

QUALIFICATION FILE – Warehouse 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

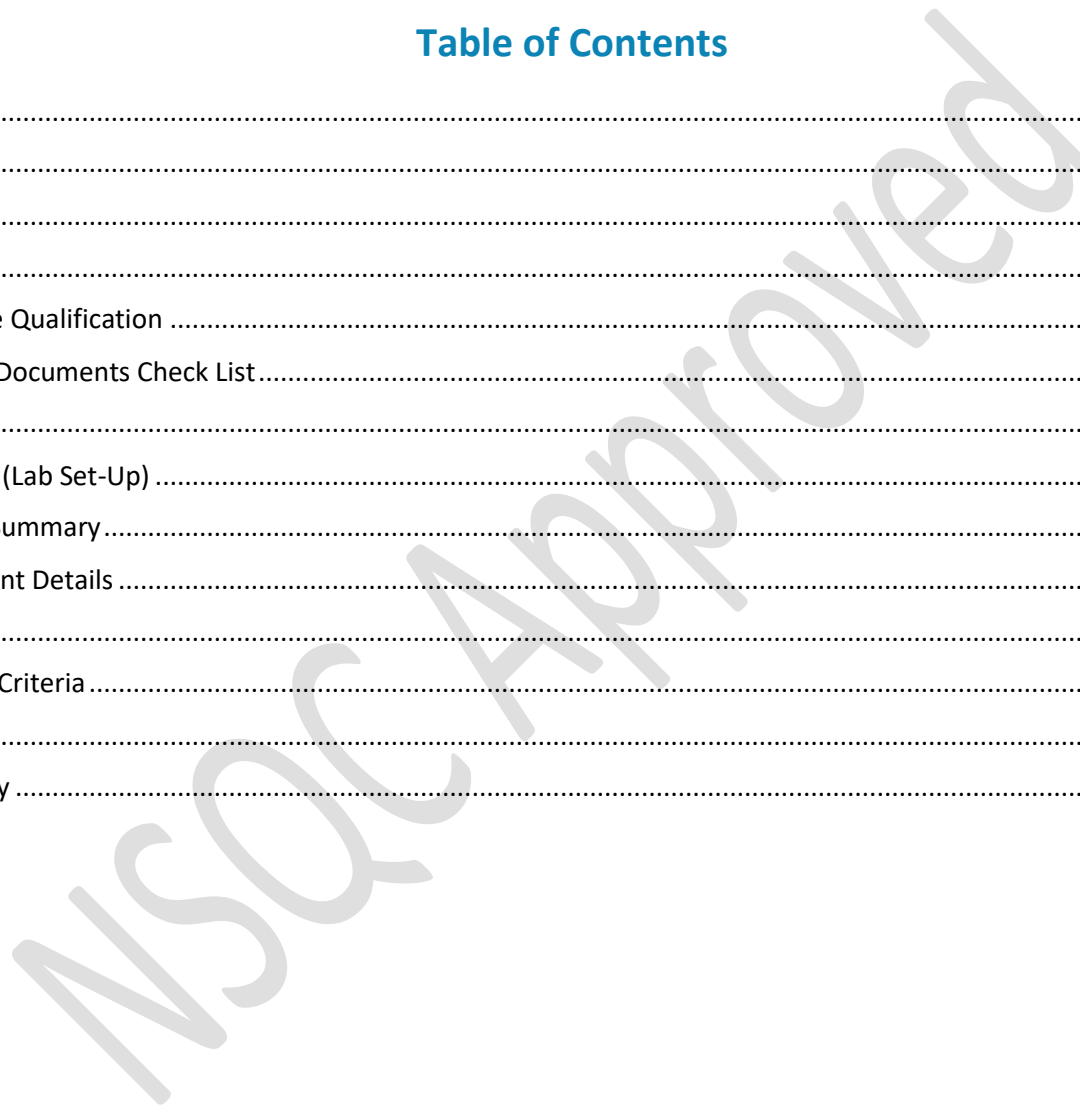
Address if different from the above: Same as above

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Section 1: Basic Details

1.	Qualification Name	Warehouse Executive		
2.	Sector/s	Logistics		
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input checked="" type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of the existing /previous qualification: QG-04-TW-00234-2023-V1-LSC & V1.0	Qualification Name of the existing version: Warehouse Executive	
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	Warehouse Executive		
5.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	QG-04-TLW-04944-2026-V1-LSSC	6. NCQF/NSQF Level: 4	
7.	Award (Certificate/Diploma/ Advanced Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate		
8.	Brief Description of the Qualification	The individual is responsible for updating warehouse data into the ERP system, preparing reports, analysing data for trends, preparing forecasts, printing labels, and coordinating with line functions to ensure seamless operation of warehouse functions.		
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience:		
		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)
		1	12 th grade pass or equivalent	1 year of relevant experience in data entry or warehousing
		2	10 th grade pass or equivalent	3 years of relevant experience in data entry or warehousing

		3	Previous relevant Qualification of NSQF Level (3.5)	1.5 years of relevant experience in data entry or warehousing																			
		4	Previous relevant Qualification of NSQF Level (3)	3 Years of relevant experience in data entry or warehousing																			
		b. Age:																					
10.	Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	Min Credits: 15; Max Credits: 17		11. Common Cost Norm Category: I																			
12.	Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	NA																					
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended Min hrs: 450 hrs Max hrs: 510 hrs																					
		<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>170</td> <td>250</td> <td>30</td> <td></td> <td>450</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	170	250	30		450	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																		
Classroom (offline)	170	250	30		450																		
Online																							
		(Refer Blended Learning Annexure for details)																					
14.	Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/4321.01 to 4321 .05																					
15.	Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)	Warehouse Supervisor																					
16.	Other Indian Languages in which the Qualification & Model Curriculum are being Submitted	Hindi																					
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																					

18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If “Yes”, specify applicable type of Disability:</i>	
19.	How participation of women will be encouraged?	The Job Role is gender neutral and can be performed by women.	
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it), wherever applicable</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	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: 06-02-2026	24. Validity Duration: 3 years	25. Next Review Date: 06-02-2029

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/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 (%) <i>(if applicable)</i>
1	Introduction to Warehouse Executive	Bridge module	Non-core	4	1	20	10	-	-	30	0	0	-	0	0	0

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)
2	Undertake inbound and outbound ERP operations	LSC/N0130 & V2.0	Core	4	2	20	35	5	-	60	30	60	-	10	100	20
3	Validate Warehouse Digital Records and Generate Operational Reports	LSC/N0144 & V1.0	Core	4	2	20	35	5	-	60	30	60	-	10	100	20
4	Perform operations quality check and inventory reconciliation	LSC/N0131 & V2.0	Core	4	2	20	35	5	-	60	30	60	-	10	100	10
5	Coordinate with internal and external stakeholders	LSC/N1003 & V4.0	Core	4	2	20	35	5	-	60	30	60	-	10	100	20
6	Perform basic trend analysis and forecasting	LSC/N0145 & V1.0	Core	4	2	20	35	5	-	60	30	60	-	10	100	10
7	Follow health, safety, security procedures and maintain integrity, ethics at the workplace	LSC/N9911 & V1.0	Non-Core	4	2	20	35	5	-	60	30	60	-	10	100	10
8	Employability Skills (60 Hours)	DGT/VSQ/N0102 & V1.0	Non-Core	4	2	30	30	-	-	60	20	30	-	-	50	10
	Duration (in Hours) / Total Marks				15	170	250	30	-	450	200	390	-	60	650	100

Elective NOS: NA

Optional NOS 1: Verify GST invoices

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	Verify GST invoices	LSC/N9906 & V4.0	Core	4	2	30	30	-	60	30	30	60	-	10	100	10

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

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

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

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Any degree + 2 years of relevant industrial experience specifically in Warehousing 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 Warehousing Certified for Job Role: "Warehouse Executive " mapped to QP: "LSC/Q0301, V3.0". Minimum accepted score is 80%
3.	Tools and Equipment Required for the Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)

4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA
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Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	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) <i>(as per NCVET guidelines) wherever applicable</i>	Any degree + 2 years of relevant industrial experience Certified for Job Role: "Warehouse Executive " mapped to QP: "LSC/Q0301, V3.0". Minimum accepted score is 80%
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines) wherever applicable</i>	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 <i>(Specify the assessment mode)</i>	Online and Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): No
3.	Government /Industry initiatives/ requirement (Yes/No): No

4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: As per Annexure: Training and Employment Details
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	<p>Assessment of the Candidates on completion of the Training is a very important activity that is monitored by Logistics Sector Skill Council (LSC). It ensures sustained quality of training delivery. It also indicates to the LSC the need for any changes in training content. LSC has developed policies related to affiliation of assessment agencies and assessment process to enhance the quality of assessments and they are outlined in succeeding paragraphs.</p> <p>1) Guidelines on affiliation of assessment agencies:</p> <p>As per NSDC guidelines on affiliation of assessment agency, we are adhering the following:</p> <ul style="list-style-type: none"> a) Application evaluation b) Affiliation certificate c) SME profile validation d) Question bank validation e) TOA process

		<p>f) Link through SIP</p> <p>2) Assessment process:</p> <p>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.</p> <p>2) AB submits Assessor’s details, their experience and credentials to LSC for approval.</p> <p>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.</p> <ul style="list-style-type: none"> 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 <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</p>
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		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 (<i>Mandatory</i>)	<ol style="list-style-type: none"> 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC 2. The assessment for the theory part will be based on knowledge bank of questions validated and approved by the SSC. 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below) 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria 5. To pass the Qualification Pack, every trainee should score a minimum of 70% for NSQF level 4 & above job roles and 50% for NSQF level 1 to 3 job roles. 6. In case of unsuccessful completion, the trainee may seek re-assessment on the Qualification Pack.
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is Blended Learning</i>)	No
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	No
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	Yes
8.	Supporting Document: Model Curriculum (<i>Mandatory - Public view</i>)	Yes
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	Yes
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	Yes
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	https://drive.google.com/file/d/1G3IXYAbONyUNjTb6nHRY6fuK3HQkEsLu/view?usp=sharing
12.	Any other document you wish to submit:	NA

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	<ul style="list-style-type: none"> ● Perform ERP data management, stock keeping, Quality check, documentation and transport coordination 	The process involves engaging into activities of ERP data entry and data analysis, documentation with respect to receiving, quality check, stock keeping and inventory, claims processing and outbound despatch. S/he also engages in coordinating for transports.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> ● Different warehouse activities ● Type of goods and handling ● Use of handheld devices ● Stock keeping and inventory tracking 	The job holder knows and understands the overall warehouse operations and different type of goods being handled in the warehouse, the use of hand held devices, ERP data and tis analysis, stock keeping and inventory tracking models as well as various documentation required for different type of shipments.	4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> ● Perform QC and documentation ● Inventory tracking and stock keeping ● ERP data management 	The job holder has to demonstrates skills to operate computers and collect and input data into ERP, analyse it and draw inferences. S/he also shows skills of inventory management and quality checking with respect to goods and their documentation.	4

Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> • Communication skills • Analytical and mathematical ability to perform stock keeping and QC • Computer literacy 	The job holder has to communicate clearly to collect information and updates, perform transport coordination and reporting. S/he should be able to do the advanced math and stock counting to match the quantity of items listed, received, stored and dispatched.	4
Responsibility	<ul style="list-style-type: none"> • Responsible for task assigned to him/her 	The job holder is responsible only the task assigned to him/her related to documentation, QC, stock keeping, transport coordination and ERP data management.	4

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	PPE	Standard Make	5
2.	Computers with web camera, MS office	Standard Make	15
3.	Standard forms	Standard Make	5
4.	Sample documentation, Sample reports	Standard Make	5
5.	SOP	Standard Make	5
6.	ERP, Data analysis software, Forecasting software	Standard Make	1 Each
7.	GST guidelines	Standard Make	5

8.	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
9.	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

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.	Bombay Goods Freight Carriers	Vansh Gupta	Partner	Mumbai			
2.	ABT Logistics	Karthika Subramanian	HR. Manager	Coimbatore			
3.	Pro Connect Supply chain solutions limited	Rakesh K	AVP-HR	Chennai			

4.	Sattva Hitech and Conware Pvt Ltd	S.Padmanabhan	Director	Chennai			
5.	Shreepa Logistics	M.Ruthwik	Manager	Hydrabad			
6.	Tripath Logistics	S.Balasubramanian	Director	Bangalore			
7.	Rhenus Logistics	Akhilesh Kushawaha	Head Solution Design	Gurugram			
8.	Polkart Logistics India PVT Ltd	E.Nithyashree	Ass.Manager	Chennai			
9.	PDP International Pvt Ltd	Avishkar Srivatsava	Chief Innovation Officer	Kolkatta			
10.	Om Logistics Supply Chain Pvt	Chirag Sehgal	BDM_HRD	130, Transport center, Punjabi Bagh, New Delhi 110035			
11.	Navata Road transport	M.Thaviti Naidu	Asst Manager	Chennai			
12.	Flyjac Logistics Pvt Ltd	Pradeep Warriar	Senior GM-HR	Chennai			
13.	Sri Ramdoss Motor Transport	PJP Prasad	Manager-HR&Admin	Chennai			
14.	JBS Jeena Logistics	Samir J Shah	Director	Ahmadabad			
15.	Indilox Services PVT.LTD	Swetha. N	HR.Manager	Bangalore			
16.	Grossnet Express PVT LTD	Josimus Raja	Director	Chennai			
17.	EPT Global Logistics Private LTD	Darshan Mashroo	Director	Ahmadabad			

18.	DTDC Express Ltd	S N Danapal	GM-Head HR Operations	Bangalore			
19.	Aeris Dynamic Packaging India Pvt Ltd	Nigel Dsouza	Buisness Head	Mumbai			
20.	Advance Cooling Tower Pvt Ltd	Anil Badhe	Director	Gujarat			
21.	Broekman logistics	K Guru prasanna	Product Head – Micro warehousing	Bangalore			

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025-26	1339	0	0	0	0	0
2026-27	1558	0	0	0	0	0
2027-28	1714	0	0	0	0	0

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

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

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
2.0	2024-2025	1585	541	466	0	125	0	0	0	0	0	0	0
2.0	2023-2024	1152	471	419	0	133	30	30	0	0	0	0	0
2.0	2022-2023	1310	791	775	0	82	16	16	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. PMKVY
2. Non-PMKVY

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
Undertake inbound and outbound ERP operations	PC1. Check for pre-alert or advanced shipment notice and mandatory documents before unloading.	1	3	-	1
	PC2. Match incoming shipment to a valid Purchase Order and validate PO number, Item codes, Quantity, Supplier details, etc.	2	3	-	1
	PC3. Search and confirm the PO in the ERP system once the preliminary QC check is completed.	2	3	-	1
	PC4. Prepare an inbound report on received and damaged goods and get it signed by the shipper	1	3	-	-
	PC5. Verify GRN (goods receive note) data and put-away accuracy w.r.t to location and inventory.	2	3	-	-
	PC6. Trigger the Quality Check workflow if items require inspection, and update ERP with the results, such as Accepted quantity, rejected quantity, Remarks, etc.				

		2	3	-	1
	PC7. Update the inspection lot or status in ERP and assign storage locations (bins/racks) for putaway.	1	3	-	-
	PC8. Update bin location, shelf numbers, or zones in ERP and post a transfer posting or putaway confirmation.	1	3	-	-
	PC9. Check for approved Sales Order (SO) or Delivery Order and confirm the Correct customer, Required ship date and Order quantity.	1	3	-	1
	PC10. Punch orders for manual operations and generate/allocate a pick list for picking.	1	2	-	-
	PC11. Use the Outbound Delivery or Pick Ticket function in ERP to Assign Items to pick, Bin/zone locations, picking sequence, etc.	2	3	-	1
	PC12. Confirm in ERP once picking is completed, and record any short-picks, damages, or substitutions.	1	3	-	-
	PC13. Update the Packing and Weight Entry once the preliminary QC is completed.	1	3	-	1
	PC14. Check the delivery manifest with the pick list to verify that the correct products are being shipped out	1	3	-	1
	PC15. Check if the delivery data is updated in the system for proper tracking	1	2	-	-
	PC16. Check for availability and correctness of appropriate documentation, including air waybill, bill of lading, fumigation certificate, PGA (Participative Government Agencies) documentation, customs documentation, etc.	2	3	-	-
	PC17. Prepare the complete outbound report and update it in ERP along with Post Goods Issue (GI) to reduce inventory.	2	3	-	-
	PC16. Check for availability and correctness of appropriate documentation, including air waybill, bill of lading, fumigation certificate, PGA (Participative Government Agencies) documentation, customs documentation, etc.	2	3	-	-

	PC17. Prepare the complete outbound report and update it in ERP along with Post Goods Issue (GI) to reduce inventory.	2	3	-	-
	PC18. Obtain information from the supervisor and the MIS regarding the ongoing activities for which bar codes, labels, and invoices need to be printed	2	3	-	1
	PC19. Check and verify the list in ERP for correctness	1	3	-	-
	PC20. Print the bar codes, product tags, address tags, labels, etc. and hand over to the respective supervisors	2	3	-	1
	PC21. Maintain a count and record for daily printing activities	1	2	-	-
	NOS Total	30	60	-	10
Validate Warehouse Digital Records and Generate Operational Reports	PC1. Validate the accuracy and completeness of inbound, outbound, and inventory transactions recorded in the ERP/WMS.	2	5	-	1
	PC2. Verify key fields such as item codes, quantities, batch/lot numbers, expiry dates, bin locations, and material status for correctness.	2	5	-	1
	PC3. Identify incorrect, incomplete, duplicate, or mismatched entries in the ERP/WMS and coordinate corrections with warehouse associates or supervisors.	2	5	-	1
	PC4. Escalate unresolved discrepancies, system errors, or master-data issues to supervisors or relevant departments following organisational protocols.	3	4	-	0.5
	PC5. Review entries made into the ERP with respect to daily warehouse operations and monitor correct flow of information across integrated systems.	2	5	-	1
	PC6. Ensure closure of pending or incomplete ERP/WMS transactions by coordinating with associates, supervisors, and cross-functional teams.				

		2	4	-	0.5
	PC7. Confirm the Key Metrics and KPIs for analysis with management and extract data from the ERP/WMS according to these KPIs.	3	5	-	1
	PC8. Generate various operational data such as rejection reports, delay reports, and operational complaint data.	2	5	-	1
	PC9. Generate standard warehouse reports including inbound, outbound, put-away, ageing, and inventory reports.	2	4	-	0.5
	PC10. Provide daily, weekly, and periodic reports to management and stakeholders in line with SLA and KPI requirements.	3	5	-	0.5
	PC11. Analyse transactional and operational data flowing through the ERP/WMS with respect to warehouse performance.	2	4	-	0.5
	PC12. Perform analyses such as flow balancing, variance analysis, billing analysis, vendor performance, quality trends, customer fulfilment status, and transporter performance.	3	5	-	1
	PC13. Interpret results, identify trends, and generate insights for optimisation and continuous improvement.	2	4	-	0.5
	NOS Total	30	60	-	10
Perform operations quality check and inventory reconciliation	PC1. Use a checklist based on SOPs and audit guidelines for conducting checks	2	4	-	1
	PC2. Identify the sample for quality check from the inbound and outbound shipments, and for bulk goods, inspect a sample (AQL – Acceptable Quality Level).	2	5	-	1
	PC3. Conduct a basic product description match, brand match, logo match, manufacturing location match, check for authenticity of the product and check for				

	damages on the packaging with respect to the information in Enterprise resource planning (ERP)	3	5	-	1
	PC4. Log any mismatch, damage, or deviation in ERP or QC log and assign a corrective action (e.g., recheck, return to vendor, hold stock).	3	4	-	1
	PC5. Prepare a quality check report and update the manager in case of any aberrations with respect to the desired quality and product configuration	2	4	-	1
	PC6. Schedule Cycle Counting in ERP, such as daily/weekly/monthly, based on ABC classification.	2	4	-	0.5
	PC7. Obtain a list of stored items along with location and physical quantity from the supervisor and match the same with system data with respect to the location of each item and quantity.	3	5	-	1
	PC8. Count items in storage bins, pallets, and shelves manually or with scanners and verify quantity, SKU/barcode, batch/lot, expiration dates, etc.	3	4	-	0.5
	PC9. Assess the number of items to be counted daily, considering the throughput velocity of SKUs and the number of locations touched for picking	2	5	-	1
	PC10. In case of discrepancy found in system data versus system data, physically count the number of items and cross-check them with the system report.	2	5	-	0.5
	PC11. Verify inventory records with the system and physical inspection, and record them.	2	5	-	0.5
	PC12. Post Adjustments in ERP for verified discrepancies.	2	5	-	0.5
	PC13. Prepare a reconciliation summary report (discrepancy%, value impact) and escalate recurring issues for process correction.	2	5	-	0.5
	NOS Total	30	60	-	10

Coordinate with internal and external stakeholders	PC1. Pull the delivery list from the Sales Order module or the Transport Queue from ERP.	1	3	-	1
	PC2. Use Shipment Creation (SAP VT01N or equivalent) in ERP to group deliveries and combine orders with the same route or customer cluster, with Compatible loading requirements.	2	3	-	-
	PC3. Choose vehicle code from ERP transport master (linked to capacity specs) and Select Appropriate Vehicle Type.	1	3	-	1
	PC4. Create a Shipment Document in ERP by entering Consolidated delivery numbers, Vehicle type & number, Loading time slot, Route code, Driver info (if available), etc., and assign Delivery Items to it.	2	3	-	1
	PC5. Identify transporters based on the shipping requirements of clients	1	3	-	-
	PC6. Plan vehicle requirements in terms of the size of vehicles and the number of vehicles based on load movement, and analyse the cost per lane	1	3	-	1
	PC7. Finalise the transporter(s) based on lanes, prepare the necessary documentation, and seek requisite approvals	1	3	-	-
	PC8. Coordinate with transporters for pickup and Confirm Vehicle arrival time, Driver contact info, Required documentation (e.g., E-way bill, gate pass), etc.	1	3	-	-
	PC9. Inform the supervisors in various departments regarding the pickup timing and the transporter schedule	1	3	-	1
	PC10. Update the transport information in ERP once pickup is done, and Post Goods Issue (PGI) to reduce inventory and trigger the invoice process.	1	3	-	-
	PC11. Verify uploaded PoD and other mandatory fields in ERP once the vehicle reaches the destination and the material is handed over to the consignee	2	3	-	-
	PC12. Coordinate with customers to understand their requirements for receiving, dispatching, tracking orders, goods in transit, SLAs, etc.	1	3	-	1
	PC13. Coordinate with departments to resolve queries and provide information	1	2	-	-

	PC14. Liaise with clients, suppliers and transport companies and provide the necessary information	1	2	-	-
	PC15. Prepare periodic reports and update the management	1	3	-	1
	PC16. Obtain the list of claims, the individual claim forms, the claims processing checklist and the inspection checklist from the manager/supervisor	2	3	-	-
	PC17. Check the reason in the claim form and perform a visual inspection of the quarantined goods along with the concerned supervisor	2	3	-	1
	PC18. Check whether the claims were filed within the authorised timelines and classify claims as outdated or timely	2	3	-	1
	PC19. Verify that all the documents required (assessment valuation, invoice/bill, claims and insurance forms, etc.) in the claims processing checklist are present and genuine	2	2	-	-
	PC20. Escalate false or outdated claims to the manager	1	2	-	-
	PC21. Process the claim documentation to the supervisor/manager for approval, and on receipt of internal approval, forward it to the concerned insurance companies along with evidence and recommendation.	2	2	-	1
	PC22. Check the reason in the claim concerned insurance companies along with evidence and recommendation.	1	2	-	-
	NOS Total	30	60	-	10
Perform basic trend analysis and forecasting	PC1. Set up the parameters for trend analysis to be done, such as Inventory Levels, Inbound and Outbound Shipments (volume over time), Peak Periods (seasonal trends), etc	3	5	-	1
	PC2. Collect the relevant information from ERP/documentation/ standalone computer files for the set parameters.	3	5	-	1
	PC3. Apply data filters to process data before conducting analysis.	2	5	-	1
	PC4. Create line charts to track monthly or weekly data over time (e.g., outbound shipments per week).	3	5	-	1
	PC5. Conduct trend analysis to identify time trends and seasonal trends of operational and business performance				

		3	5	-	1
	PC6. Conduct trend analysis of new business to identify seasonality and cyclical natures	3	5	-	1
	PC7. Draw inferences and develop a report based on trend analysis	2	5	-	1
	PC8. Identify key parameters for forecasting based on past trends, as well as the regulatory and business environment	3	5	-	0.5
	PC9. Prepare data for the accepted forecasting approach and project future values by averaging past data.	2	5	-	0.5
	PC10. Develop forecasts and consider lead times and supplier reliability when forecasting stock needs.	2	5	-	0.5
	PC11. share the data with management and conduct review meetings to finalize on the forecast	2	5	-	1
	PC12. Develop resources, space plans, and budgets based on forecasts in consultation with the manager.	2	5	-	0.5
	NOS Total	30	60	-	10
Follow health, safety, security procedures and maintain integrity, ethics at the 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 check-ups.	1	3	-	1
	PC9. Participate in fire drills and follow 5S at workplace.	1	3	-	-
	PC10. Act immediately during emergencies and move to safety.	2	2	-	1
	PC11. Provide first aid to affected victims e.g., in case of bleeding, burns, choking, electric shock, poisoning etc.	1	2	-	-
	PC12. In case of fire, follow fire safety practices taught during fire drills.	2	3	-	-
	PC13. Follow procedures to rescue victims of fire without endangering self.	1	2	-	1
	PC14. Refrain from indulging in corrupt practices.	2	3	-	-
	PC15. Protect customers' information and ensure acquired information is not used for personal advantage.	1	2	-	-
	PC16. Protect data and information related to business or commercial decisions.	1	3	-	-
	PC17. Sensitize the workforce towards ethical behaviour in the workplace and performing jobs with integrity.	1	2	-	-
	PC18. Conduct regular reviews, check reports for unethical behaviour and corrupt practices and promptly report all violations of the code of ethics.	2	4	-	1
	PC19. Consult senior management when in an ethical dilemma.	1	2	-	-
	PC20. Check that documentation concerning operations is up to date and in accordance with the regulations.	1	3	-	-
	PC21. Coordinate with regulatory authorities and assist in inspections and clearances.	2	4	-	1
	PC22. Report any issues with regulatory compliance.	2	4	-	1
	NOS Total	30	60	-	10
Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. Identify employability skills required for jobs in various industries	-	-	-	-
	PC2. Identify and explore learning and employability portals	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-

	PC3. Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. Follow environmentally sustainable practices	-	-	-	-
	becoming a Professional in the 21st Century	2	4	-	-
	PC5. Recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. Practice the 21st Century Skills such as Self- Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	Basic English Skills	2	3	-	-
	PC7. Use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
	PC8. Read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
	PC9. Write short messages, notes, letters, e-mails etc. in English	-	-	-	-
	Career Development & Goal Setting	1	2	-	-
	PC10. Understand the difference between job and career	-	-	-	-
	PC11. Prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
	Communication Skills	2	2	-	-
	PC12. Follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
	PC13. Work collaboratively with others in a team	-	-	-	-
	Diversity & Inclusion	1	2	-	-
	PC14. Communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC15. Escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
	Financial and Legal Literacy	2	3	-	-

	PC16. Select financial institutions, products and services as per requirement	-	-	-	-
	PC17. Carry out offline and online financial transactions, safely and securely	-	-	-	-
	PC18. Identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
	PC19. Identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
	Essential Digital Skills	3	4	-	-
	PC20. Operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
	PC21. Use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
	PC22. Use basic features of word processor, spreadsheets, and presentations	-	-	-	-
	Entrepreneurship	2	3	-	-
	PC23. Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
	PC24. Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
	PC25. Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	Customer Service	1	2	-	-
	PC26. Identify different types of customers	-	-	-	-
	PC27. Identify and respond to customer requests and needs in a professional manner.	-	-	-	-
	PC28. Follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	2	3	-	-
	PC29. Create a professional Curriculum vitae (Résumé)	-	-	-	-
	PC30. Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-

	PC31. Apply to identified job openings using offline/online methods as per requirement	-	-	-	-
	PC32. Answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33. Identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	NOS Total	20	30	-	-
Verify GST invoices	PC1. Check Basic Invoice Details and Ensure the invoice includes all mandatory fields such as Supplier's Name, Address & GSTIN (15 characters), Invoice Number (unique, serial), Invoice Date, Buyer's Name, Address & GSTIN, Place of Supply & State Code, Delivery Address (if different), Description of goods/services, Quantity, Rate, and Total Value, etc.	2	3	-	1
	PC2. Confirm the correct HSN code (for goods) or SAC code (for services) and ensure the code matches the item classification and tax rate.	1	3	-	-
	PC3. Identify the location of the service recipient and the place of supply of services	1	2	-	-
	PC4. Identify proper classification of the transaction (i.e. Intra-State or Inter-state) and determine the applicable GST: Central Goods and Services Tax (CGST), Integrated Goods and Services Tax (IGST), State Goods and Services Tax (SGST)	2	3	-	1
	PC5. Check correct GST rate: 5%, 12%, 18%, or 28% and Verify correct split of CGST + SGST (intra-state) or IGST (inter-state)	2	3	-	1
	PC6. Identify if GST is payable under reverse charge if the service provider is an unregistered party, and validate GSTIN numbers.	1	2	-	-
	PC7. Recalculate tax amounts to verify accuracy.	1	2	-	-
	PC8. Obtain name, address, GST Identification Number (GSTIN), Permanent Account Number (PAN), email ID of service/shipment provider and recipient	1	3	-	1
	PC9. Obtain description of service, Service accounting code (SAC)/Harmonised System of Nomenclature (HSN) code	1	3	-	1
	PC10. Receive a unique identification number (UIN) for a multilateral entity	1	2	-	-
	PC11. Check for relevant notification in case of exempt clients	1	2	-	-

	PC12. Match invoice data with Purchase Order (for incoming goods), Sales Order (for outgoing goods) and confirm item quantity, pricing, and delivery terms.	1	3	-	1
	PC13. Confirm Signature or Authorisation and Check for E-Invoice & E-Way Bill (if applicable).	1	3	-	-
	PC14. Calculate the taxable value considering the applicable rate of GST based on SAC/HSN	1	3	-	1
	PC15. Check for vendor invoices for all mandatory particulars and applicable GST	1	2	-	-
	PC16. File both physical and digital copies and ensure invoices are available for audit and return filing	1	2	-	1
	PC17. Record and update the invoice in the ERP or accounting software system	1	3	-	-
	PC18. Check threshold limits and mandatory requirements for e-Way Bill generation based on type of goods, invoice value, and movement type (inter/intra-state)	1	2	-	-
	PC19. Log in to the government e-Way Bill portal or use integrated ERP features to generate e-Way Bills with all required details (consignor/consignee info, HSN, invoice value, distance, transporter ID, etc.)	1	2	-	1
	PC20. Fill Part A and Part B of the e-Way Bill accurately and ensure timely generation before movement	1	2	-	-
	PC21. Ensure timely inward (purchase/inbound) entry of goods in the ERP post receipt and match with e-Way Bill and invoice	2	2	-	-
	PC22. Record outward (sales/outbound) entries in ERP along with invoice, transport details, and the generated e-Way Bill.	2	2	-	1
	PC23. Ensure e-Invoice compliance by validating IRN (Invoice Reference Number) and QR Code (if applicable)	1	3	-	-
	PC24. Maintain proper documentation for GST audit including digital and hard copies of invoices, e-Way Bills, and statutory returns linkage	2	3	-	-
	NOS Total	30	60	-	10

Annexure: Assessment Strategy

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

1. Assessment System Overview:

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

2. Testing Environment:

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

3. Assessment Quality Assurance levels/Framework:

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

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

- 21 points check list must be adhered by both AA and assessor.

5. Method of verification or validation:

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

6. Method for assessment documentation, archiving, and access

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

On the Job (OJT assessment applicable):

1. The candidate must score 60% to successfully complete the OJT.
2. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
3. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment.

Annexure: Acronym and Glossary

Acronym

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

OJT	On the Job Training
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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