

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

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List of documents submitted in support of the Qualifications File

1. Qualification document- Assistant Store Keeper.
2. Curriculum for Assistant Store Keeper under Material Management Sector for Modular Employable Scheme (MES)
3. Building warehousing competitiveness, pwc, July 2011

SUMMARY

1	Qualification Title	Assistant Store Keeper
2	Qualification Code, if any	MAM 104
3	NCO code and occupation	4321.0501: Store Ops Assistant
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 Assistant Store Keeper. The purpose of the qualification is to enable candidate to handle all the records of stores, issue and receipt of stores and application of various store records along with computerized store keeping systems.
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	Assistant Store Keeper
9	Job description of the occupation	Assistant Storekeeper: Individuals in this position receive, move, store and deliver products whilst working cordially within the team and retail organization.
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 12th standard passed and 18 years of age

NSQF QUALIFICATION FILE

(Approved in 21th NSQC dated 03 August 2018)

16	Progression from the qualification (Please show Professional and academic progression)	Store Keeper	
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/N01: Get Familiarized with safety and health hazards and first aid.	20	2
(ii)	DGT/MES/MAM/N02: Identification of proper Tools and Equipment used in Assistant Storekeeper work.	20	2
(iii)	DGT/MES/MAM/N03: To understand the basic work of General Duties of Assistant Storekeeper.	80	2
(iv)	DGT/MES/MAM/N04: Perform material handling.	60	2
(v)	DGT/MES/MAM/N05: Receipts and issue of material.	60	2
(vi)	DGT/MES/MAM/N06: Maintain store records and basic use of computer.	60	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: Assistant Storekeeper

Outcomes to be assessed/NOSs to be assessed	Assessment criteria	Means of Assessment
DGT/MES/MAM/N01: Get Familiarized with safety and health hazards and first aid.	AO1. Demonstrate to fire safety.	Theory Test
	AO2. Explain the occupational hazards and safety norms.	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/N02: Identification of proper Tools and Equipment used in House Keeping Department.	AO1. Prepare the list of equipments for the Assistant Storekeeper.	Theory Test
	AO2. Explain various types of materials used in different sections.	Theory Test
	AO3. Identify different types of tools and knowledge of store record books	Theory Test
	AO4. Demonstrate the use latest store operating software.	Practical Test
	AO5. Demonstrate to maintain the class room furniture.	Practical Test.
	AO6. Explain the precautions and care of stores materials.	Theory Test
DGT/MES/MAM/N03: To understand the basic work of General Duties of Assistant	AO1. Explain the about the security measures of storehouse, procedures of custody of keys.	Theory Test
	AO2. Demonstrate to maintain the stocks of tools and equipments used for	Practical Test

NSQF QUALIFICATION FILE

(Approved in 21th NSQC dated 03 August 2018)

Storekeeper.	Assistant Storekeeper.	
	AO3. Demonstrate to store the equipments and materials, make receipts and issue of materials to the users.	Practical Test
	AO4. Explain about the objectives, importance, functions and essentials of good store keeping.	Theory Test
	AO5. Explain the principles of principles of store location & method of store location and stores layout & its basic factors	Theory Test
	AO6. Demonstrate to proper care and storage of cleaning equipments.	Practical Test
DGT/MES/MAM/N04: Perform material handling.	AO1. Explain the importance and principles of material handling equipments	Theory Test
	AO2. Demonstrate the proper procedures to maintain and care of equipments.	Practical Test
	AO3. Explain about the material coding system, simplification, standardization and ABC classification of store.	Theory Test
	AO4. Demonstrate to identify the materials as per the coding system.	Practical Test
	AO5. Demonstrate to maintain the records while issuing and receiving of materials.	Practical Test
DGT/MES/MAM/N05: Receipts and issue of material.	AO1. Explain about the sources of receipt of materials and procedures of receipt of materials.	Theory Test
	AO2. Demonstrate to pack materials with different types of style and design.	Practical Test
	AO3. Demonstrate to dispatch, inspection and recording procedures of stores.	Practical Test
	AO4. Explain about the issue procedures of materials.	Theory Test
DGT/MES/MAM/N06: Maintain store records and basic computer.	AO1. Explain about the following: <ul style="list-style-type: none"> • Material Receipt Book • Daily Receipt Voucher • Package Slip • Stock Register • Stock Taking Sheet 	Theory Test
	AO2. Demonstrate to issue gate pass and stock identification card	Practical Test

NSQF QUALIFICATION FILE

(Approved in 21th NSQC dated 03 August 2018)

	AO3. Explain about the basic knowledge of computer.	Theory Test
	AO4. Demonstrate to use the latest software of store Keeping.	Practical Test
	AO5. Explain about the Material Transfer Note and Material Return Note.	Theory Test
Means of assessment 1 The assessment comprise of <ul style="list-style-type: none">• Theory Examination MCQ, VIVA Voce• Practical assessment Role plays, Demonstration		
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: Assistant Storekeeper			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 storekeeper, 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 	The Job holder will able to communicate with the users as well as their seniors.	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: The growing warehousing industry has created huge opportunities for direct and indirect employment. It is up to the government, policymakers and private players to tap this opportunity and accelerate the growth rate of the mushrooming logistics industry. Over the last three years, the industry has recorded a CAGR of 10 to 12%. Going forward, it is expected to post a CAGR of eight to 10% over the next three years. In line with this, revenue and net profits of major players are further expected to grow over the medium term owing to higher growth in FMCG sectors and proposed implementation of the GST from April 2011. Investments of ` 170 billion to 190 billion over the next three years are expected which are significant for a mid-sized emerging segment such as warehousing. (Building warehousing competitiveness, pwc, July 2011)</p> <p>Industry Relevance: List of Trade Committee members is attached in curriculum</p> <p>Usage of the Qualification: About 556 individuals have been assessed in this course under this scheme in FY 2015-16, 2016-17 &2017-18, which shows there is requirement of this skill in the Market. Also about 704 candidates have been trained under this course under ELST&P scheme of State of Rajasthan till Feb 2017.</p> <p>Estimated uptake: By 2015, India will need approximately 35,000 to 40,000 warehouse managers. But there is no training institute which can train people for managerial skills or to cater to the needs of mid-level managers in the Indian warehousing industry. The operational needs for the industry as far as skilled labour is concerned, will undergo a tremendous change because of India's central position in the world economy.</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. Qualification of Store Ops Assistant is available on NQR with similar outcomes.</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> <ol style="list-style-type: none"> 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>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: Assistant Storekeeper > Storekeeper > Supervisor</p>
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