Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) Options: 1. Automation

QUALIFICATION FILE

☒ 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 ☐ OEM

NCrF/NSQF Level: 3

Submitted By:

Life Sciences Sector Skill Development Council

14, Palam Marg, Rear 2nd Floor, Vasant Vihar, New Delhi, PIN 110057

Phone: +91 11 41042407/ 408, E-mail: info@lsssdc.in

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Section 1: Basic Details

<table>
<tr><td>1.</td><td>Qualification Name</td><td colspan="2">Associate- Warehouse (Pharma, Bio Pharma , Medical Devices)
Options:
1.Automation</td></tr>
<tr><td>2.</td><td>Sector/s</td><td colspan="2">Life Sciences</td></tr>
<tr><td>3.</td><td>Type of Qualification: ☐ New ☒ Revised ☒ Has Electives/Options
☐OEM</td><td>NQR Code & version of existing/previous qualification: 2022/LS/LSSSDC/06854</td><td>Qualification Name of existing/previous version:
Associate- Store (Pharma/ Bio Pharma/ Medical Devices)</td></tr>
<tr><td>4.</td><td>a. OEM Name
b. Qualification Name
(Wherever applicable)</td><td colspan="2">NA</td></tr>
<tr><td>5.</td><td>National Qualification Register (NQR) Code &Version
(Will be issued after NSQC approval)</td><td>QG-03-LS-03408-2024-V2-LSSSDC</td><td>6. NCrF/NSQF Level: 3</td></tr>
<tr><td>7.</td><td>Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)</td><td colspan="2">Certificate</td></tr>
<tr><td>8.</td><td>Brief Description of the Qualification</td><td colspan="2">Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) is responsible for inspecting the broad level physical characteristics of the material, placing them in correct storage area, reporting and documenting, housekeeping, disposing waste packaging material, and maintaining a safe working environment in compliance with regulatory standards and current Good Manufacturing Practices (cGMP).</td></tr>
<tr><td>9.</td><td>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</td><td colspan="2">a. Entry Qualification & Relevant Experience:
<table>
<tr><th>S. No.</th><th>Academic/Skill Qualification (with Specialization - if applicable)</th><th>Required Experience (with Specialization - if applicable)</th></tr>
<tr><td>1</td><td>10th Class</td><td></td></tr>
<tr><td>3</td><td>Certificate-NSQF Level 2 (Assistant-Secondary & Tertiary Packaging)</td><td>Minimum 3 year</td></tr>
<tr><td>4</td><td>D. Pharma</td><td></td></tr>
</table>
b. Age: 18</td></tr>
<tr><td>10.</td><td>Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</td><td>12</td><td>11. Common Cost Norm Category (I/II/III) (wherever applicable): II</td></tr>
</table>

<table>
<tr><td>12.</td><td>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</td><td>NA</td></tr>
<tr><td>13.</td><td>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</td><td>☒ Offline ☐Online ☒ Blended
<table>
<tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr>
<tr><td>Offline Mode</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Classroom</td><td>155:00</td><td>205 :00</td><td>00:00</td><td>00:00</td><td>360:00</td></tr>
<tr><td colspan="5">OR</td></tr>
<tr><td>Blended Mode</td><td>155:00</td><td>205 :00</td><td>00:00</td><td>00:00</td><td rowspan="4">360:00</td></tr>
<tr><td>Offline (As part of blended mode)</td><td>78:00</td><td>205 :00</td><td>00:00</td><td>00:00</td></tr>
<tr><td>Online (As part of blended mode)</td><td>77:00</td><td>00:00</td><td>00:00</td><td>00:00</td></tr>
</table>
(Refer Blended Learning Annexure for details)</td></tr>
<tr><td>14.</td><td>Aligned to NCO/ISCO Code/s (if no code is available mention the same)</td><td>NCO-2015/7233.9902
Supply Chain Management</td></tr>
<tr><td>15.</td><td>Progression path after attaining the qualification (Please show Professional and Academic progression)</td><td>Vertical progression
1. Chemist - Store (Pharma, Biological Products and Medical Devices) (Level-4)</td></tr>
<tr><td>16.</td><td>Other Indian languages in which the Qualification & Model Curriculum are being submitted</td><td>Hindi and English</td></tr>
<tr><td>17.</td><td>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</td><td>☐ Yes ☒ No URLs of similar Qualifications:</td></tr>
<tr><td>18.</td><td>Is the Job Role Amenable to Persons with Disability</td><td>☐ Yes ☒ No
If “Yes”, specify the applicable type of Disability:</td></tr>
<tr><td>19.</td><td>How Participation of Women will be Encouraged</td><td>Policy measures are needed to promote the inclusion of educated and working women, especially in science and technology fields, where only 14% of women are hired among micro, small, and medium enterprises despite comprising 43% of Science and technology graduates. The conscious efforts are made by LSSSDC to sensitize organizations and hiring manager for bring Women employees on board by LSSSDC through Industry Associations and Large MNCs on governing Board and have received positive responses and assurance from most of employers in life sciences sector to bring Min. 30% share of Women employees and apprentices in the given occupation and job role. LSSSDC shall also be driving a Diversity and Inclusivity Program with Indian Pharmaceutical Alliance for catalyzing the efforts.</td></tr>
</table>

20.	**Are Greening/ Environment Sustainability Aspects Covered** *(Specify the NOS/Module which covers it)*	☒ **Yes** ☐ **No** **LFS/N0673**	
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** *(In the case of CS or MS, provide details of both Lead AB & Supporting ABs)*	**Name: Mrs. Shivi Chaudhary** **Email: shivi.chaudhary@lsssdc.in** **Contact No.: + 91 11 41042407/ 408, +91 9315747189** **Website: https://www.lsssdc.in/**	
23.	**Final Approval Date by NSQC: 17 December 2024**	**24. Validity Duration: 3 years**	**25. Next Review Date: 17 December 2027**

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.	**Compulsory Module** Discuss about Life Sciences industry and basics of supply chain management	LFS/N0673, v1.0	Core	Level-3	1	15	15	-	-	30	40	30	15	15	100	05
2.	**Compulsory Module** Receive and stock goods in a store/ warehouse	LFS/N0657, v3.0	Core	Level-3	3	30	60	-	-	90	25	45	15	15	100	20
3.	**Compulsory Module** Carry out packaging material inspection and waste	LFS/N0632, v4.0	Core	Level-3	2	30	30	-	-	60	30	40	15	15	100	20

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
	disposal as per regulatory standards															
4.	**Compulsory Module** Carry out reporting and documentation to meet storing and stocking requirements	LFS/N0633, v4.0	Core	Level-3	2	30	30	-	-	60	25	45	20	10	100	20
5.	**Compulsory Module** Adhere to Environment, health and safety guidelines in a production facility and GMP controlled areas	LFS/N0112, V4.0	Non-Core	Level-4	1	10	20	-	-	30	30	40	15	15	100	10
6.	**Compulsory Module** Coordinate with supervisor, teammates, and cross-functional teams	LFS/N0118, v3.0	Non-Core	Level-3	1	15	15	-	-	30	20	45	18	17	100	10
7.	**Compulsory Module** Verify GST applicability and accuracy of GST in invoices	LFS/N0659, v2.0	Core	Level-3	1	10	20	-	-	30	30	52	8	10	100	10
8.	**Compulsory Module** Employability Skills (30 Hours)	DGT/VSQ/N0101	Non-Core	Level- 3	1	15	15	-	-	30	20	30	-	-	50	5
Duration (in Hours) / Total Marks					12	155	205			360	220	327	106	97	750	100

Option NOS/s 1: **Automation**

The table lists the modules and their duration corresponding to the Option NOS of the QP

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.	Prepare for software-based Operations in a computer driven system for warehouse/ supply chain	LFS/N0663, v2.0	Core	Level-3	1	15	15	-	-	30	30	40	16	14	100	20
2.	Carry Out Documentation and perform Quality Checks for error free documentation	LFS/N0665, v2.0	Core	Level-3	1	15	15	-	-	30	28	54	9	9	100	10
3.	Assist in material movement and storage of material in an automated warehouse	LFS/N0658, v2.0	Core	Level-3	2	30	30	-	-	60	30	50	13	7	100	10
Duration (in Hours) / Total Marks					4	60	60	-	-	120	88	144	38	30	300	40

Assessment - Minimum Qualifying Percentage

*Please specify **any one** of the following:*

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

Minimum Pass Percentage – NOS/Module-wise: 70 % *(Every Trainee should score a 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)*	D.Pharma with 5 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations. OR Graduate (Any) with 3 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations OR At least four (4) years of teaching and/or research experience in a relevant academic or research position (Assistant Professor/ Associate Professor/ Professor) with Recognition of Prior Learning Certification in

		Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) "LFS/Q0604, v4.0" post completion of Faculty Development Program of LSSSDC And Certified for Job Role: "Associate- Warehouse (Pharma, Bio Pharma , Medical Devices)" mapped to QP: "LFS/Q0604, v4.0" with minimum accepted score of 80%. Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/2601, v3.0" with minimum score of 80%.
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	D.Pharma with 10 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations. OR Graduate (Any) with 6 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations. Certified for Job Role: "Associate- Warehouse (Pharma, Bio Pharma , Medical Devices)" mapped to QP: "LFS/Q0604, v4.0" with minimum accepted score of 80%. Recommended that the Master Trainer is certified for the Job Role: "Master Trainer", mapped to the Qualification Pack: "MEP/2602, v3.0" with minimum score of 80%.
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure)*
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	5 days Upskilling training

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	D.Pharma with 5 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations and 2 years of Training/ Assessment Experience. OR Graduate (Any) with 3 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations and 2 years of Training/ Assessment Experience OR At least four (4) years of teaching and/or research experience in a relevant academic or research position (Assistant Professor/ Associate Professor/ Professor) with Recognition of Prior Learning Certification in Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) "LFS/Q0604, v4.0" post completion of Faculty Development Program of LSSSDC and 2 years experience of Training/ Assessment with specialization on the job assessment/ Training experience/ Vocational assessment/ Academic assessment and

		Certified for Job Role: "Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) mapped to the Qualification Pack: "LFS/Q0604, v4.0" with minimum accepted score of 80%. Recommended that the Assessor is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "MEP/Q2701, v3.0" with minimum score of 80%.
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	D.Pharma with 5 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations and 2 years of Training/ Assessment Experience. OR Graduate (Any) with 3 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations and 2 years of Training/ Assessment Experience. **C**ertified for Job Role: "Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) mapped to the Qualification Pack: "LFS/Q0604, v4.0" with minimum accepted score of 80%.
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	D.Pharma with 10 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations and 5 years of Training/ Assessment Experience. OR Graduate (Any) with 6 years relevant industry experience with specialization in Pharma Store/ Warehouses Operations and 5 years of Training/ Assessment Experience. **C**ertified for Job Role: "Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) mapped to the Qualification Pack: "LFS/Q0604, v4.0" with minimum accepted score of 80%. Recommended that the Lead Assessor is certified for the Job Role: "Lead Assessor", mapped to the Qualification Pack: "MEP/Q2702, v3.0" with minimum score of 80%.
4.	**Assessment Mode** *(Specify the assessment mode)*	**Offline and Online**
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☒ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the 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):** No

4.	**A number of Industry validations provided:** 21
5.	**Estimated nos. of persons to be trained and employed:** 3000
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** *In Process* If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	Yes
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	Yes
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	Yes
4.	**Annexure:** Assessment Strategy *(Mandatory)*	Yes
5.	**Annexure:** Blended Learning *(Mandatory, in case the selected Mode of delivery is "Blended Learning")*	Yes
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case of qualification has multiple Entry-Exit)*	Yes
7.	**Annexure:** Acronym and Glossary *(Optional)*	Yes
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	Yes
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	Yes
10.	**Supporting Document:** Occupational Map *(Mandatory)*	Yes
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	Yes
12.	**Any other document you wish to submit:**	

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

Process	Few of the job elements, expected to be performed by Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) are: • Stocking goods in warehouse • Environment Sustainability • Ensure adherence to health and hygiene protocols • Coordination with the Supervisor • Team coordination • Disposing of waste packaging material • Sensitivity towards all genders and people with disability	Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) is responsible for inspecting the broad level physical characteristics of the material, placing them in correct storage area, reporting and documenting, housekeeping, disposing waste packaging. To carry out all the above performance outcomes the job holder performs limited range of activities which are part of routine job, hence they are categorized as familiar and predictable processes.	Level 3
Professional Knowledge	Few of the job elements, expected to be performed by Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) are: • Stocking goods • Reporting and documentation • Coordinate with Manager, colleagues and auditors	Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) needs to have the factual knowledge of facts, principles, processes and general concepts related to current Good Manufacturing Practices(cGMP), stocking process ,warehouse SOPs. The job holder should also be efficient to coordinate with Manager, colleagues and auditors to meet the communication needs to fulfill work requirements.	Level 3
Professional Skills	Few of the job elements, expected to be performed by Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) are: • Quality checks • Reporting and documentation • Coordination with the Supervisor • Team coordination • Sensitivity towards all genders and people with disability	To perform the tasks of Associate- Warehouse (Pharma, Bio Pharma , Medical Devices)- Life Sciences the job holder utilizes good critical thinking skills and should demonstrate the ability to understand and take instant decisions. The job holder uses analytical skills to measure and estimate storing and stocking quantities. The scope of utilization of all above professional skills remains limited to routine and repetitive and for a narrow range of applications	Level 3
Core Skills	Few of the job elements, expected to be performed by Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) are: • Coordination with Manager • Coordination with colleagues and auditors • Sensitivity towards all genders and people with disability	To perform the tasks, Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) uses organizing information, communication and problem solving skills.	Level 3

	• Recording and Reporting • Documentation compliance with GDP, GLP and GMP • Data Integrity	For reporting and documentation proposed, he/she applies the basics of arithmetic and algebraic principles and organizational skills. For coordination related tasks and ensuring compliance to organizational SOPs and regulatory requirements, the job holder is expected to have a basic understanding of the social-political and natural environment at the place of work/ organization he/she is working for.	
Responsibility	Few of the job elements, expected to be performed by Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) are: • Perform quality checks • Identification of Non-conformities • Coordination with Manager, colleagues and auditors • Sensitivity towards all genders and people with disability • Recording and Reporting • Documentation compliance with GDP, GLP and GMP • Data Integrity	Associate- Warehouse (Pharma, Bio Pharma , Medical Devices)- Life Sciences has responsibility for his/her work and learn under close supervision of QC team and researchers. And in case of a scenario/situation of no clear choice, he is expected to take guidance from the supervisor.	Level 3

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size:

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1.	ABC Type Fire Extinguisher	As per standard requirement	1
2.	Acid Dispenser		1
3.	Barcode Generators		1
4.	Barcode Scanner		1
5.	Bins & Shelve Bins		1

6.	Calculator		5
7.	Co2 Type Fire Extinguisher		1
8.	Commercial Weighing Machine		1
9.	Computer		5
10.	Computer Workdesk		5
11.	Conveyers		1
12.	Cutting Tools		1
13.	Dot matrix printer		1
14.	Dummy software for automated warehouse		1
15.	Electronic Weighing Machine		1
16.	Face Mask (Full Face)		1
17.	Face Mask (Half Face)		1
18.	Forklift		1
19.	Gloves({Heat, Acid, Chemical} Resitant)		1
20.	Gloves(Nitrile)		1
21.	Good Storage Practice & 5S Guideline Books		1
22.	Hygrometer		2
23.	Industrial Ladders		1
24.	lab model for control panel		2
25.	Ladder		1
26.	Liquid Measuring Scales		2
27.	Pallet Boxes		2
28.	Pallet Jacks		1
29.	Pallets		2

30.	Platform Trolley		1
31.	Racks/ Shelves		1
32.	Refridgerator		1
33.	Safety Goggles		2
34.	Safety Helmet		2
35.	Safety Shoes		1
36.	Strapping And Cutting Tools		2
37.	Trolly		1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Whiteboard
2. Marker Pen
3. Computer or Laptop attached to LCD projector.
4. Computer speaker
5. Pencil

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in the table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*
1.	Dr Reddy's Laboratories Lts.	Satish Kumar Chekkapalli	Lead – cadre and capability Building	Bachupally, Hyderabad, Telangana 500090	9989349191	Satishkumarch@drreddys.com	
2.	Zydus Life Sciences	Shivam Vig	DGM	Zydus Corporate Park', Scheme No. 63, Survey no. 536, Khoraj (Gandhinagar), Nr. Vaishnodevi Circle, S.G. Highway,	6358944060	Shivam.vig@zyduslife.com	
3.	Biocon Limited	A. Satish	Sr. Manager Human resource		8884077785	Satish.achuthan@biocon.com	
4.	MSN laboratories	Vajjah Praveen Kumar	Lead Technical Training	MSN House Plot No: C- 24, Sanath Nagar Industrial Estate, Hyderabad, Telangana 500018	9154395569	praveen.vajjah@msnlabs.com	
5.	Tirupati Wellness	Jagdish Chauhan	Manager - CHRD	Nahan Road Paonta Sahib, Disst, Paonta Sahib, Himachal Pradesh 173025	9816633372	jagdish.chauhan@tirupatiwellness.in	
6.	Beta Drug	Mr. Bheem Singh	Sr. Manager- HR & Admin	Lodhi Majra Road, Baddi, Solan District, Himachal Pradesh, 174101		Bhim.s@betadruglimited.com	
7.	Arbro Pharmaceuticals Pvt. Ltd.	Neha s. Arora	Director	6 / 14 , Kirti Nagar Industrial Area, New Delhi-110015 India	8800330033	neha@arbropharma.com	
8.	Tirupati Medicare	Jagdish Chauhan	Manager - CHRD	Nahan Road Paonta Sahib, Disst, Paonta Sahib, Himachal Pradesh 173025	9816633372	jagdish.chauhan@tirupatiwellness.in	
9.	Tirupati Lifesciences	Jagdish Chauhan	Manager - CHRD	Nahan Road Paonta Sahib, Disst, Paonta	9816633372	jagdish.chauhan@tirupatiwellness.in	

				Sahib, Himachal Pradesh 173025			
10.	Emcure	Rajesh Nair	President - HR	P-1 and P-2, IT-BT Park, Phase II, M.I.D.C., Hinjawadi, Pune 411 057, Maharashtra, India	9373314937	Prakash.kandare@emcure.com	
11.	Intas	Amit Kanabar	Head Technical Training	7-3, Phase-1, Gidc Estate, Ahmedabad, Gujarat 382445	8131841287	Amit_Kanabar@intaspharma.com	
12.	Embiotic Laboratories Ltd	Harish Kumar K	Director	20-C, 1ST Phase, Kumbalgodu, Mysore Road, Bangalore 560074	9538347682	info@embiotic.net	
13.	Alkem Laboratories Limited	Srinivas Chebolu	Sr. Deputy General Manager Head Technical Training – Corporate	Corporate Office: Alkem House, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013, Maharashtra, India.	9324891277	srinivas.chebolu@alkem.com	
14.	Macleods Pharmaceuticals Ltd	Amreek Singh	Manager – training and developement	Village Theda, Kharuni Lodhi Majra Road, Baddi	7832028137	amreeks@macleodspharma.com	
15.	Smruthi Organics	Kamlakar Gajjam	AGM - HR	A-27 Midc Chincholi, Solapur, Chincholi,Solapur, Maharashtra 411018	7083225457	kdg@smruthiorganics.com	
16	Vasista Life Sciences Private Limited	PRASAD	HR	Plot No 27B1,B2, B13, B14, Atchutapuram, Gurjapalem, Andhra Pradesh 531011	7337345638	hr@vasista.co.in	
17	Synaptics Labs Pvt Ltd	M Bharath	Senior Manager		7569279497	hr@synapticslabs.com	
18	Ocimum Labs Private Limited	R Jayakrishna Reddy	Assistant Manager	Plot No:27 A 42&43 APIIC, Lalamkoduru Vill, Rambill(MD),Visakha	9553949553	hradmin1@ocimumlab.com	

				patnam, Andhra Pradesh-531011			
19	Manjushree Technopack Limited	Kishore	HR Manager		9581199200	Kishore.karrimanjushreeindia.com	
20	Innovare Labs Private Limited	SATHISH	Executive	Plot No. 23A-23B, Lalam Koduru(V), APSEZ, Denotified Area, Atchutapuram, Rambili Mandal, Anakapalli.	9100910878	hr@innovarelabs.com	
21	CMS Laboratories India Private Limited	Guntuku Jagadeeswara Rao	Managing Director	47-10-50, Dwaraka Nagar, 4th Lane, 3rd Floor, Above Union Bank,Visakhapatnam	8919168131	jdguntuku@gmail.com	

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	1000	-		-	-	-
2026	1000	-		-	-	-
2027	1000	-		-	-	-

Data to be provided year-wise for the 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
Version 2.0-3.0	2022-2023	473	207	202									
Version 2.0-3.0	2023-2024	863	573	561									
Version 2.0-3.0	2024-2025	397	195	188									

Applicable for revised qualifications only, data to be provided year-wise for the past 3 years.

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

1. PMKVY 4.0
2. DDUGKY
3. National Apprenticeship Promotion Scheme (NAPS)

Content availability for previous versions of qualifications:

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

Languages in which Content is available: Hindi and English

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer to NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available at:
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	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures	50:50
2	☐Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures	50:50
3	☐Showing Practical Demonstrations to the learners	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures / Skill labs	100:00
4	☐Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	Skill Labs	100:00
5	☐Tutorials/ Assignments/ Drill/ Practice	LMS Portal- LSSSDC Daksh Portal will be utilized with online content/virtual lectures / Field Visits	50:50
6	☐Proctored Monitoring/ Assessment/ Evaluation/ Examinations	Parakh	00:100
7	☐On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Offline	00:100

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
1. LFS/N0673: Discuss about Life Sciences industry and basics of supply chain management	***Life Sciences industry and supply chain management***	**20**		**5**	**5**
	PC1. Elaborate the major segments within the life sciences industry (pharmaceuticals, biotechnology, medical devices, etc.).				
	PC2. Describe the regulatory authorities, regulations, legislation, and good practices such as cGMP, GLP, and GDP that are relevant to supply chain management in a life sciences manufacturing facility				
	PC3. Illustrate the basic skills required to perform supply chain management tasks, including inventory control, procurement, and vendor management				

	PC4. Discuss the role of government policies and initiatives in promoting the growth of the life sciences industry in India.				
	PC5. use basic terminologies in the supply chain department, including procurement, logistics, and distribution				
	PC6. Analyze the impact of non-compliance with regulatory requirements on the quality of the product and the environment, and propose measures to mitigate such risks.				
	Environmental Sustainability	**20**	**30**	**10**	**10**
	PC7. ensure energy conservation by switching off the machine and equipment post operations				
	PC8. identify ways to optimize the usage of electricity/energy in various tasks/activities/processes and also by optimizing the lab machine/ equipment performance				
	PC9. ensure no leakage of water in the warehouse area				
	PC10. identify recyclable and non-recyclable, and hazardous waste generated				
	PC11. segregate waste into different categories to achieve zero pollution of land and water				
	Total Marks	**40**	**30**	**15**	**15**
2. LFS/N0657 v3.0: Receive and store goods in a store/warehouse	*Receive Goods*	***15***	***30***	***10***	***10***
	PC 1. identify the quantity and nature of goods to be received in a Life Sciences facility				
	PC 2. confirm appropriate storage space availability for the goods received				
	PC 3. check and confirm that all equipment required for receipt and movement of goods is available and in good working order				
	PC 4. complete required paperwork, for the goods/materials received				
	PC 5. ensure that the area for receiving goods is clean, tidy and free from obstruction and perils				
	PC 6. report any shortfall in space or malfunction with equipment to the supervisor				
	PC 7. check that all goods as detailed in the delivery note have been received				
	PC 8. record refusals accurately following the organization's SOP				
	PC 9. update stock control systems to reflect receipt of goods				
	Material safety	***10***	***15***	***5***	***5***
	PC 10. check the material specification for proper storage conditions				
	PC 11. follow all the guidelines related to material safety				
	NOS Total	**25**	**45**	**15**	**15**
3. LFS/N0632 v4.0: Carry out packaging material inspection and	*Packaging material inspection*	***10***	***15***	***5***	***5***
	PC 1. ensure that total range of checks are regularly and consistently performed on the packaging material				

waste disposal as per regulatory standards	PC 2. use appropriate measuring instruments, equipment, tools, accessories etc. as required for the checks				
	PC 3. ensure the status and accuracy of instruments used for measurement				
	PC 4. identify material's non-conformities to quality assurance standards				
	PC 5. identify impact on final product due to non- conformance to regulatory standards				
	Waste disposal	***10***	***10***	***5***	***5***
	PC 6. dispose the non-conforming packaging material as per SOP				
	PC 7. follow the standards and procedures as mentioned in cGMP while disposing non- conforming material				
	PC 8. identify and analyse any problems that may arise while disposing the materials				
	PC 9. suggest corrective action to address problems to the supervisor				
	Reporting and escalation of deviations	***10***	***15***	***5***	***5***
	PC 10. interpret the results of the quality checks correctly				
	PC 11. take up results of the findings with the appropriate authority and within stipulated time				
	PC 12. record results of action taken in a standard format				
	PC 13. record adjustments not covered by established procedures for future reference				
	PC 14. review effectiveness of action taken				
	PC 15. record the disposal methods used and the types of defects or reasons for disposal				
	NOS Total	**30**	**40**	**15**	**15**
4. LFS/N0633 v4.0: Carry out reporting and documentation to meet storing and stocking requirements	*Reporting quality issues and test results*	***10***	***15***	***10***	***5***
	PC 1. report defects/problem /incidents/quality issues/test results as applicable in a timely manner to the appropriate authority				
	PC 2. follow reporting procedures as prescribed by the company				
	Recording and documentation	***15***	***30***	***10***	***5***
	PC 3. maintain records regarding stock received and stock rotation				
	PC 4. maintain records regarding damaged materials and disposal methods				
	PC 5. maintain records regarding storage techniques				
	PC 6. document the results of the inspections and testing				
	PC 7. maintain all controlled document files and test records in a timely and accurate manner				
	PC 8. ensure that the final document meets with the regulatory requirements				

	PC 9. ensure that documents are available to all appropriate authorities to inspect				
	PC 10. perform review of records and other documentation for compliance to established procedures and good documentation practices				
	PC 11. prepare inspection reports as per the inspection activity performed				
	NOS Total	**25**	**45**	**20**	**10**
5. LFS/N0112 v4.0: Adhere to environment health and safety guidelines in a production facility and GMP controlled area	*Follow health and personal hygiene protocols*	***10***	***10***	***5***	***5***
	PC 1. comply with health and personal hygiene- related protocols as per WHO standards, revised GMP and ICH GMP guidelines				
	PC 2. wash hands before entering in the production area as per SOP				
	PC 3. report any allergy, sickness or any other environment-related breach before or after entering the work premises to the designated person				
	PC 4. follow gowning procedures while entering an environment controlled work area				
	Follow safety and security procedures	***10***	***20***	***5***	***5***
	PC 5. comply with safety and security policies and procedures				
	PC 6. use appropriate safety gears like headgear, masks, gloves, and other relevant safety accessories as mentioned in the guidelines, while carrying out work				
	PC 7. use helmets, ropes, harness and ladders while working at heights				
	PC 8. use pulleys/ forklift (if available) to transport the material/ spares/ heavy assembly and tools				
	PC 9. report any identified breaches in safety and security policies and procedures to the designated person				
	PC 10. segregate material and follow the 5S system at the storage area				
	PC 11. adhere to storage and handling guidelines for hazardous material				
	PC 12. identify and correct any hazards that he/she can deal with safely, competently and within the limits of authority				
	PC 13. record the details of completed safety drills and training				
	Follow emergency procedures	***10***	***10***	***5***	***5***
	PC 14. raise the alarm and report any hazards that one is not competent to deal with, to the relevant person in line with organizational procedures and warn other people who may be affected				
	PC 15. inform the concerned person immediately about every unsafe act/ incident				
	PC 16. follow emergency procedures efficiently				
	NOS Total	**30**	**40**	**15**	**15**
	Coordination with the supervisor	***5***	***10***	***5***	***5***

6. LFS/N0118 v3.0: Coordinate with supervisor, teammates, and cross-functional teams	PC 1. coordinate with the reporting manager to obtain work instructions				
	PC 2. report problems related to facility, equipment, and material availability to the supervisor				
	PC 3. provide the requisite information, documents, clarifications to manager regarding the work done				
	Coordination with functional teams	***5***	***15***	***3***	***2***
	PC 4. perform shift takeover/ handover from colleagues in previous shift/ to colleagues in the next shift as per defined guidelines				
	PC 5. discuss workflow related difficulties with the team to find solutions				
	Coordination with cross-functional teams and other stakeholders	***5***	***10***	***5***	***5***
	PC 6. follow the instructions of QA team for any cGMP compliant process				
	PC 7. coordinate with the store supervisor for the stocks of materials required				
	PC 8. coordinate with Environment, Health and Safety team for safety incidents and accidental hazard in the work area				
	PC 9. ensure to provide requested information, documents, clarifications during audits				
	Sensitivity towards all genders and people with disability	***5***	***10***	***5***	***5***
	PC 10. respect all the genders, religions, caste, and cultures				
	PC 11. empathize with the people with disability				
	PC 12. offer support or help to a person with disability only when asked				
	PC 13. adhere with the guidelines laid in Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act				
	PC 14. report any violation of prevention of sexual harassment (POSH) rules immediately to the POSH committee				
	NOS Total	**20**	**45**	**18**	**17**
7.LFS/N0659 v2.0: Verify GST applicability and accuracy of GST in invoices	*Check applicability of GST*	***10***	***15***	***3***	***5***
	PC 1. identify location of service recipient and place of supply of services				
	PC 2. 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)				
	PC 3. identify if GST is payable under reverse charge in case the Service provider is unregistered party				
	Verify Invoice	***20***	***37***	***5***	***5***
	PC 4. obtain name, address, GST Identification Number (GSTIN), Permanent account number (PAN) number, email id of service/shipment provider and recipient				

	PC 5. obtain description of service, Service accounting code (SAC)/Harmonized System of Nomenclature (HSN) code				
	PC 6. receive unique identification number (UIN) for multilateral entity				
	PC 7. check for relevant notification in case of exempt clients				
	PC 8. calculate taxable value considering applicable rate of GST based on SAC/HSN				
	PC 9. check for vendor invoices for all mandatory particulars and applicable GST				
	NOS Total	**30**	**52**	**8**	**10**
6. DGT/VSQ/N0101 : Employability Skills (30 Hours)	*Introduction to Employability Skills*	**1**	**1**	**-**	**-**
	PC 1. understand the significance of employability skills in meeting the job requirements				
	Constitutional values – Citizenship	**1**	**1**	**-**	**-**
	PC 2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.				
	Becoming a Professional in the 21st Century	**1**	**3**	**-**	**-**
	PC 3. 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**	**-**	**-**
	PC 4. speak with others using some basic English phrases or sentences				
	Communication Skills	**1**	**1**	**-**	**-**
	PC 5. follow good manners while communicating with others				
	PC 6. work with others in a team				
	Diversity & Inclusion	**1**	**1**	**-**	**-**
	PC 7. communicate and behave appropriately with all genders and PwD				
	PC 8. report any issues related to sexual harassment				
	Financial and Legal Literacy	**3**	**4**	**-**	**-**
	PC 9. use various financial products and services safely and securely				
	PC 10. calculate income, expenses, savings etc.				
	PC 11. approach the concerned authorities for any exploitation as per legal rights and laws				
	Essential Digital Skills	**4**	**6**	**-**	**-**
	PC 12. operate digital devices and use its features and applications securely and safely				
	PC 13. use internet and social media platforms securely and safely				
	Entrepreneurship	**3**	**5**	**-**	**-**
	PC 14. identify and assess opportunities for potential business				

	PC 15. use internet and social media platforms securely and safely				
	Customer Service	**2**	**2**	**-**	**-**
	PC 16. identify different types of customers.				
	PC 17. identify customer needs and address them appropriately.				
	PC 18. follow appropriate hygiene and grooming standards.				
	Getting ready for apprenticeship & Jobs	**1**	**3**	**-**	**-**
	PC 19. create a basic biodata				
	PC 20. search for suitable jobs and apply				
	PC 21. identify and register apprenticeship opportunities as per requirement				
	NOS Total	**20**	**30**	**-**	**-**
9. LFS/N0663 v2.0 Prepare for software based Operations in a computer driven system for warehouse/ supply chain	*Set up computer for operations*	**10**	**10**	**5**	**5**
	PC 1. adhere to time limits given by warehouse manager				
	PC 2. power up computer terminal and log in using company credentials				
	PC 3. 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				
	PC 4. ensure readiness of the computer for the start of operations				
	PC 5. complete any software updates required before start of operations				
	Check for new input and update database	**10**	**10**	**5**	**5**
	PC 6. receive any new data such as client software syncs, new client details from DEO in-charge/client liason				
	PC 7. update new clients onto the computer/information system				
	PC 8. ensure all warehouse facilities are connected on the server for seamless inventory assessments/ order checks				
	PC 9. verify all existing client's details are available on the information system				
	Print all requisite lists, labels and forms	**5**	**10**	**3**	**2**
	PC 10. print pick lists based on orders, labels for inbound/outbound goods and any sign off forms that may be required for maintaining records				
	PC 11. print any contact details available for incoming goods transporters/delivery boys				
	PC 12. contact assigned supervisors to hand over documents and discuss timelines				

	Safety, Security and Administrative	**5**	**10**	**3**	**2**
	PC 13. comply with safety regulations and procedures in case of fire hazards, biohazards, etc				
	PC 14. follow organization procedures with respect to security				
	PC 15. adhere to security regulations of the company				
	PC 16. maintain clean workable area				
	NOS Total	**30**	**40**	**16**	**14**
10.LFS/N0665 v2.0: Carry Out Documentation and perform Quality Checks for error free documentation	*Complete all requisite documentation*	***15***	***25***	***3***	***3***
	PC 1. ensure appropriate insurance coverage for all transports and apply for new coverage if required				
	PC 2. obtain proof of delivery, generate print-outs for all transports and maintain logs and files of said documents.				
	PC 3. transcribe information from customers' bills of lading into cargo management system.				
	PC 4. update the system to include the day's transactional milestones				
	PC 5. Perform day-to-day administrative documentation such as maintaining information files and processing paperwork				
	PC 6. generate daily, monthly and annual reports and MIS trackers based on performance				
	Perform check on the shop floor if required	***5***	***15***	***2***	***2***
	PC 7. monitor the quality, quantity, cost and efficiency of the movement and storage of goods				
	PC 8. coordinate with inspectors/ spot checks/counts by supervisors in situations where any discrepancies have been spotted (missing goods, unreported damages etc.)				
	PC 9. in case of issue with documentation on the shopfloor, visit specific area and perform a physical check to reconcile data with documentation/system				
	Safety, Security and Administrative	***8***	***14***	***4***	***4***

	PC 10. comply with safety regulations and procedures in case of fire hazards, biohazards, etc.				
	PC 11. adhere to security regulations of the company				
	PC 12. maintain clean worktable area				
	PC 13. ensure all safety gear is worn on any visits to the shop floor				
	NOS Total	**28**	**54**	**9**	**9**
11. LFS/N0658 v3.0: Assist in material movement and storage of material in an automated warehouse	*Material storage*	***15***	***20***	***3***	***2***
	PC1. sort, organize and store inventory in the proper location				
	PC2. update logs and documentation for inventory processing				
	PC3. monitor stock replenishment for stores based on their indents received				
	PC4. scan delivered items and ensure quality				
	PC5. identify the discrepancies in the incoming materials and report it to the concerned merchandisers				
	PC6. prepare weekly & monthly warehouse reports				
	PC7. report damaged or missing inventory to supervisors				
	Material movement	***15***	***30***	***10***	***5***
	PC8. drive the forklift near to the storage location where the material is kept				
	PC9. follow the procedure for starting the forklift				
	PC10. lower the forks while keeping the mast in upright condition				
	PC11. level the fork before inserting it into the pallet				
	PC12. insert the fork all the way under the material				
	PC13. adjust the fork as wide as possible to fit the load and to provide a more even distribution of weight				
	PC14. ensure that the material on pallets is stable, neat, cross-tied if possible, and evenly distributed				
	PC15. match speed to driving, load, and workplace conditions				

	PC16. reach the designated location steering clear of any obstacles, material etc. and being on the designated isles				
	PC17. lower the forks as slowly as possible until the pallet touches the ground				
	PC18. rest the pallet on the ground and slowly start removing forks out of the pallet ensuring that the material is not being damaged				
	PC19. park the forklift with the forks and attachments (if any) touching the ground once the job is over				
	PC20. place all the attachment control levers in the neutral or hold the position				
	PC21. ensure to not allow lift chains to go slack, as they may jump clear of the top carrier rollers				
	PC22. place the transmission and forward reverse levers into the neutral position and apply any safety locks				
	NOS Total	***30***	***50***	***13***	***7***

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.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

The assessment for the Training will be conducted toward the end of the training duration. The assessment of the qualification shall be carried out by NCVET approved assessment agencies empanelled by LSSSDC after a defined evaluation process. For Execution of the assessment for training for the qualification, LSSSDC will be engaging more than one NCVET approved assessment agency/ body.

1.1 Criteria of selection of assessment body/agency:

The assessment body/agency is selected based on:

- Prior experience and understanding of Life Sciences or similar sector.
- Experience in conducting assessments for similar job roles.
- Manpower and Technical capabilities.

- Geographical reach
- Existing Network in the Life Sciences Sector
- Agencies internal policies to maintain standards, quality & professional Integrity
- Agencies policy and practices in assessor management
- NCVET approval

1.2 Assessment tool development for assessment of Training:

For the Training assessment, the assessment instrument development is done by the selected assessment body with close monitoring and support of LSSSDC at every stage.

1.2.1 Digital Written test for knowledge assessment:
Scope – Is used to test the knowledge component of the Qualification/ Micro Credential/ NOS.
Tools –computer or tab based online or offline.
Method – objective type questions, match the columns, fill in the blanks, tick the odd man out, choose the correct option, choose the best answer, True or false, Identify the object, tool or machinery, arrange in proper sequence, case study, scenario-based responses.
Analysis – Question paper is divided into sections. Each Section intends to assess a particular knowledge field of the trainee. Thus, section-wise calculation of marks gives a clear idea of the areas of improvement or expertise of the trainee. While a consolidated mark gives the overall rating of the trainee.

1.2.2 Digital Written test for skill assessment:
Scope – Is used to test primarily the Skill component of the Qualification/ Micro Credential/ NOS. Trainee's expertise in handling and managing the situation is tested.
Tools – computer or tab based online or offline questions
Method – A situation is narrated or created in the question posed to the trainee and he is asked objective type questions to select the correct reaction to the situation. The selected situations are based on real situations.
Analysis – Question paper is divided into sections. Each Section intends to assess a particular skill field of the trainee. Thus, section-wise calculation of marks gives a clear idea of the areas of improvement or expertise of the trainee. While a consolidated mark gives the overall rating of the trainee.

1.3 Steps for assessment tool development:

- The selection of assessment tool(s) is done as per the assessment criteria prescribed in Qualification/ Micro Credential/ NOS.
- For Associate- Warehouse (Pharma, Bio Pharma , Medical Devices) assessment, a blueprint of the question paper is part of the assessment tool for training in manufacturing operation.
- Development of layout of Question paper is such that the entire PCs (Performance Criteria) of that Qualification/ Micro Credential/ NOS are covered.
- Score per question maps with the weightage given to that PC, in the assessment criteria, and the level of difficulty of the question.
- SME is screened and approved by LSSSDC. He/she is oriented by both LSSSDC and Assessment agency on – creating question Bank, level of questions, end the desired outcome of the assessment.

1.4 Execution of Training Assessment/ RPL Assessment:

- Once the assessment date for training is decided with common agreement of Industry/ Vocational Training Centre and LSSSDC, LSSSDC allocates the batch to an NCVET approved and LSSSDC empanelled assessment body/agency.
- Assessment agency ensures
    - the availability of required infrastructure
    - the availability of validated assessment tools for the assessment of training for the assigned qualification
    - the availability of assessor as per assessor eligibility criteria of the qualification
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys LSSSDC certified assessor for executing the assessment
- LSSSDC monitors the assessment process & records
- The assessment is executed in two possible ways depending on the choice of the industry:

1.4.1 Tab based assessment using physical proctoring
1.4.2 Smartphone-based assessment using e-proctoring

1.4.1 Tab-based assessment using physical proctoring

- A representative from the Assessment agency is present on the day of assessment to executing the assessment at the venue in case of physical proctoring.
- The assessment agency representative carries an identity card and letter from the council authorizing to conduct the assessment.
- Assessment agency representative ensures the authenticity of Trainee's identity by verifying the documents (any document issued by GOI, such as Ration card, Aadhaar Card, Driving License, Passport, Election card, etc)
- The assessment agency representative maintains the records of attendance, verified documents, and tablet instruments used in the assessment.
- Assessment agency representative collects evidence of the assessment in the best possible way (videos, pictures, voice recordings, etc)
- Assessment agency representative transfers the assessment scores from tab to assessment agency server, using a secure, encrypted web-based program.
- The assessment agency after processing the results and putting them in standard format hands over to LSSSDC within 7 days of assessment.

1.4.2 Smartphone-based assessment using e-proctoring

- All trainees enrolled in the batch due for assessment, are registered on an assessment tool application using their unique mobile number and e-mail ID along with a Govt. ID issued proof.
- An assessment link is sent to the mail ID of each trainee with a defined expiry date of the link.
- Trainee at any location can click on the link using his/her smartphone or a web camera-enabled computer system
- Using the unique credentials and Govt ID number, the trainee logs in for the start of assessment and completes the assessment.
- The authenticity of Trainee's identity is done by assessment application by verifying the documents (any document issued by GOI, such as Ration card, Aadhaar Card, Driving License, Passport, election card, etc.) and a live photo capture
- A live video of the candidate during the assessment is captured to collect the evidence of the assessment

- Once the assessment is complete, the assessment application automatically assessment scores to the assessment agency server, using a secure, encrypted web-based program.

- The assessment agency after processing the results and putting them in standard format hands over to LSSSDC within 7 days of assessment.

2. Testing Environment:

- The Centre/ location of the assessment is pre decided and geo tagged in case of physical assessment
- The assessment of LSSSDC qualifications is 99% done in digital environment while 1% pen and paper is used ONLY in business exigencies
- Based on the size of batch the assessment duration/ no. of required assessors is decided to ensure detailed assessment without any negative impact on quality of assessment
- The system driven automated assessment management system ensures uniform time allocation to each student, unique logins for each student and automated randomization of questions for developing multiple sets of question paper for single batch.
- Identity check of the student is mandated

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) of Assessment Agency are verified by the other SME of LSSSDC
- All Questions are mapped to the specified assessment criteria
- Assessor eligibility criteria are structured to ensure quality and knowledge credentials of an assessor like-wise the trainer's quality and knowledge credentials.
- Eligible Assessor must be certified by LSSSDC for the respective and relevant qualification
- The tools used for assessment are validated for relevance and feasibility for skill assessment of the qualification in consideration

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- ID Proof of the students
- Educational qualification of students
- Certificate of Trainer
- In case of Physical assessment, geotagged photographs of the students undergoing assessment
- While students are undergoing assessment on the digital assessment platform the system captures random photos of the student which is audited by LSSSDC

5. Method of verification or validation:

- Surprise visit to the assessment location
- ID Proof of the students for identity verification
- Educational qualification verification of students for validation of entry level criteria
- Certificate of Trainer to verify the credential of vocational educator
- Random photos taken by the digital system are verified during audit by the assessment team

6. Method for assessment documentation, archiving, and access

- Hard copies and digital copies (whichever is applicable) of the assessment evidences are stored with assessment agency team for 5 years
- Assessment transcripts are stored in the server space of assessment agency for 5 years
- Assessment question banks and validation records are stored with assessment agency and LSSSDC digitally
- Assessment records are archived with assessment agency archive server after 5 years for another 5 years
- Access of assessment records are controlled with restricted access to concerned department and stakeholders and is shared on demand after due approval of Head of Assessment and Certification-LSSSDC

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 defines 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 is obtained when a the 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 about 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