

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Directorate General of Training (DGT),
Ministry of Skill Development & Entrepreneurship (MoSDE)
Pusa, New Delhi

Name and contact details of individual dealing with the submission

Name: Shri.S. D. Lahiri

Position in the organization: Deputy Director General (T&E,SDI)

Address if different from above:

Tel number(s):011-25847028

E-mail address:sdlahiri@yahoo.com

List of documents submitted in support of the Qualifications File

1. Qualification document- Finish Goods Keeper.
2. Curriculum for Finish Goods Keeper under Material Management Sector for Modular Employable Scheme (MES)
3. Human Resource and Skill Requirements in Transportation, Logistics, warehousing & Packaging Sector 2013-17,2017-22, Volume 23 by NSDC

SUMMARY

1	Qualification Title	Finish Goods Keeper
2	Qualification Code, if any	MAM 103
3	NCO code and occupation	-NA-
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Nature of the Qualification is Certificate in job role of Finish Goods Keeper. The purpose of the qualification is to enable candidate to store the finished material properly & issue the materials from stores.
5	Body/bodies which will award the qualification	National Council for Vocational Training (NCVT)
6	Body which will accredit providers to offer courses leading to the qualification	GOI Ministries and State departments who have adopted MES qualifications, accredit training providers for their programs and schemes (only in case of SDIS schemes Training providers accredited by States on behalf of NCVT)
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	-NA-
8	Occupation(s) to which the qualification gives access	Finish Goods Keeper
9	Job description of the occupation	Finish Goods Keeper maintains equipment used for storekeeping. Acquire the knowledge of general duty, material handling, receipt and issue of materials, store records and basic computer knowledge etc.
10	Licensing requirements	-NA-
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	-NA-
12	Level of the qualification in the NSQF	Level 2
13	Anticipated volume of training/learning required to complete the qualification	300 Hours
14	Indicative list of training tools required to deliver this qualification	Mentioned in curriculum attached
15	Entry requirements and/or recommendations and minimum age	Minimum 10th standard passed and 18 years of age

NSQF QUALIFICATION FILE

^s (Approved in 21th NSQC dated 03 August 2018)

16	Progression from the qualification (Please show Professional and academic progression)	Store Supervisor	
17	Arrangements for the Recognition of Prior learning (RPL)	RPL arrangements are not planned under this qualification.	
18	International comparability where known (research evidence to be provided)	-NA-	
19	Date of planned review of the qualification.	5 years after approval of the Qualification	
20	Formal structure of the qualification Mandatory components		
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
(i)	DGT/MES/MAM/N22: Demonstrate safety and health hazards and first aid.	20	2
(ii)	DGT/MES/MAM/N23: To have the basic knowledge of storage arrangements.	60	2
(iii)	DGT/MES/MAM/N24: To maintain Store Records, Material Staking and Precautions.	80	2
(iv)	DGT/MES/MAM/N25: To issue material from stores and handle materials.	60	2
(v)	DGT/MES/MAM/N26: To operate basic computer and latest software of storekeeping.	80	2
	Sub Total (A)	300	
	Optional components		
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)	Level
	Sub Total (B)		
Total (A+B)		300	

**SECTION 1
ASSESSMENT**

21	<p>Body/Bodies which will carry out assessment: DGT empanelled Assessing Bodies (ABs)</p>
22	<p>How will RPL assessment be managed and who will carry it out? RPL arrangements are not planned under this qualification.</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>Criteria for selection of Assessment body</p> <p>Minimum Eligibility Criteria</p> <ul style="list-style-type: none"> • The applicant shall be a legal entity, registered in India. • The applicant should have in last two years carried out competency / skill assessment for minimum 1000 persons or should have trained minimum 1000 persons and got tested by some agencies such as NCVT, Sector Skill Council, State, board/ council and reputed industry Association. Organizations having experience in testing of competencies would be preferred. • In case more number of applications is received, preference will be given to those organizations that have trained/assessed larger number of persons. • The applicant is not a Training Provider (TP) in the same sector and in same State, but it can be TP in other States, other Sectors or other scheme. • The applicant shall have access to technically qualified personnel of repute and integrity in different industrial trades and technology. • The applicant shall develop dedicated human resource for handling the processes in assessment process. • The applicant shall declare its linkages with other organization(s), if any to ensure independence and avoid any conflict of interest. • Institutions/ Firms blacklisted by any Government Department shall not be considered in this RFP. • The Applicant shall provide the information and supporting documents towards their claims. • Initially provisional empanelment will be awarded to the organizations based on the evaluation of eligibility of the Assessing Body based on the criteria. • Based on the module and sector that will be handled by the assessor, the assessing body shall send its assessor for competency evaluation in the institutions which will be notified by DGT time to time. The assessor will be assessed to ascertain the competency to carry out competency based assessment.

- Final empanelment would be granted subject to the Assessing Body fulfilling the following conditions of getting the competencies of 2 assessors of each module per State evaluated in the institutes notified by the DGT. Testing charges for evaluating the competencies of the assessors will be borne by the Assessing Bodies.

(1) Assessment process:

The assessment process aims to test and certify the competency of the persons through Assessing Bodies who seek certification of their skills acquired informally or the persons who have been trained at the registered TPs. The competency assessment of the candidate is being done by the Assessor Competency Evaluation (ACE) qualified assessor of the independent Assessing Bodies (AB) which is not involved in training delivery, to ensure an impartial assessment. ACE is conducted to evaluate the competency of the assessor. In the assessment process, identification of competency, ways to measure the competency and deciding on the type of evidence that has to be collected are the responsibility of the Assessing bodies whereas administering the assessment and collecting the evidence and reporting the results are the responsibility of the assessors. The assessment process consists of following components:

Theory Test:

- It must assess the knowledge which is essential for a person to do the job. Without this knowledge, the person will not be able to do the job.
- The questions shall be of objective type involving selection of correct response.
- The question paper should contain sketches/ diagrams/ photographs/ drawing to overcome the problems of reading comprehension.
- The test shall be of short duration.

Practical Test:

It shall be able to test:

- Manipulative skills to handle tools and equipment.
- Speed in doing work.
- Accuracy maintained
- Quality in workmanship.
- Sequence of performance.
- Economical use of material.
- Neatness & housekeeping.
- All the competencies prescribed in the course curriculum.

The Assessment Parameters adopted during assessment:

- Knowledge of equipment, limitation of use of tools and equipment, and methods & procedure.
- Understanding of functioning of equipment & tool, criteria to be used in selecting tools for given job, and the process of measurement.
- Skill in finishing to required measurement, handling measurement & calculations, handling tools and equipment with ease, finishing neatly.
- Abilities to take corrective steps, use correct work habits, take measurements, complete the job within stipulated time, and adopt safe

practices.

- Attitude towards the work, accurate & precise work and co-workers and supervisor.

(2) Duration of Test:

The duration of test vary according to the task. Theory test shall be of 1 hour duration and practical test for engineering trade shall be 6 to 8 hours minimum and non-engineering it shall be of 4 hours minimum. Assessing Bodies while preparing practical test shall ensure that candidate shall be tested on all the competencies prescribed in the course module.

The marking pattern and distribution of marks for the qualification are as under:

Terminal competency	Maximum marks
Application of knowledge	30
Care for tools & equipment	15
Economic use of materials	15
Safety consciousness	10
Speed	10
Accuracy	15
Quality of workmanship	20
Amount of work	15
No. of attempts	10
Attitude	10
Total maximum marks for Practical	150
Maximum marks for theory	50

(3) Minimum pass mark:

Minimum passing marks for Practical is 60%

Minimum pass marks for theory is 40%

Pre-assessment activities for Assessor at the Testing Centre

- Verification of student credentials: The assessor check the application form submitted by the candidates and verify the photo pasted on the forms with candidates who are taking assessment in accordance with checklist
- Verification of testing centre for adequate infrastructure, tools and equipment: The assessor verifies the availability of infrastructure, tools and equipment for carrying out both theory and practical assessments. The minimum requirement prescribed under the MES modules is used as benchmark.
- Attendance verification: The assessor checks the attendance register of candidates and instructors until the time biometric attendance

system is put in place. Once the biometric attendance system is in place, the biometric attendance of assessors along with that of trainees/candidates has to be captured during the assessment at the start as well as end of theory and practical test.

- Attendance during assessment: The assessor takes the attendance of all the students who appear for assessment after the successful verification of the student credentials and before the start of the assessment. The assessor also provides his/her attendance during start and end of the practical and theory test.
- Verification of the documents related test carried out by Training Provider/ Testing Centre (TC) for candidates who were not able to produce document in support of having passed the qualification.

Post-assessment activities

- The assessor consolidates all the theory and practical test papers and ensures that all the mandatory information is filled. The total score for each student should be calculated and recorded in result sheet.
- The assessor send the attendance sheet, result sheet, answer papers by courier/post to the assessing body immediately after the completion of assessment
- Uploading outcome of the assessment and photos in portal by assessing body
- Assessing body upload the results within one week of the assessment date.
- Photos taken by the assessors during assessment are sent to respective RDATs through e-mail only. Non dispatch of photos of assessment to RDAT makes assessment void. Re-assessment of such batch is done by the Assessing Bodies on their own expenses.
- Details of assessors are emailed to RDAT at the time of uploading the outcome of the assessment. Outcome of the assessment is not accepted in case details of assessors are not emailed to respective RDAT.
- Maintaining assessment records
- Publishing of results and Certificate issue
- RDAT verifies the outcome of the assessment, details of assessors, photos and print and sign the certificates for successful candidates and send it to the respective candidates. In case of direct candidate's assessment, the Certificates are sent to the Assessing Body.
- Certificates which will be issued carry photograph of the trainee, name of Training Provider, start date & end date of training and duration of training once the systems for the same are put in place.
- The certificate is issues under the aegis of NCVT. All the communications are done through portal.

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment evidences

Title of Component: Finish Goods Keeper

Outcomes to be assessed/NOSs to be assessed	Assessment criteria	Means of Assessment
DGT/MES/MAM/N22: Demonstrate safety and health hazards and first aid.	AO1. Explain about the electrical and fire safety.	Theory Test
	AO2. Explain the first aid and fire fighting equipments.	Theory Test
	AO2. Demonstrate to carry out first aid/ notifying accident.	Practical Test
	AO3. Demonstrate to safety systems by wearing head covers and mask?	Practical Test
	AO4. Explain the following personal care : <ul style="list-style-type: none"> • Hygiene of body • Hands and hair • Clothing 	Theory Test
DGT/MES/MAM/N23: To have the basic knowledge of storage arrangements.	AO1. Explain about the organization structure like store organization, store layout, duties and responsibilities.	Theory Test
	AO2. Explain what is the main difference between main store and sub stores?	Theory Test
	AO3. Explain about centralized and decentralized stores and its advantages and disadvantages.	Theory Test
	AO4. Explain the about the security measures of storehouse, procedures of custody of keys.	Theory Test
	AO5. Demonstrate to maintain the stocks of tools and equipments used for Finish Goods Keeper.	Practical Test
	AO6. Demonstrate to store the	Practical Test

NSQF QUALIFICATION FILE

^s (Approved in 21th NSQC dated 03 August 2018)

	equipments and materials, make receipts and issue of materials to the users.	
	AO7. Explain about the objectives, importance, functions and essentials of good store keeping.	Theory Test
	AO8. Explain the principles of store location & method of store location.	Theory Test
DGT/MES/MAM/N24: To maintain Store Records, Material Staking and Precautions.	AO1. Demonstrate to issue gate pass and stock identification card in digital format with digital signature.	Practical Test
	AO2. Demonstrate to identify the material as per the coding system.	Practical Test
	AO3. Explain about the following: <ul style="list-style-type: none"> • Material Return Note • Material Transfer Note • Package Slip • Stock Register • Stock Taking Sheet • Stock Day • Gate Pass • Bin Card • Daily Receipt Voucher • Material Receipt Book 	Theory Test
	AO4. Explain about the material coding system, simplification, standardization and ABC classification of store.	Theory Test
	AO5. Explain what are the precautions and care of store materials.	Theory Test
	AO6. Demonstrate to prepare the material receipt book and material receipt voucher.	Practical Test
	AO7. Demonstrate to pack materials with different types of style and design.	Practical Test
	AO8. Explain about the issue procedures of materials.	Theory Test
	AO9. Demonstrate to maintain the records while issuing and receiving of materials.	Practical Test
	AO10. Explain how to stack of materials and precautions about spoiling of the stores.	Theory Test
	AO11. Explain about the store hygiene and its case.	Theory Test
DGT/MES/MAM/N25: To issue material from stores and handle materials.	AO1. Demonstrate to issue material to the users.	Practical Test
	AO2. Explain the controls points to issue the materials to the users.	Theory Test

NSQF QUALIFICATION FILE

^s (Approved in 21th NSQC dated 03 August 2018)

	AO3. Demonstrate to make receipts and transferred of material section to section	Practical Test
	AO4. Demonstrate to handle following equipments: <ul style="list-style-type: none"> • Hand Trucks • Pallet Trucks • Wheel Barrow-Box Type • Four Wheeled Platform Trolley • Electric Host Crane 	Practical Test
DGT/MES/MAM/N26: To operate basic computer and latest software of storekeeping	AO1. Explain about the basic knowledge of computer.	Theory Test
	AO2. Demonstrate to use the latest software of store Keeping.	Practical Test
	AO3. Demonstrate to install latest software of store keeping.	Practical Test
Means of assessment 1 The assessment comprise of <ul style="list-style-type: none"> • Theory Examination • Practical assessment 		
Pass/Fail The trainee is judged as pass in the qualification if minimum passing marks is obtained in each test i.e Theory and Practical. Minimum pass mark: Minimum passing marks for Practical is 60% Minimum pass marks for theory is 40%		

NSQF QUALIFICATION FILE

SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Finished Goods Keeper			Level: 2
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	The job holder is expected to have the knowledge and display expertise skills in the field of work like: <ul style="list-style-type: none"> – Knowledge of materials used for storekeeper. – Maintenance of materials and different types of receipts. 	The job requires the limited range of activities routine and practice of issuing receipts and material transfer note and material return note.	2
Professional knowledge	The job holder is required to have knowledge in the related field of work like: <ul style="list-style-type: none"> – Take care of all the materials present in the store room. – Knowledge of all the procedures and functions of store rooms and issuing of materials 	The job holder understands the basic facts, process and materials involved in his job role and maintenance of all materials and equipments used in store rooms.	2
Professional skill	The job holder is needs to know and understand : <ul style="list-style-type: none"> – Good behaviors towards users. – Knowledge of latest software of storekeeping. 	The job role only includes the limited service skill to assist the professionals, which is routine and repetitive in narrow range of application.	2
Core skill	The job holder is expected to be possess knowledge and skills regarding: <ul style="list-style-type: none"> – Efficiently communicate with users for their needs – Prepare and maintain records of goods 	The Job holder will able to communicate with the users as well as their seniors. Maintains records of goods received and dispatched.	2
Responsibility	The job holder works under the supervision of his superior, as per his directions. He is responsible for his designated task as and when given by the superior.	The job holder works under the supervision of his superiors and is responsible for his own limited work assigned.	2

NSQF QUALIFICATION FILE

SECTION 3 **EVIDENCE OF NEED**

26	<p>What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <p>Need of the Qualification: India's spend on logistics activities - equivalent to 13 percent of its GDP is higher than that of the developed nations. The key reason for this is the relatively higher level of inefficiencies in the system due to large section of unskilled workforce involved in the sector. According to a report by National Skill Development Corporation (NSDC), India will need around 28.4 million strong workforce in India's booming Transportation, Logistics, Warehousing and Packaging sector. The sector, which currently employs over 16.74 million employees, is slated to employ more than 28.4 million employees by 2022. Hence, this sector will have one of the highest incremental human resource requirement of 11.7 million from 2013-2022, across the 24 sectors that have been mapped for assessing incremental human resource requirement in the country. (Human Resource and Skill Requirements in Transportation, Logistics, warehousing & Packaging Sector 2013-17,2017-22, Volume 23 by NSDC)</p> <p>Industry Relevance: List of Trade Committee members is attached in curriculum</p> <p>Usage of the Qualification: About 855 individuals have been trained in this course under the scheme of DDU-GKY of Ministry of Rural Development and among which 336 have been placed till Dec 2016.</p> <p>Estimated uptake: The sector, which currently employs over 16.74 million employees, is slated to employ more than 28.4 million employees by 2022. Hence, this sector will have one of the highest incremental human resource requirement of 11.7 million from 2013-2022, across the 24 sectors that have been mapped for assessing incremental human resource requirement in the country. (Human Resource and Skill Requirements in Transportation, Logistics, warehousing & Packaging Sector 2013-17,2017-22, Volume 23 by NSDC)</p>
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>-NA-</p>

NSQF QUALIFICATION FILE

28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <p>The Qualification has been mapped with the National Qualification Register, maintained by NSDA to ensure the qualification does not duplicate.</p>
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</p> <p>1) DGT interacts with training providers to gather feedback in implementation and updation of qualification. 2) Monitoring of results of assessments 3) Employer feedback will be sought post-placement 4) In a recent initiative, a Mentor Council (MC) for the relevant sector has been formed to review the curriculum of this qualification under the sector. 5) CSTARI, the research wing of DGT, reviews and updates the qualification, in consultation with industries and other stakeholders, on a regular basis.</p> <p>The qualification is reviewed after every 5 years for updation according to latest Technologies and practices.</p>

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4

EVIDENCE OF PROGRESSION

30	<p>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</p> <p><i>Show the career map here to reflect the clear progression</i></p> <p>An Individual has vertical pathway to promote to higher designations in an organization. Can further undergo specialization course to excel to the higher post in jobs listed above or can start with up his/her own business.</p> <p>Progression chart: Finish Goods Keeper > Storekeeper > Store Supervisor</p>
----	---

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

NSQC Approved