

QUALIFICATION FILE - Data Feeder - Warehouse

☒ 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

Tel Number: 044 4851 4607

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

Table of Contents

Section 1: Basic Details	3
Section 2: Module Summary	5
NOS of Qualifications	5
Mandatory NOS:	5
Elective NOS:	6
Assessment - Minimum Qualifying Percentage	7
Section 3: Training Related	7
Section 4: Assessment Related	7
Section 5: Evidence of Need for the Qualification	8
Section 6: Annexure & Supporting Documents Check List	9
Annexure: Evidence of Level	12
Annexure: Tools and Equipment (Lab Set-Up)	15
Annexure: Industry Validations Summary	16
Annexure: Training & Employment Details	19
Annexure: Blended Learning	20
Annexure: Detailed Assessment Criteria	20
Annexure: Assessment Strategy	33
Annexure: Acronym and Glossary	34

Section 1: Basic Details

1.	Qualification Name	Data Feeder - Warehouse										
2.	Sector/s	Logistics										
3.	Type of Qualification: ☐ New ☒ Revised ☒ Has Electives/Options ☐ OEM	NQR Code & version of the previous qualification: 2022/TLW/LSC/06860 & V3.0	Qualification Name of the previous version: Data Feeder - Warehouse									
4.	a. OEM Name b. Qualification Name (Wherever applicable)	Data Feeder - Warehouse										
5.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval)	QG-04-TW-03633-2025-V2-LSC & V4.0	6. NCrf/NSQF Level: 4									
7.	Award (Certificate/Diploma/ Advanced Diploma/ Any Other) (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate										
8.	Brief Description of the Qualification	Data Feeder – Warehouse is responsible for accurately entering and managing data related to warehouse operations, ensuring the smooth flow of inventory and logistics information into the company's database or warehouse management system (WMS)/ ERP. In the Logistics industry, a data feeder - warehouse is also known as a system executive, warehouse data executive or warehouse data entry operator. Individuals in this role must electronically process all orders and provide database management support for warehouse operations. Responsibilities include logging orders, maintaining reports, and generating pick lists and schedules.										
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12th grade pass or equivalent</td> <td></td> </tr> <tr> <td>2</td> <td>Completed 2-year NTC/NAC</td> <td></td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	12 th grade pass or equivalent		2	Completed 2-year NTC/NAC	
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)										
1	12 th grade pass or equivalent											
2	Completed 2-year NTC/NAC											

		<table border="1"> <tr> <td>3</td><td>Completed 3-year diploma after 10th</td><td></td></tr> <tr> <td>4</td><td>10th grade pass</td><td>3 years of relevant experience in warehousing</td></tr> <tr> <td>5</td><td>Previous relevant Qualification of NSQF Level (3)</td><td>3 years of relevant experience in warehousing</td></tr> </table>	3	Completed 3-year diploma after 10th		4	10 th grade pass	3 years of relevant experience in warehousing	5	Previous relevant Qualification of NSQF Level (3)	3 years of relevant experience in warehousing									
3	Completed 3-year diploma after 10th																			
4	10 th grade pass	3 years of relevant experience in warehousing																		
5	Previous relevant Qualification of NSQF Level (3)	3 years of relevant experience in warehousing																		
		b. Age: 18 years																		
10.	Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	15																		
		11. Common Cost Norm Category (I/II/III) (wherever applicable): II																		
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)	☒ Offline Only ☐ Online Only ☐ Blended Total hours = 450 (Min hours), 450+60 (1 option) = 510 hours (Max hours) <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>135</td><td>285</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> (Refer Blended Learning Annexure for details)	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	135	285	30		450	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)															
Classroom (offline)	135	285	30		450															
Online																				
14.	Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/4132.9900																		
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	☐ Yes ☒ No URLs of similar Qualifications:																		
18.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If "Yes", specify applicable type of Disability: Locomotive disability																		

19.	How participation of women will be encouraged?	The Job Role is gender neutral and can be performed by women in equality to men.			
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it), wherever applicable</i>	☐ Yes ☒ No			
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☐ Yes ☒ No Colleges ☒ Yes ☐ 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: 18/02/2025	24. Validity Duration: 3 years		25. Next Review Date: 18/02/2028	

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/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 Data Feeder - Warehouse	Bridge module	Non-core	4	1	20	10	-	-	30	0	0		0	0	0
2	Prepare for Operations	LSC/N2301 & V5.0	Core	4	2	20	40	-	-	60	30	60	-	10	100	20
3	Carry Out Documentation	LSC/N1139 & V1.0	Core	4	3	20	60	10	-	90	30	60	-	10	100	20

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
4	Perform Data entry and management	LSC/N1140 & V1.0	Core	4	3	20	60	10	-	90	30	60	-	10	100	20
5	Leverage IOT applications for automating data entry	LSC/N1141 & V1.0	Core	4	3	20	60	10	-	90	30	60	-	10	100	20
6	Follow health safety and security procedures and maintain integrity and ethics at the workplace.	LSC/N9911 & V1.0	Core	4	2	20	40	-	-	60	30	60	-	10	100	10
7	Employability Skills (30 Hours)	DGT/VSQ/N 0101 & V1.0	Non-Core	4	1	15	15	-	-	30	20	30	-	-	50	10
	Duration (in Hours) / Total Marks				15	135	285	30	-	450	170	330	-	50	550	100

Elective NOS: NA

Optional NOS:

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	Analyse Data using AI Tools and Utilise data in Business Productivity	TEL/N6608 & V2.0	Core	4	2	30	30	-	-	60	25	60		15	100	0

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/IT services Recommended that the Trainer is certified for the Job Role: "Trainer (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2601, V2.0". Minimum accepted score is 80%
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Any degree + minimum 5 years of experience in the logistics industry, specifically in warehousing/IT services. Certified for Job Role: "Data Feeder - Warehouse" mapped to QP: "LSC/Q2306, v4.0". Minimum accepted score is 80%
3.	Tools and Equipment Required for the Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	Any degree + 2 years of relevant industrial experience Recommended that the Assessor is certified for the Job Role: "Assessor (VET and Skills)", mapped to the Qualification Pack: "MEP/Q2701, V2.0". Minimum accepted score is 80%
----	--	--

2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines) wherever applicable</i>	Any degree + 2 years of relevant industrial experience Certified for Job Role: "Data Feeder- Warehouse" mapped to QP: "LSC/Q2306, v4.0". 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	☒ Same as for training ☐ Yes ☐ 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): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
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: Awaiting

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Yes
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Assessment of the Candidates on completion of the Training is a very important activity that is monitored by Logistics Sector Skill Council (LSC). It ensures sustained quality of training delivery. It also indicates to the LSC the need for any changes in training content. LSC has developed policies related to affiliation of assessment agencies and assessment process to enhance the quality of assessments and they are outlined in succeeding paragraphs. 1) Guidelines on affiliation of assessment agencies: As per NSDC guidelines on affiliation of assessment agency, we are adhering the following: a) Application evaluation b) Affiliation certificate c) SME profile validation d) Question bank validation e) TOA process f) Link through SIP 2) Assessment process: 1) The assessment process would begin by developing the correct qualitative questions for theory/practical and viva. Questions papers are submitted by Assessment Bodies (AB) to LSC for approval. 2) AB submits Assessor's details, their experience and credentials to LSC for approval.

		3) Third step in the process would be allocation of batches by LSC to AB for which LSC has shifted from a manual allocation system to automated allocation on the basis of grading system on the below mentioned parameters. i. Quality of the assessors submitted by the assessment agency. ii. Certification of the assessor by LSC basis the training of assessor's program conducted by LSC. iii. Adherence to schedule of assessments by the assessment agencies. iv. Integrity of the assessor in conducting quality assessments. v. Quality of the question papers submitted by the assessment agencies to LSC. vi. Submission of quality documents of the assessments conducted as insisted by LSC. vii. Time of submission of the required assessment related documents to LSC for approval viii. Time of submission of results in SDMS system post approval by LSC Basis the above grading metrics the system would allocate the batches to the assessment agencies, which has brought transparency in the system of who are allocated how many batches and it is made very clear to the ecosystem that performance matters a lot. This has in turn also helped to improve the quality of the trainings as the check list of documents advised by LSC to be submitted by the assessment agencies speaks on the quality of trainings happening.
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	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	The individual in the job is required to: • Perform initial task and priority on service request • Ensure appropriate insurance coverage, obtain Proof of Delivery	The process is based on information obtained from the customer /client to understand the need to perform initial task and priority on service request. The job holder has to check for the updated entries on the warehouse management system (WMS)/Enterprise Resource Planning (ERP)/GCIS (Global Inventory Control System) homepage before the start of daily operations and receive any new data such as client software syncs, new client details from data incharge/client. S/he has to print pick lists based on orders, labels for inbound/outbound goods and any sign off forms that may be required for maintaining records and obtain help or advice from specialist if the problem is outside his/her area of competence or experience. S/he has to ensure appropriate insurance coverage, obtain Proof of Delivery, generate print-outs for all transports and transcribe information from customers' Bills of Lading into Cargo management system.	4
Professional and Technical Skills/ Expertise/ Professional Knowledge	S/he would have knowledge of • Types of documentation used in organization, application of stock recording, inventory management procedures such as FIFO, etc.	The job holder has to understand the types of documentation used in organization, application of stock recording, inventory management procedures such as FIFO, etc., detailed understanding of ERP software and its applications. S/he has to be aware of all controls and processes for operating computer terminal,	4

	Value of items handled and implications of damage/loss of the same.	stock recording procedures and methods, good understanding in excel software, common technical problems and solutions for the same. S/he has to possess knowledge of processes and differences in processes across clients/products, technical understanding of the Firm's planning and procurement processes. S/he has to know the value of items handled and implications of damage/loss of the same.	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Recall and demonstrate the ability to - Analytically think to manage multiple orders, clients with efficient order systems - Perform system diagnostic and user maintenance by checking on damage in computer & terminal	The job holder has to analytically think to manage multiple orders, clients with efficient order systems, cope up with technical errors and system breakdown in case of emergencies through manual documentation and ability to bundle orders in the most efficient manner possible. S/he has to prioritize and execute tasks within the scheduled time limits and organize work schedule to ensure all orders are met within the requisite timelines. S/he has to perform system diagnostic and user maintenance by checking on damage in computer & terminal and ensure it is in working condition, conduct maintenance tasks e.g. software updates etc., and escalate severe issues to Data Entry Supervisor.	4
Broad Learning Outcomes/Core Skill	- Communicate effectively with supervisors, client representatives/warehouse staff and peers - Writing skills	The job holder has to communicate effectively with supervisors, client representatives/warehouse staff and peers for smooth running of warehouse operations. S/he has to possess good reading skills to understand computer instructions, operating procedures and documents required for operational activities. S/he must be good in writing skill basically to	4

		have the ability to make note of instructions for the supervisor/shop floor staff, apply for insurance coverage etc. if required and develop operating procedures, improvements and create documents for internal understanding/ usage. S/he has to maintain the integrity with respect to company property and time and Communicate with people in a form and manner and using language that is open and respectful.	
Responsibility	The individual is responsible for: - Processing all orders electronically and provide database management support for warehouse operations - Monitoring working environment and make sure it meets requirements for health, safety and security in the organization.	The job holder need to process all orders electronically and provide database management support for warehouse operations. S/he has to set-up computer for operations, check for new input and update database, print all requisite lists, labels and forms. S/he has to perform data entry work using a personal computer and appropriate software, entering, updating, researching, verifying and/or retrieving data into/from various systems and ensuring the accuracy as well as confidentiality of information recorded. S/he has to plan and organize work in order to complete it to the required standards on time. S/he has to monitor working environment and make sure it meets requirements for health, safety and security in the organization.	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.	Computers with MS office	Standard Make	15
2.	Sample reports & documents like checklists	Standard Make	5
3.	Reporting forms, Incident reports	Standard Make	5
4.	Caution boards	Standard Make	2
5.	Do's and Don'ts charts	Standard Make	5
6.	PPE	Standard Make	2
7.	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
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.	ERP	Standard Make	1
10.	Voice-to-text applications (e.g., Dragon NaturallySpeaking, Google Docs Voice Typing), image-to-text (e.g., Adobe Acrobat Pro, ABBYY FineReader)	Standard Make	NA
11.	Scanner, Transcription tools, Headset (for Voice to text)	Standard Make	2

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.	Cargomen Logistics India Private Limited	Kamal Jain	Director	1-10-98/33 My Project Kamdhenu ,Dwarakadas colony , Begumpet Hyderabad-500016			
2.	Om Logistics Ltd	Chirag Sehgal	HRD _ Manager	130, Transport Center, Punjabi Bagh, New Delhi - 110035			
3.	EPT Global Logistics Private Limited	Dr. Darshan Mashroo	Director	G - 509, Titanium City Centre, Satellite, Ahmedabad - 380015			
4.	St. John Freight Systems Ltd.	P Suresh Kumar	Senior District Manager	No.480, Anna Salai, Khiviraj Building Complex II, 7th Floor, Nandanam, Chennai - 600 035			
5.	Flyjac Logistics Pvt. Ltd.	Madhava Priyan.M.P	VP - HR & OD	No: 25-32, Readymade Garment Complex, SIDCO Industrial Estate, Guindy, Chennai - 600032			
6.	DTDC Express Limited	Gopikrishna	AM HR	DTDC Express Limited, DTDC Corporate Office, House No 3, Sri Thyagi M Palanivelu Road, Victoria Layout, Bengaluru, Karnataka 560047			

7.	Dexpro Logistics Pvt. Ltd	Sandeep Dobriyal	GM - Project & Heavy Lift	B024, ATS Bouquet, Sector 132, Noida – 201304 (Delhi/NCR)			
8.	Sattva Hitech & Conware Pvt Ltd.	S. Padmanabhan	Director	Door No:new 153, 4th Floor, Hight Gate Building, Santhome High Rd, MRC Nagar, Raja Annamalai Puram, Chennai-600 028			
9.	AGX India Logistics Pvt. Ltd.	Magesh	Founder & Business Head	New NO. 36, Old No. 73, West Madha Church Road, Royapuram, Chennai-600 013.			
10.	Allcargo Logistics Limited	Chandrakant Patil	Sr. Manager CSR	6th Floor, Allcargo House, CST Road, Santacruz (E), Mumbai - 400098.			
11.	S2V Sakman India Services	Sai Kumar	Managing Director	D-804 Dheeraj Hill View Tower, Siddharth Nagar, Borivali E, Mumbai 400 066			
12.	Jasvant B. Shah	Samir J.Shah	Partner	Ambica Chamber, B/h. Old High Court, Navrangpura, Ahmedabad – 380009			
13.	Star freight private limited	Samir J.Shah	Director	Ambica Chamber, B/h. Old High Court, Navrangpura, Ahmedabad – 380009.			
14.	Denken Global supply chain	Shyamsundar CK	Director	5, Avvaiyar Street, Meenambakkam, Chennai 600023,			
15.	MLL Express Services Pvt Ltd	Vaibhav Verma	AGM	2 nd floor, Plot no. 242,243 Phase IV, Udyog Vihar, Sector 18, Gurugram, Haryana - 122015			

16.	Gaerish Logistics Pvt Ltd	Wesley Prasad	Manager - HR	60 (Old No. 5), Thomas Nagar Little Mount, Chennai - 600 015			
17.	Apeksha Logistics Pvt Ltd	Geetha Bhaskar	Director - HR and Finance	# 1,5, Country Nest,4th Cross, BSF STS Road, Kattigenahalli, Bangalore 64			
18.	Inflamed life	K Karthikeya	Director	9-147,Opposite Siddartha Public School, Vissannapeta, District Krishna, State Andhra Pradesh,PIN code 521215			
19.	INDELOX SERVICES PVT. LTD.	Swetha N	HR Manager	No.9, Malik's Embassy, "A" Block, 1st Floor, Union Street, Off Infantry Road, Bengaluru 560001			
20.	FM India Supply Chain Pvt Ltd	Sunil Deshmukh	AGM - HR	Amar Business Zone, C1501-4, Swati Park, Veerbhadra Nagar, Baner, Pune, Maharashtra 411045			
21.	Tripath Logistics Pvt Ltd	S Balasubramanian	Director	Hare Krishna Tower" 1st Floor, Plot No. 5-10, 3rd Cross, Balaji Layout, Dasarahalli Main Road, H A Farm Post, Near Rachenahalli Lake, Bengaluru - 560 024			

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	500	480	250	230	90	80
2026-27	530	510	280	265	120	90
2027-28	580	550	330	300	150	130

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
3.0	2021-22	0	0	0									
3.0	2022-23	33	0	0									
3.0	2023-24	451	303	274									

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.

Content availability for previous versions of qualifications:

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

Languages in which Content is available: Hindi, English, Bengali and Telugu

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

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

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

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

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for Operations	PC1. Adhere to time limits given by the warehouse manager.	1	2	-	1
	PC2. Power up the computer terminal and log in using company credentials.	1	2	-	-

PC3. Check for the updated entries on the warehouse management system (WMS)/Enterprise Resource Planning (ERP)/GICS (Global Inventory Control System) homepage before the start of daily operations.	1	2	-	1
PC4. Ensure readiness of the computer for the start of operations.	1	2	-	-
PC5. Verify connectivity and troubleshoot any connectivity issues.	1	2	-	-
PC6. Confirm the availability of required software in the system before the start of operations.	1	2	-	1
PC7. Complete any software updates required before the start of operations.	1	2	-	1
PC8. Report if there are any anomalies to the manager or IT team before the start of operations.	1	2	-	-
PC9. Maintain an organised and clean workspace.	1	2	-	1
PC10. Receive any new data, such as client software syncs new client details from the DEO in charge/client liaison.	1	2	-	1
PC11. Update new clients onto the computer/information system.	1	2	-	-
PC12. Ensure all warehouse facilities are connected on the server for seamless inventory assessments/ order checks.	1	2	-	-
PC13. Verify all existing client's details are available on the information system	1	2	-	1
PC14. Enter and update inventory data, including product details, quantities, location codes, and serial numbers, into the warehouse management system (WMS) or database.	1	2	-	-
PC15. Ensure all records are accurate and up-to-date, including incoming and outgoing shipments, returns, and transfers.	1	2	-	-
PC 16. Document all incoming and outgoing shipments, including delivery dates, tracking numbers, and contents.	1	2	-	1
PC17. Record and track product movements within the warehouse to ensure accurate stock levels.	1	2	-	1
PC18. Input and update order information for picking, packing, and shipping.	1	2	-	-

	PC19. Generate order fulfilment reports and assist with scheduling shipments as needed.	1	2	-	1
	PC20. Process goods receipts and ensure they are properly recorded in the system.	1	2	-	-
	PC21. Report to the manager if there are any data discrepancies to resolve it.	1	2	-	-
	PC22. Conduct data backup at the end and beginning of the shift operations.	1	2	-	-
	PC23. Ensure printers are working correctly, along with proper stocks of ink and paper.	1	2	-	-
	PC24. Print pick lists based on orders, labels for inbound/outbound goods and any sign off forms that may be required for maintaining records.	1	2	-	-
	PC25. Print any contact details available for incoming goods transporters/delivery boys.	1	4	-	-
	PC26. Organise printed documents in a meaningful and systematic manner for easy retrieval.	1	4	-	-
	PC27. Contact assigned supervisors to hand over documents and discuss timelines.	4	4	-	-
	NOS Total	30	60	-	10
Carry Out Documentation	PC1. Obtain proof of delivery, generate print-outs for all transports and maintain logs and files of said documents.	2	3	-	1
	PC2. Transcribe information from customers' bills of lading into the cargo management system.	2	3	-	-
	PC3. Update the system to include the day's transactional milestones.	2	3	-	1
	PC4. Perform day-to-day administrative documentation such as maintaining information files and processing paperwork.	2	3	-	-
	PC5. Generate daily, monthly and annual reports and MIS trackers based on performance.	2	3	-	1

PC6. Stay updated with AI-based tools such as image-to-text for reading, processing, and digitalising handwritten labels, delivery notes, etc.	2	3	-	1
PC7. Use modern AI-based tools such as image-to-text for reading, processing and digitalising handwritten labels, delivery notes, etc.	2	3	-	-
PC8. Maintain an organised filing system for easy access to historical documentation.	2	3	-	-
PC9. Ensure proper filing, archiving, and retrieval of physical and electronic records, following company policies for document retention.	2	3	-	1
PC10. Maintain accurate records of all warehouse transactions, including product receipts, stock adjustments, and inventory counts.	2	3	-	1
PC11. Verify data accuracy of quantity of the movement and storage of goods	2	3	-	-
PC12. Coordinate with inspectors by providing documents and data for spot checks to check missing goods, unreported damage, etc.	1	3	-	-
PC13. In case of an issue with documentation on the shopfloor, visit the specific area and perform a physical check to reconcile data with documentation/system.	1	3	-	-
PC14. Follow best practices for data confidentiality	1	3	-	1
PC15. Perform basic data management activities such as receiving, organising, and storing information.	1	3	-	1
PC16. Comply with data security protocols.	1	3	-	-
PC17. Analyse and apply data confidentiality in real-world cases.	1	4	-	-
PC18. Ensure data/file is stored in a secured folder/location as per the policy of the organisation	1	4	-	1
PC19. Backup documents and files regularly.	1	4	-	1
NOS Total	30	60	-	10

Perform data entry and management	PC1. Gather the necessary data and documents from the appropriate sources, departments, and systems, utilising the relevant automated tools.	1	2	-	0.5
	PC2. Classify the data according to its characteristics, intended use, and management hierarchy.	1	2	-	-
	PC3. Validate the accuracy of the materials and source documents before input.	1	2	-	0.5
	PC4. Use built-in validation tools in Excel or other systems to flag invalid data.	1	2	-	-
	PC5. Arrange the data in the required formats and rectify any errors in the source.	1	2	-	0.5
	PC6. Transcribe and input data into the appropriate software and other records.	1	2	-	-
	PC7. Utilise features of Excel such as autocomplete, linkages and drop-down menus to enhance efficiency and reduce errors.	1	2	-	0.5
	PC8. Maintain files of source documents or other relevant information associated with the entered data.	1	2	-	-
	PC9. Update and maintain system records for product categorisation, stock locations, and inventory levels.	1	2	-	0.5
	PC10. Analyse the data using advanced MS Excel features such as aggregate functions, VLOOKUP and HLOOKUP, pivot tables, INDEX, dashboards, VBA, macros, and other tools for creating comprehensive reports.	1	2	-	-
	PC11. Offer support and maintenance for existing management information systems (MIS), ensuring their optimal functionality and addressing any issues as they arise.	1	2	-	0.5
	PC12. Recommend updating the current management information system (MIS) to enhance reporting efficiency, accuracy, and consistency.	1	2	-	-
	PC13. Leverage AI technology to make enterprise data accessible to various organisational stakeholders, improving data-driven decision-making and collaboration.	1	2	-	0.5

PC14. Generate reports using tools and software such as ERP (Enterprise Resource Planning), WMS (Warehouse Management System), and other relevant platforms.	1	2	-	-
PC15. Automate and schedule the generation of reports to ensure timely and consistent delivery.	1	2	-	0.5
PC16. Create and distribute management reports accurately and on time, ensuring they meet the required standards and deadlines.	1	2	-	-
PC17. Maintain reports and data, including daily, weekly, and monthly MIS reports, for audit purposes, ensuring they are organised and readily accessible.	1	2	-	0.5
PC18. Identify opportunities to automate report generation, snapshots, and dashboards using advanced formulas, macros, VBA, and other techniques to streamline processes and improve efficiency.	1	2	-	-
PC19. Store the data using an appropriate medium or service, such as a cloud server, to facilitate easy retrieval, secure storage, and efficient analysis.	1	2	-	0.5
PC20. Assist in filing and storing security and backup data files, ensuring they are securely organised and easily retrievable when needed.	1	2	-	-
PC21. Evaluate quality of data, identify errors, ensure data backup and secure storage	1	2	-	0.5
PC22. If the system provides error messages or warnings, review them carefully to analyse the cause of the issue.	1	2	-	-
PC23. Check the entered data for common mistakes, such as typographical errors, incorrect formats, or missing information, and ensure all mandatory fields are completed.	1	2	-	0.5
PC24. Prepare a checklist for repetitive data entry tasks to reduce common errors	1	2	-	-
PC25. Follow suggested troubleshooting steps or use the message to guide further investigation.	1	2	-	0.5

	PC26. Restart the application or the system if needed to clear any temporary glitches.	1	2	-	0.5
	PC27. Verify that the file formats, data fields, and input methods are compatible with the software or platform.	1	2	-	0.5
	PC28. Examine the logs or history for clues about potential issues (e.g., server errors, system crashes, or failed processes).	1	2	-	0.5
	PC29. Obtain help or advice from the supervisor for troubleshooting.	1	1	-	0.5
	PC30. Refer the problem to the technical support team and provide them with detailed information about the problem, including any error messages and steps you've taken to troubleshoot.	1	1	-	0.5
	PC31. Monitor the problem and keep relevant stakeholders informed about progress or any delays in the process.	-	1	-	0.5
	PC32. Record and perform the service request accurately as per organisational processes and policies.	-	1	-	0.5
	NOS Total	30	60	-	10
Leverage IoT applications for automating data entry	PC1. Ensure readiness of the computer for the start of operations	1	2	-	0.5
	PC2. Check the power cables and all connections and switch on the computer.	1	2	-	-
	PC3. Complete any software updates (voice-to-text applications) required before the start of operations	1	2	-	-
	PC4. Properly connect headphones with a mic to the system	1	2	-	0.5
	PC5. Conduct audio input checks and configure audio settings to optimise voice-to-text accuracy.	1	2	-	-
	PC6. Practice voice commands and keyboard shortcuts	1	2	-	-
	PC7. Ensure clear communication with technology	1	2	-	0.5
	PC8. Identify errors in transcriptions and edit the transcribed text to maintain clarity	1	2	-	-
	PC9. Save the completed document in the prescribed format at a specific location/folder so that it can be easily retrieved	1	2	-	-

PC10. Ensure the translation work meets the agreed requirements	1	2	-	0.5
PC11. Ensure the computer is ready for operations and check for connections and updates.	1	2	-	-
PC12. Properly connect necessary devices such as scanner and/or HD camera to the system	1	2	-	0.5
PC13. Test connections to confirm functionality	1	2	-	-
PC14. Ensure the drivers for scanners and cameras are updated and functioning properly	1	2	-	0.5
PC15. Conduct image input checks and discard those that do not meet quality standards	1	2	-	-
PC16. Configure image settings (for example, resolution, brightness, contrast, etc.) to optimise image-to-text accuracy	1	2	-	-
PC17. Practice functions of image-to-text software	1	2	-	0.5
PC18. Familiarise with key features of image-to-text software such as text recognition, image correction, iso noise correction, image restoration and enhancement etc.	1	2	-	-
PC19. Practice shortcut key functions to enhance efficiency while using image-to-text recognition	1	2	-	0.5
PC20. identify errors in transcriptions and edit the transcribed text to maintain clarity	1	2	-	-
PC21. Save the completed document in the prescribed format at a specific location/folder so that it can be easily retrieved	1	1	-	0.5
PC22. Ensure the computer is ready for operations and check for connections and updates.		1	-	0.5
PC23. Properly connect necessary devices such as scanner, document reader cum capture device to the system	1	1	-	-
PC24. Test connections to confirm functionality		1	-	0.5
PC25. Ensure the drivers for scanners and document reader cum capture are updated and functioning properly	1	1	-	-
PC26. Conduct image input checks and discard those that do not meet quality standards		1	-	0.5

PC27. Configure settings in document processing software and adjust parameters such as 'Optical Character Recognition' to optimise accuracy	1	1	-	-
PC28. Practice functions of document processing software		1	-	0.5
PC29. Practice shortcut key functions to enhance efficiency while using image-to-text recognition	1	1	-	0.5
PC30. identify errors in transcriptions and edit the transcribed text to maintain clarity		1	-	-
PC31. Save the completed document in the prescribed format at a specific location/folder so that it can be easily retrieved and ensure the translation work meets the agreed requirements	1	1	-	0.5
PC32. Extract data from IoT devices and sensors, such as GPS trackers, RFID tags, and wearable devices.		1	-	0.5
PC33. Analyse the IoT-generated auto-captured data for accuracy.	1	1	-	-
PC34. Organise and input the IoT-generated data into the relevant columns of the Management Information System (MIS) for efficient tracking and analysis.		1	-	0.5
PC35. Ensure the accurate and up-to-date documentation of IoT user equipment and device operations for proper tracking, maintenance, and troubleshooting.	1	1	-	0.5
PC36. Exhibit a thorough understanding of IoT security threats and risks, including potential vulnerabilities, data breaches, unauthorised access, and the importance of securing devices, networks, and data transmissions.		1	-	-
PC37. Maintain strong access control mechanisms to safeguard IoT devices and data.	1	1	-	0.5
PC38. Ensure that all data transmitted and stored by IoT devices is encrypted using strong encryption protocols (e.g., AES, TLS) to protect against unauthorised access.		1	-	-

	PC39. Update IoT systems and devices regularly with the latest security patches and firmware updates to protect against vulnerabilities.	1	1	-	0.5
	PC40. Ensure that data collected and used by IoT applications is handled ethically and responsibly by adhering to privacy laws and regulations (e.g., GDPR, CCPA).		1	-	-
	NOS Total	30	60	-	10
Follow health safety and security procedures and maintain integrity and ethics at the work place	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 sanitiser.	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. Sensitise the workforce towards ethical behaviour in the workplace and performing jobs with integrity.	1	2	-	-
	PC18. Conduct regular reviews, check reports for unethical behaviour and corrupt practices and promptly report all violations of the code of ethics.	2	4	-	1
	PC19. Consult senior management when in an ethical dilemma.	1	2	-	-
	PC20. Check that documentation concerning operations is up to date and in accordance with the regulations.	1	3	-	-
	PC21. Coordinate with regulatory authorities and assist in inspections and clearances.	2	4	-	1
	PC22. Report any issues with regulatory compliance.	2	4	-	1
	NOS Total	30	60	-	10
Employability Skills (30 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	PC3. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
	Basic English Skills	2	3	-	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-	-
	Communication Skills	1	1	-	-
	PC5. follow good manners while communicating with others	-	-	-	-
	PC6. work with others in a team	-	-	-	-

	Diversity & Inclusion	1	1	-	-
	PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC8. report any issues related to sexual harassment	-	-	-	-
	Financial and Legal Literacy	3	4	-	-
	PC9. use various financial products and services safely and securely	-	-	-	-
	PC10. calculate income, expenses, savings etc.	-	-	-	-
	PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
	Essential Digital Skills	4	6	-	-
	PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC13. use internet and social media platforms securely and safely	-	-	-	-
	Entrepreneurship	3	5	-	-
	PC14. identify and assess opportunities for potential business	-	-	-	-
	PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
	Customer Service	2	2	-	-
	PC16. identify different types of customers	-	-	-	-
	PC17. identify customer needs and address them appropriately	-	-	-	-
	PC18. follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	1	3	-	-
	PC19. create a basic biodata	-	-	-	-
	PC20. search for suitable jobs and apply	-	-	-	-
	PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
	NOS Total	20	30	-	-
Analyze Data using AI Tools and Utilize	PC1. Determine the best attributes for the data model and build an algorithm to answer the relevant business queries effectively	1	4	-	1

data in Business Productivity	PC2. Carry out the Extract, Transform and Load (ETL) data process automatically using augmented analytics to get data ready for analysis	2	6	-	1
	PC3. Commission and decommission data sets as per the requirements	2	2	-	1
	PC4. Use augmented analytics for automatic data processing and deriving the appropriate insights	2	3	-	1
	PC5. Analyses the relevant local, national, and global trends that impact both the organization and the industry	2	3	-	1
	PC6. Use the relevant AI-based statistical tools to identify, analyses, and interpret patterns, trends, and actionable insights in large and complex data sets	2	4	-	1
	PC7. Analyses the past and present data as part of Business Intelligence (BI) to identify ways to deliver insights faster and help conduct business efficiently	2	5	-	1
	PC8. Use NLQ and NLG to query the data in machine language, and derive meaningful results and insights in the form of easy-to-understand language	2	6	-	1
	PC9. Utilize augmented analytics to prepare relevant reports automatically with the insights derived through data analysis, along with solutions to existing business issues and predictions	2	5	-	1
	PC10. Ensure the reports state the relevant trends, patterns, predictions, and conclusions	1	3	-	1
	PC11. Assist the stakeholders in understanding the final analysis reports to enable them to take critical decisions based on various facts and trends	2	4	-	1
	PC12. Co-ordinate with programmers, engineers, and other stakeholders to identify process improvement opportunities	2	5	-	1
	PC13. Identify the required system modifications, and assist in devising data governance strategies	2	6	-	1
	PC 14. Assist in implementing and monitoring the business solutions identified for business improvement based on data analysis	1	4	-	2

	NOS Total	25	60	-	15
	Grand Total	195	390	-	65

Annexure: Assessment Strategy

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

1. Assessment System Overview:

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

2. Testing Environment:

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

3. Assessment Quality Assurance levels/Framework:

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

4. Types of evidence or evidence-gathering protocol:

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

5. Method of verification or validation:

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

6. Method for assessment documentation, archiving, and access

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

On the Job (OJT assessment applicable):

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

Annexure: Acronym and Glossary

Acronym

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

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf