evaluation to shortlist suppliers based on basic criteria's such as product offerings, quality control/assurance manual, liquidity, capacity etc. and get it approved by Manager.	1	2	-	0.5
	PC7. Collect the required information from the user department for drafting the RFP (Request for Proposal) or Request for Quotation (RFQ).	1	2	-	-
	PC8. Draft the RFP to document the company needs and information which is required from the suppliers such as pricing, technical capabilities, prior experience, existing client information, references, financials etc.	1	2	-	0.5
	PC9. Incorporate details on Product specifications, Order volume estimates, Expected lead times, Quality requirements, Payment terms, Delivery and shipping conditions, commercial requirements, and legal requirements in the RFP.	1	2	-	-
	PC10. Discuss the RFP with the user, legal, finance and any other related department and append as per company's requirements.	1	2	-	0.5
	PC11. Discuss the RFP with Manager/ Senior Management and get it approved for soliciting bids.	1	2	-	-
	PC12. Release RFP to the selected suppliers through hard copy/ email, if required publish it in technical journals and newspaper to invite bids.	1	2	-	0.5

PC13. Clarify the queries of interested suppliers during pre-bid meetings and append the RFP if required; publish the changes/ updates to the RFP to all interested suppliers.	1	2	-	-
PC14. Collect proposals from interested suppliers as based on the pre-determined proposal deadline.	1	2	-	0.5
PC15. Perform technical review of the proposals received in terms of manufacturing/service capability, equipment capacity, technical know-how, prior experience, manpower strength, process capability, quality systems availability, financial capability, track record, etc. to ensure potential suppliers meet the criteria specified in the RFP.	1	2	-	0.5
PC16. communicate with suppliers for clarifying any information that is missing or unclear in the proposal	1	2	-	-
PC17. Shortlist potential suppliers based on meeting RFP criteria and disqualify suppliers if they do not meet the specified criteria's such as quality specifications, capacity, financial health etc.	1	2	-	0.5
PC18. Provide appropriate weightage to various technical parameters score the technical proposals as per the scoring methodology defined in the RFP.	1	2	-	-
PC19. Submit the proposals to the senior team (manager) for further discussion and shortlisting of suppliers.	1	2	-	0.5
PC20. Communicate with the shortlisted vendors and invite them for presentation/meeting as per company's specifications.	1	2	-	-
PC21. Request vendors to submit their best and final price with the corresponding technical workings.	1	1	-	0.5
PC22. Provide appropriate weightage to technical and financial parameters and score the proposals as per the scoring methodology defined in the RFP.	1	2	-	0.5
PC23. Prepare comparative reports and submit it to Manager/ Senior Management and clarify their queries during discussion.	1	2	-	0.5
PC24. Coordinate proposal reviews and assist in shortlisting suppliers for negotiation of factors such as price, Quality, timelines and volume.	1	2	-	0.5
PC25. Invite the selected suppliers for negotiation.	1	1	-	-

	PC26. Provide supporting Quantitative data, which is especially useful for negotiating prices, delivery schedules, or service levels to management, such as market data, historical purchase orders, and forecasts, to demonstrate why the terms are fair.	-	2	-	0.5
	PC27. Support senior management during negotiation process and final selection of supplier.	1	2	-	-
	PC28. Have a clear idea of alternatives (BATNA – Best Alternative to a Negotiated Agreement) if the negotiation doesn't go in favour, including sourcing from another supplier, adjusting production plans, or using alternative materials.	-	1	-	0.5
	PC29. Support in the drafting of the contract for the product/component/service with the inputs from user, finance, legal departments and as per company's specifications	1	1	-	-
	PC30. Review the contract document with Manager/ Senior team, append the contract as per inputs and get it approved for further processing.	-	1	-	0.5
	PC31. Communicate the contract document with user, finance, legal and other departments and get it approved.	1	1	-	-
	PC32. Facilitate contract signing between the selected supplier and the company representative.	-	1	-	0.5
	PC33. Prepare a work order/ service order after the contract has been awarded to the selected supplier.	1	1	-	-
	PC34. Notify other suppliers on the status of the RFP award.	-	1	-	0.5
	PC35. Notify the suppliers on the performance data specification, field evaluation parameters, related KPIs, frequency of measurement and resultant action.	1	1	-	-
	<b>NOS Total</b>	30	60	-	10
Monitor Vendor Performance	PC1. Prepare the vendor performance data KPIs based on, adherence to delivery timelines, adherence to quality requirements, timely submission of delivery challans, invoices and other documents, number of user department/ customer complaints, product/ service performance etc.	2	4	-	0.5

PC2. Prepare the vendor field evaluation KPIs based on, quality management systems, equipment allocated for process, adherence to process parameters, quality and quantity of manpower deployed, material handling techniques, pest control & material storage training, adherence to safety standards, sustainability, continuous improvement etc.	2	4	-	0.5
PC3. Review the KPIs with the manager and get it approved.	2	4	-	0.5
PC4. Periodically assess the KPIs and its targets as per company's objectives, vendor's inputs, market trends, competitor performance and update the same with the approval of Manager and Senior Management.	2	4	-	0.5
PC5. Communicate the KPIs with the suppliers periodically and take their concurrence.	2	4	-	0.5
PC6. Communicate the performance KPIs, planned and unplanned field evaluation methodologies undertaken by the organisation to the suppliers.	2	4		0.5
PC7. Conduct pre-audit research based on inputs of past audit reports, the company's history with the supplier and their products, current product specifications, capacity assigned for the company, quality parameters, contractual requirements, etc.	1	2	-	0.5
PC8. Collect the necessary quality inspection tools as per the evaluation requirements.	1	2	-	0.5
PC9. Wear appropriate PPE as per the site to be inspected.	1	2	-	0.5
PC10. Visit the supplier site and perform a stand-alone analysis of each supplier based on the pre-determined checklist.	1	2	-	0.5
PC11. Analyse adherence to performance standards as per the requirements of various KPI requirements.	1	2	-	0.5
PC12. Prepare field evaluation reports as per company standards with the appropriate comments for each KPI.	1	2	-	0.5
PC13. Prepare field evaluation rating data sheet for the vendors, incorporate manager's comments, finalize and update/confirm the same in ERP.	1	2	-	0.5
PC14. Classify suppliers into similar groups, e.g. by product supplied, industry group, geography of supply, etc.	1	2	-	0.5

	PC15. Establish vendor comparison matrix based on the company's goals and objectives such as quality of supply, cost structure, capabilities, financial health, customer complaints, adherence to timelines, compliance to documentation requirements, process improvement.	1	2	-	0.5
	PC16. Draft the KPI metrics for the above parameters as per the company's requirements, market trends, competitor performance, etc., and get the Manager's inputs and approval.	1	2	-	0.5
	PC17. Prepare a comparative evaluation of suppliers of similar groups as per KPI assigned and rank them in order of performance.	1	2	-	-2
	PC18. Update vendor performance in ERP with necessary data and analysis.	1	2	-	0.5
	PC19. Communicate the performance rating on a periodic basis to the suppliers.	1	2	-	0.5
	PC20. Provide feedback to suppliers based on the result of the evaluation.	1	2	-	-
	PC21. Communicate the results to various internal teams such as product/service, design and development/ engineering, user department, finance, legal, etc.	1	2	-	0.5
	PC22. Provide inputs on supplier management, price negotiation, quality control, commercial terms, vendor continuation/ warning/ termination, etc. based on the reports prepared.	1	2	-	-
	PC23. Coordinate with internal teams and suppliers to ensure suppliers undertake corrective mechanisms to improve performance.	1	2	-	0.5
	PC24. Track improvements and update the same in files/ ERP.	1	2	-	-
	<b>NOS Total</b>	30	60	-	10
Transportation and Route optimization through all modes of transport	PC1. Collect complete shipment data, including weight, value, type, dimensions, urgency, incoterms, documentation, date of arrival/ transport, origin, destination etc.	1	3	-	1
	PC2. Prepare route plans with the networks set up, depending upon the transit time and budget allotted for the shipment.	1	3	-	-

PC3. Check space availability and the cost for different modes of transport.	1	3	-	1
PC4. Collect information about current situations, contingencies like congestion in ports, weather conditions etc. which might affect transit.	1	3	-	-
PC5. Decide on aspects like nearest hubs. Major hubs or gateways don't need to be used at all times.	1	3	-	1
PC6. Discuss with the consignee/ stakeholders about the available route options with ETA, cost and other possible hurdles.	2	3	-	-
PC7. Once the route is finalised, book space for each mode of transport using the concerned transport provider's software.	1	3	-	1
PC8. Plan Alternative and additional Transport Corridors according to Customer Needs.	1	3	-	-
PC9. Ensure that Infrastructure and Equipment at transit or connecting point are available.	1	3	-	1
PC10. Confirm that the Operation of cargo / Transshipment at the Transit point is handled according to the customs process.	2	3	-	-
PC11. Ensure that the goods are packed per the transit, transporter, customs etc. requirements and that the transit documents, like the Airway bill, are appropriately fixed on the package.	1	3	-	1
PC12. Ensure that the rules and regulations of transshipment according to the ports, transiting hubs, and customs are met while transporting and handling the cargo.	2	3	-	-
PC13. Assess the risks of Political situations, Port Congestion, Strikes, Riot, Backlog of common carriers, unforeseen costs from special handling etc.	2	3	-	1
PC14. Select the Strongest Agents in the planned Corridors.	1	3	-	-
PC15. Prepare transport documents according to the carriers, e.g., contract of carriage, bill of lading etc.	2	3	-	1

	PC16. Ensure that tracking devices are added to the shipment and tracking is possible during the entire transit.	2	3	-	-
	PC17. Confirm that proper repacking and consolidation happen when switching between modes of transport.	2	2	-	-
	PC18. Organise manpower and storage space across disparate facilities.	2	2	-	-
	PC19. Use navigational tools integrated with data from weather stations, satellites etc. for analyzing real-time traffic.	1	2	-	1
	PC20. Analyse the demand patterns, wait times and historical records to improve efficiency.	1	2	-	-
	PC21. Integrate existing transport management systems with AI-powered monitoring tools that identify potential dangers, such as accidents or obstructions, and send automated alerts with alternatives for prompt action.	1	2	-	1
	PC22. Ensure cost efficiency by optimising the route and reducing the distance a shipment travels, resulting in less fuel consumption and reduced maintenance costs.	1	2	-	-
	<b>NOS Total</b>	30	60	-	10
Prepare clearance documents and Perform EDI filing	PC1. Prepare mandatory documents in ICES such as Bill of Lading, Airway Bill, commercial invoice cum packing list, dock receipt, etc.	2	3	-	0.5
	PC2. Prepare shipping bill and bill of Entry (BoE) for export of goods.	2	3	-	0.5
	PC3. Check the invoice for accuracy regarding the number of packages, quantity, unit rate, total freight on board (FOB) / cost, insurance and freight (CIF) value, etc.	2	3	-	0.5
	PC4. Check for additional documentation and regulatory requirements for Special Cargo (e.g., dangerous goods, livestock, and perishable items).	2	3	-	0.5
	PC5. Attach necessary documents for exports, such as contracts, Letters of Credit, and purchase orders of the overseas buyer.				

		2	3	-	0.5
	PC6. Prepare a declaration for goods carried in the vessel in case of imports .	2	3	-	0.5
	PC7. Check the manifest for details of the cargo imported, including the quantity and details of discharge port-wise.				
		2	3	-	0.5
	PC8. Pay the required duty and obtain a copy to be filed.	2	3	-	0.5
	PC9. Coordinate with the Customs Brokers (CBr) and hand over the documents required for customs clearance.				
		2	3	-	0.5
	PC10. Prepare documentation for special cases such as pilferage, damage of goods, etc., as required.	2	3	-	0.5
	PC11. Input the necessary information into the relevant forms in EDI (e.g., Bill of Entry, Shipping Bill) based on the cargo type, such as Importer/Exporter details; Cargo details (HS Code, description, value); Transport details (Airline, Shipping Line, Bill of Lading number); Tax calculations (Customs Duty, IGST, etc.); Port and Customs Zone information; Additional declarations as required (e.g., hazardous goods declaration).	1	3	-	0.5
	PC12. Ensure all details entered in the electronic forms are accurate, as any errors or discrepancies can lead to delays in clearance or rejection of filings.				
		1	3	-	0.5
	PC13. Upload the documents on the Indian Customs Electronic Commerce/ ICEGATE web portal.	1	3	-	0.5
	PC14. Submit the documents via the EDI system once all forms have been filled out and verified.	1	3	-	0.5
	PC15. Download and print the acknowledgement and the unique reference number generated (e.g., Bill of Entry Number or Shipping Bill Number).	1	3	-	0.5
	PC16. Prepare payment requests and check for timely payments for processing shipments and customs clearance formalities.				
		1	3	-	0.5
	PC17. Check the required customs and other related portals like shipping lines, Directorate General of Foreign Trade (DGFT), Participative Government Agencies (PGAs), etc., to track the movement of submitted/approved documentation.				

		1	3	-	0.5
	PC18. In case of changes in documentation or declarations, file an amendment request with ICEGATE and customs authorities, following their specified process.	1	3	-	0.5
	PC19. Process the Goods for movement once the customs clearance is granted.	1	3	-	0.5
	PC20. Keep copies of all documents, including the filed EDI forms, acknowledgement receipts, duty payment receipts, and clearance orders, as part of the company's records for compliance and maintenance for future reference.	1	3	-	0.5
	<b>NOS Total</b>	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	2	-	-
	PC3. Follow organisation procedures concerning documentation.	1	3	-	1
	PC4. Recognise unsafe workplace conditions and safety practices and report them to concerned authorities.	2	2	-	-
	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	-	1
	PC7. Maintain personal hygiene and wash hands regularly using soap and water or alcohol-based sanitizer.	1	3	-	-
	PC8. Undertake periodical preventive health checkups.	1	2	-	1
	PC9. Participate in fire drills and follow 5S at workplace.	1	3	-	1
	PC10. Act immediately during emergencies and move to safety.	2	3	-	-
	PC11. Provide first aid to affected victims e.g., in case of bleeding, burns, choking, electric shock, poisoning etc.	1	2	-	1
	PC12. In case of fire, follow fire safety practices taught during fire drills.	2	2	-	-
	PC13. Follow procedures to rescue victims of fire without endangering self.	1	3	-	-
	PC14. Refrain from indulging in corrupt practices.	2	2	-	1
	PC15. Protect customers' information and ensure acquired information is not used for personal advantage.	1	3	-	-

	PC16. Protect data and information related to business or commercial decisions.	1	2	-	-
	PC17. Sensitize the workforce towards ethical behaviour in the workplace and performing jobs with integrity.	1	3	-	-
	PC18. Conduct regular reviews, check reports for unethical behaviour and corrupt practices and promptly report all violations of the code of ethics.	2	2	-	-
	PC19. Consult senior management when in an ethical dilemma.	1	4	-	1
	PC20. Check that documentation concerning operations is up to date and in accordance with the regulations.	1	2	-	-
	PC21. Coordinate with regulatory authorities and assist in inspections and clearances.	2	3	-	-
	PC22. Report any issues with regulatory compliance.	2	4	-	1
	NOS Total	30	4	-	1
Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. Identify employability skills required for jobs in various industries	-	-	-	-
	PC2. Identify and explore learning and employability portals	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC3. Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. Follow environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	2	4	-	-
	PC5. Recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. Practice the 21st Century Skills such as Self-Awareness, Behavioral Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	Basic English Skills	2	3	-	-
PC7. Use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-	

PC8. Read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. Write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	1	2	-	-
PC10. Understand the difference between job and career	-	-	-	-
PC11. Prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
Communication Skills	2	2	-	-
PC12. Follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. Work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	1	2	-	-
PC14. Communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. Escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	2	3	-	-
PC16. Select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. Identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. Identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	3	4	-	-
PC20. Operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. Use email and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. Use basic features of word processor, spreadsheets, and presentations	-	-	-	-
Entrepreneurship	2	3	-	-
PC23. Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	1	2	-	-

	PC26. Identify different types of customers	-	-	-	-
	PC27. Identify and respond to customer requests and needs in a professional manner.	-	-	-	-
	PC28. Follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	2	3	-	-
	PC29. Create a professional Curriculum vitae (Résumé)	-	-	-	-
	PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
	PC31. Apply to identified job openings using offline /online methods as per requirement	-	-	-	-
	PC32. Answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33. Identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	<b>NOS Total</b>	20	30	-	-
Plan and coordinate for transportation of ODC and project cargo	PC1. Interpret project requirements for transportation in terms of material involved, dimensions, weight, volume etc.	1	2	-	0.5
	PC2. Work out the loading and unloading requirements, lashing requirements based on centre of gravity, stability required etc.	1	2	-	-
	PC3. Identify the timelines available for arranging the transportation.	1	2	-	0.5
	PC4. Support design team by providing inputs on different types of lashing, trailer bed specification, load bearing capacity of axles etc.	1	2	-	-
	PC5. Select the routes that require surveying and arrange for the necessary documents, equipment's and tools (camera, GPS, tackles etc) to undertake the survey.	1	2	-	0.5
	PC6. Drive on the selected route at posted speeds.	-	2	-	-
	PC7. Identify and describe critical points such as road conditions, traffic composition, water crossings, canals, overhead electric wires, residential areas, railway gate crossings, road hazards etc.	1	2	-	0.5
	PC8. Identify narrow roads, sharps turns, culverts and other obstacles which require removing, shifting, widening, construction of bypass etc. for safe transportation of ODC/project cargo.	-	2	-	-

PC9. Evaluate the strength of bridges/culverts (bridge strength engineering calculations) for safe movement of heavy ODC.	1	2	-	0.5
PC10. Design bypass as per cargo specification for safe transportation.	-	2	-	-
PC11. Perform engineering lashing calculations for securing ODC onto the hydraulic trailer/barge/ship for safe transportation of heavy ODC.	1	2	-	0.5
PC12. Perform engineering calculations related to movement of ODC through sea/river.	-	2	-	-
PC13. Support route survey with photographs and identify major milestones.	1	2	-	0.5
PC14. Describe route plan along with time schedule for transportation considering weather conditions during transit (rainy season, winter, fog etc.).	-	2	-	-
PC15. Detail clear reasons along with photographs for a non-feasibility of a particular route for transportation.	1	2	-	0.5
PC16. Estimate the budgetary details such as cost of civil work enroute, detailing the civil work at each different destinations enroute.	1	2	-	-
PC17. Conduct feasibility study for construction of ro- ro jetty if required.	1	2	-	0.5
PC18. Conduct roll off and roll on calculations of load transfer from barge to shore and vice versa.	1	2	-	-
PC19. Perform route survey in strict adherence to the safety and health standards and regulations.	1	2	-	0.5
PC20. Map the routes in software application and load other details relating to road conditions, speed to be maintained at different sections of the route, stops, permit required etc. and simulate the travel plan.	1	2	-	0.5
PC21. Arrange for specialised equipment, such as heavy lift cranes, to handle the cargo.	1	1	-	-
PC22. Determine the best mode/mix of modes for transporting the ODC based on the route survey analysis simulation and other information.	1	1	-	0.5
PC23. Determine the safest route for ODC transport with the least transit time as per the route survey analysis.	1	1	-	-
PC24. Confirm the right vehicle for transportation according to the cargo, such as Flatbed Trucks, Lowboy Trailers, Self-Propelled Modular Transporters (SPMTs), etc.				

		1	1	-	0.5
	PC25. Determine the total number of axles to be deployed for transportation of heavy ODCs through engineering calculations.	1	1	-	-
	PC26. Prepare the entire transport methodology including process of transport, deployment of axle and load calculations, lashing method details etc.	1	1	-	0.5
	PC27. Identify storage, laydown areas, and handling points at both the pickup and delivery locations.	1	1	-	-
	PC28. Prepare budgets for transportation including manpower, consumables, fuel, civil works, road diversions, permits etc.	1	1	-	0.5
	PC29. Discuss the travel plan & budget with Manager and obtain concurrence.	1	1	-	-
	PC30. Arrange of good quality authorized driver and trailer operators for successful project completion.	1	1	-	0.5
	PC31. Prepare a detailed list of all permits to be received based on route survey inputs.	1	1	-	0.5
	PC32. Coordinate with internal teams and external agencies to obtain all required permits from RTD/PWD/ commercial tax/MORTH/electricity/ railways, government authorities or any other agencies which is required for movement of cargo.	-	1	-	-
	PC33. Assess the requirement of a police escort, if yes, follow the procedure to make necessary arrangement.	1	1	-	0.5
	PC34. Arrange for all special permits (in case cargo crossing railways, electricity lines to be disconnected for etc).	-	1	-	-
	PC35. Ensure that all goods are insured and covered for potential damage during transit.	1	1	-	0.5
	PC36. Instruct drivers and trailer operators on routes to be taken, safety precautions to be undertaken, emergency contacts along the route and provide them with necessary documentation.	-	1	-	-
	PC37. Track progress of vehicle using GPS and Update relevant stakeholders on daily vehicle movement progress.	-	1	-	-
	PC38. Perform periodic coordination for supply of consumables/money for drivers.	1	1	-	0.5

	PC39. Prepare for rescue operations if any consignment topples during transit.	-	1	-	-
	PC40. Ensure ODC is transported in compliance to ISO-14001 and ISO -18001 for environmental safety and occupational health safety.	1	1	-	-
	<b>NOS Total</b>	30	60	-	10
Perform customs clearance activities	PC1. Submit documents required for customs clearance to customs officials as per requirements.	2	4	-	0.5
	PC2. Respond to any queries and make note of any objections raised by customs officials on the cargo.	2	4	-	-
	PC3. Escalate objections and remarks of customs officials to the (EXIM) supervisor and the customer as required.	2	4	-	0.5
	PC4. Check that the packaging and material used are as per client's requirement and regulatory compliance.	2	4	-	-
	PC5. Assist customs officer in conducting the inspection, and post inspection witness sealing of the container.	2	4	-	0.5
	PC6. Coordinate with the custodian officials on receipt of goods for loading in the vessel.	2	4	-	0.5
	PC7. Arrange for workforce and material handling equipment for the movement of goods.	2	4	-	0.5
	PC8. Keep a record of shipment in the form of a daily status report & update the same to the customer & EXIM supervisor.	2	4	-	0.5
	PC9. Collect, transmit and maintain records like photographs of seals and container number, cargo stuffing, etc., as records using data management devices.	1	2	-	0.5
	PC10. Submit all signed hard copies and soft data for record filling.	1	2	-	0.5
	PC11. Share a copy of the customs clearance documents with the shipper/ customs agents for further actions.	1	2	-	0.5
	PC12. Collect feedback from customs officer and report it to the supervisor.	1	2	-	0.5

PC13. Follow up in the Indian Customs EDI Gateway (ICEGATE) and check if the bill of entry is approved	1	2	-	0.5
PC14. Check the websites of various Participative Government Agencies (PGAs) to check for receipt of various clearances	1	2	-	0.5
PC15. Check if the cargo is approved and released from customs and report the same	1	2	-	0.5
PC16. Arrange for required information and related documents on the pending issues to get the cargo customs cleared	1	2	-	0.5
PC17. Receive final clearance in the form of a Let Export Order (LEO)/ Out of Customs Charge (OCC)	1	2	-	0.5
PC18. Provide the required information and documents to the field executives	1	2	-	0.5
PC19. Maintain records for clearance activities and shipment for the mandated duration as specified by EXIM regulations	1	2	-	0.5
PC20. Assist in clarifying queries raised by customs official or arrange for additional documents from client/ shipper, if required	1	2	-	0.5
PC21. Update cargo status in the portal with the assistance of the documentation executive	1	2	-	0.5
PC22. Prepare invoices and process payment for accounting purposes in line with organisation requirements	1	2	-	0.5
<b>NOS Total</b>	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
<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. <a href="https://ncvet.gov.in/sites/default/files/NCVET.pdf">https://ncvet.gov.in/sites/default/files/NCVET.pdf</a>

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