

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Construction Skill Development Council of India

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Name and contact details of individual dealing with the submission

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List of documents submitted in support of the Qualifications File

1. Career Map of Store Keeping Occupation - Annexure 1
2. QP CON/Q1502- Annexure 2

QUALIFICATION FILE SUMMARY

Qualification Title	Junior Store Keeper – Construction - QP CON/Q1502		
Body/bodies which will assess candidates	<ul style="list-style-type: none"> • MCG • Star Projects 		
Body/bodies which will award the certificate for the qualification.	CSDCI		
Body which will accredit providers to offer the qualification.	CSDCI		
Occupation(s) to which the qualification gives access	Store Keeping		
Proposed level of the qualification in the NSQF.	5		
Anticipated volume of training/learning required to complete the qualification.	800 hrs		
Entry requirements / recommendations.	Preferably 12 th Standard		
Progression from the qualification.	Store Keeper – Construction L-6		
Planned arrangements for RPL.	Work is under progress		
International Comparability	Comparable with UK Standard and Australia Standard		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
CON/N1503: Receive incoming material at site stores/stock yard in construction site	Mandatory	160	5
CON/N1504: Arrange storage of materials received at site stores/stock yard	Mandatory	392	5
CON/N1505: Issue material to site as per indent	Mandatory	120	5
CON/N7001: Plan, arrange and manage resources for execution of relevant work	Mandatory	32	5
CON/N8001: Work effectively in a team to deliver desired results at the workplace	Mandatory	24	5
CON/N8002: Plan and organize work to meet expected outcomes	Mandatory	24	5
CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace	Mandatory	24	5
CON/N9002: Manage workplace for safe and healthy work environment	Mandatory	24	5

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

1. QP CON/Q01502- Annexure 2

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

- MCG
- Star Projects

Will the assessment body be responsible for RPL assessment?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

The RPL assessment will be carried out through screening, identifying the skills gaps, provide bridge training to cover the competency gap and then conduct final assessment of the candidates.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

Assessment is done through third parties who are affiliated to CSDCI as Assessment Body. Assessors are trained & certified by CSDCI through Training of Trainers program. The assessment involves two processes. The first process is gathering the evidence of the competency of individuals. The second part of the assessment process is the judgement as to whether a person is competent or not. The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- Where the assessment will take place i.e. context of the assessment (workplace/simulation)
- The criteria for decision making i.e. those aspects that will guide judgements and
- Where appropriate, any supplementary criteria used to make a judgement on the level of performance.

The assessment is conducted through theory, viva voce and practical.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

Not Applicable

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Junior Store Keeper - Construction

CON/Q1502

Construction Skill Development Council Of India

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the knowledge part will be based on knowledge bank of questions created by Assessment Bodies subject to approval by SSC
3. Individual assessment agencies will create unique question papers for knowledge/theory part for assessment of candidates as per assessment criteria given below
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on assessment criteria.
5. The passing percentage for each QP will be 70%. To pass the Qualification Pack, every trainee should score a minimum of 70% individually in each NOS.
6. The Assessor shall check the final outcome of the practices while evaluating the steps performed to achieve the final outcome.
7. The trainee shall be provided with a chance to repeat the test to correct his procedures in case of improper performance, with a deduction of marks for each iteration.
8. After the certain number of iteration as decided by SSC the trainee is marked as fail, scoring zero marks for the procedure for the practical activity.
9. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack within the specified timeframe set by SSC.
10. Minimum duration of Assessment of each QP shall be of 4hrs/trainee.

		Marks Allocation			
Assessable Outcome	Assessment criteria	Total Marks	Out Of	Theory	Practical Skills
CON/N1503: Receive incoming material at site stores/stock yard in construction site	PC1. check the delivery challan, Invoice produced by the carrier against the copy of Purchase order placed on the supplier by the organization and receive incoming material at stores/stock yard	100	5	2	3
	PC2. check that quantity of incoming material is as per the purchase order or material requisition		5	2	3
	PC3. check the adequacy of incoming material for breakage, distortion and any other deterioration		5	2	3
	PC4. co-ordinate with Quality department for inspection of incoming materials as per standards practices		5	2	3

	PC5. check for the test certificate of material in case of steel, cement, admixtures, electrical items, mechanical items, machineries etc.		5	2	3
	PC6. arrange for weighing of incoming bulk material as per standard practices		5	2	3
	PC7. carry out volumetric measurement of incoming material as per applicability		5	2	3
	PC8. arrange for unloading of material subject to acceptance from Quality Department/user and clearance for unloading		5	2	3
	PC9. report to Store Incharge if material is rejected/ not accepted from Quality Department/user, defective supply or material varies from original sample of material		5	2	3
	PC10. report to Store Incharge if any shortage is found against the purchase order and make note of the same in the delivery challan		5	2	3
	PC11. make appropriate entries on the delivery note, get approval from Store Incharge and return a copy of same to the carrier		10	4	6
	PC12. make entry in the Daily goods receipt register /Goods Inward Register mentioning details such as <ul style="list-style-type: none"> • Date and time of receipt • Name of the supplier • Name and detail of carrier • Challan number and date • Item code, details and description • Quantity and value of items • Purchase order reference • Carrier details (lorry number) • Goods inward note reference • Rejected memo reference • Received by • Inspected by 		10	4	6
	PC13. prepare Good Inspection Note (GIN) after material in inspected and approved by the Quality Department		10	4	6
	PC14. update details related to current stock of material in stock maintenance for items such as cements, bricks and blocks, aggregate, structural steels, formwork material and other items as per standards practices		10	4	6
	PC15. perform all documentation and filing works related to receiving of materials in store/stock yards		5	2	3
	PC16. inform user departments about the availability or non-availability of material requisitioned by them		5	2	3
		Total	100	40	60
CON/N1504: Arrange storage of materials received at site stores/stock yard	PC1. ensure Personal Protective Equipments (PPE's) are used by helper while handling of materials in stores/stock yards as per applicability	100	5	2	3
	PC2. identify hazards associated with the handling of materials and instruct correct method of handling materials to helpers if required		5	2	3
	PC3. determine handling characteristic of materials and ensure correct manual/mechanical methods is used when loading, unloading, shifting and placing		5	2	3
	PC4. ensure appropriate rigging gears such as slings, shackles, lifting belts, steel ropes, chain block etc. are used for lifting and shifting of heavy weight material, components and equipments		5	2	3
	PC5. ensure stacks/piles of material are stable so as to aid safe handling and loading		5	2	3

	PC6. ensure materials are stored, stacked/stockpiled as per store layout plan for ease of identification, retrieval, prevention of damage		5	2	3
	PC7. provide suitable label/tagging/coding and carry out storing of material at appropriate location keeping in mind storing system on basis of : - type of material-physical state, - toxicity, in-flammability and other hazards - volume and weight - heavy or light - on the basis of frequency of movement - on the basis of material to be use in site		10	4	6
	PC8. ensure that bagged materials like cement bags, Plaster of Paris bags(POP), Gypsum Bags are stored above ground level in a covered area free from moisture		5	2	3
	PC9. ensure reinforcement steel or structural steel are stack over wooden sleeper above ground levels separately based on their classification, sizes and length		5	2	3
	PC10. ensure stacking of bricks and blocks based on their type on firm ground as per standard practices up-to a specified height as per instruction		5	2	3
	PC11. ensure plywood, timber, gypsum boards, fibre board are stacked and stored on a flat platform above ground level in a covered, clean and dry place up-to a specified height		5	2	3
	PC12. ensure hazardous material is identified for separate handling and storing complying with the environment, health and safety norms		10	4	6
	PC13. ensure inflammable material is identified for separate handling and storing complying with the environment, health and safety norms		10	4	6
	PC14. ensure all delicate material are handled by specified person under instruction		10	4	6
	PC15. ensure storage area is free from any spillage or slippery material		5	2	3
	PC16. check that work area is cleared of waste, cleaned, restored and secured in line with workplace procedure		5	2	3
		Total	100	40	60
CON/N1505: Issue material to site as per indent	PC1. receive indent from the requisite and check whether the indent contains details such as date, item name, item code, item details, quantity etc		5	2	3
	PC2. check indent for requisite signature and approval authority		5	2	3
	PC3. check indent for location detail/purpose of use where the item will be used/consumed		5	2	3
	PC4. verify that requested item is available in the store/stock yard as per the requirement		5	2	3
	PC5. get the indent approved from the Store Incharge		5	2	3
	PC6. instruct sub-ordinate to bring the indented item in required quantity		5	2	3
	PC7. re-track material from the stores on the basis of type of material		5	2	3
	PC8. ensure material are shifted properly from the store/stock yard		5	2	3
	PC9. check and verify the item and quantity as brought by the sub-ordinate at material issue-counter	100	10	4	6
	PC10. issue material post return of used item/empty cases/bags/ cylinders as per site policy		10	4	6

	PC11. hand over the required item to the requisite taking minimum time		5	2	3
	PC12. update the material issued register immediately issuing material to determine current stock for items cements, bricks and blocks, aggregate, structural steels, formwork material and other items as per site policy		10	4	6
	PC13. separately document register for material being issued to sub-contractor as per site policy		10	4	6
	PC14. hand over all the indents to the store keeper for ERP entry		5	2	3
	PC15. perform all documentation and filling works after issuing materials from the store		10	4	6
		Total	100	40	60
CON/N7001: Plan, arrange and manage resources for execution of relevant work	PC1. determine quantum and nature of work under assigned activity	100	5	2	3
	PC2. calculate requirement of manpower for assigned activities		8	3	5
	PC3. submit manpower requirement to superiors		5	2	3
	PC4. allocate and extract work as per plan		8	3	5
	PC5. provide clear instructions to workmen for execution of work		8	3	5
	PC6. ensure optimum utilization of manpower resources		8	3	5
	PC7. record the daily labour attendance		8	3	5
	PC8. record the daily productivity report		8	3	5
	PC9. estimate quantity of assigned work		8	3	5
	PC10. estimate requirement for material, components and fixtures		8	3	5
	PC11. estimate equipment, tools and accessories required		8	3	5
	PC12. submit material, equipment and tool requirement to superiors		8	3	5
	PC13. allocate material , equipment and tools to workmen and extract the work as per plan		8	3	5
	PC14. provide clear instructions for optimized use of resources		8	3	5
	Total	100	40	60	
CON/N8001: Work effectively in a team to deliver desired results at the workplace	PC1. pass on work related information/ requirement clearly to the team members	100	10	4	6
	PC2. inform co-workers and superiors about any kind of deviations from work		10	4	6
	PC3. address the problems effectively and report if required to immediate supervisor appropriately		20	8	12
	PC4. receive instructions clearly from superiors and respond effectively on the same		10	4	6
	PC5. communicate to team members/subordinates for appropriate work technique and method		10	4	6
	PC6. seek clarification and advice as per the requirement and applicability		10	4	6
	PC7. hand over the required material, tools tackles, equipment and work fronts timely to interfacing teams		15	6	9

	PC8. work together with co-workers in a synchronized manner		15	6	9	
		Total	100	40	60	
CON/N8002: Plan and organize work to meet expected outcomes	PC1. understand clearly the targets and timelines set by superiors	100	13	5	8	
	PC2. plan activities as per schedule and sequence		10	4	6	
	PC3. provide guidance to the subordinates to obtain desired outcome		13	5	8	
	PC4. plan housekeeping activities prior to and post completion of work		8	3	5	
	PC5. list and arrange required resources prior to commencement of work		10	4	6	
	PC6. select and employ correct tools, tackles and equipment for completion of desired work		8	3	5	
	PC7. complete the work with allocated resources		8	3	5	
	PC8. engage allocated manpower in an appropriate manner		5	2	3	
	PC9. use resources in an optimum manner to avoid any unnecessary wastage		5	2	3	
	PC10. employ tools, tackles and equipment with care to avoid damage to the same		5	2	3	
	PC11. organize work output, materials used, tools and tackles deployed,		10	4	6	
	PC12. processes adopted to be in line with the specified standards and instructions		8	3	5	
			Total	100	40	60
	CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace		PC1. fix expected targets for the respective gang as per site requirements and allocate work to subordinates	100	15	6
PC2. establish expected performance standards and expectations for the respective gang of workers to meet the desired outcomes		15	6		9	
PC3. inspect assigned work to the respected gang of workers through progressive checking		20	8		12	
PC4. observe and verify the work activities performed by the subordinates at the construction site		20	8		12	
PC5. monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority		15	6		9	
PC6. ensure adherence to the organizational policies and procedures for all relevant construction activities by the workmen subordinations		15	6		9	
		Total	100		40	60
CON/N9002: Manage workplace for safe and healthy work environment	PC1. ensure proper housekeeping at workplace		5	2	3	
	PC2. implement safe handling , stacking methods at workplace / store		5	2	3	
	PC3. insure that health and safety plan is followed by all subordinates		5	2	3	
	PC4. identify any hazard in workplace and notify them to appropriate authority		5	2	3	
	PC5. ensure that all safety and protection installation are correctly placed & adequate		5	2	3	

PC6. ensure safe access is available at work place for movement of workers & materials		5	2	3
PC7. ensure safe use of tools and tackles by the workmen as per applicability		5	2	3
PC8. ensure appropriate use of following Personal Protective Equipment (PPE) as per applicability:				
<input type="checkbox"/> Head Protection (Helmets)				
<input type="checkbox"/> Ear Protection				
<input type="checkbox"/> Fall Protection		10	4	6
<input type="checkbox"/> Foot Protection				
<input type="checkbox"/> Face and Eye Protection,				
<input type="checkbox"/> Hand &Body Protection				
<input type="checkbox"/> Respiratory Protection				
PC9. maintain entrances & exit from confined spaces , excavated pits and other location in concurrence with safety parameters or instruction form safety personals.		5	2	3
PC10. ensure organizational policies and procedures are followed for health , safety and welfare, in relation to:				
<input type="checkbox"/> methods of receiving or sourcing information				
<input type="checkbox"/> dealing with accidents and emergencies associated with the work and environment	100	10	4	6
<input type="checkbox"/> reporting				
<input type="checkbox"/> stooping work				
<input type="checkbox"/> evacuation				
<input type="checkbox"/> fire risks and safe exit procedures				
PC11. follow procedures for accident recording and reporting as per organizational and statutory requirements		5	2	3
PC12. ensure effective adherence to response to emergency procedures / protocols		7.5	3	4.5
PC13. report any case of emergency / risks to the concern people at the construction site		7.5	3	4.5
PC14. report any perceived risk hazards to the superiors / concerned EHS		7.5	3	4.5
PC15. demonstrate the use of fire protection equipments for different type of fire hazard		7.5	3	4.5
PC16. implement control measures to reduce risk & meet legal requirement as per organizational policies		5	2	3
	Total	100	40	60

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Please refer to the attached list of job roles and occupations identified in construction sector. These job roles have been derived through extensive industry interactions facilitated from 10 workshops and various site visits conducted and interaction with 500+representatives from different construction sector organizations all over the country.

What is the estimated uptake of this qualification and what is the basis of this estimate?

As per survey the incremental Manpower Gap between 2008 and 2022 found out to be 459000 under Store Keeping Occupation

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

QPs for Job Roles of various related SSC's were studied to ensure that there is no duplicity.

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?

Standards department of CSDCI will do periodic review and monitor the industry feedbacks, Training Partners feedback on the qualification and will incorporate them appropriately at the designated revision time.

The revision of this qualification is scheduled after 2 years i.e. 23/08/2017

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. List of job roles

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Summary of Direct Evidence:

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

Junior Store Keeper – Construction QP CON/Q1502					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>Job holder performs works which requires skills developed from working experience and learning. Job holder is expected to receive material in stores/stock yard post verifying the quantity, visually checking quality of materials arrived, arranges for stacking and storing of material in systematic way considering material handling process, verify and receive indent approval for material request and along with issuing material to the requisite .</p> <p>It is also expected from the jobholder to make clear choice of work and adopt procedures which are well defined in context of assigned task</p> <p>Considering abovesaid points, it is justified to keep job holder at level 5</p>	<p>Job holder is expected to have knowledge for visually checking the quality of incoming material, acceptance criteria for basic construction material, process for accepting and storing material in stores/stock yard. The job holder is also expected to have knowledge about stacking and storing of material based on their type, size and hazards associated with the materials.</p> <p>It is also expected from the job holder to apply factual knowledge gained from working experience during the handling of material and follow laid down processes and procedure in relation to the issue of material from the stores.</p> <p>It is expected to apply basic principles, well defined process and procedures for carrying out assigned task. Considering abovesaid points, it is justified to keep job holder at level 5</p>	<p>Job holder is expected to demonstrate skills for visually checking the quality of basic construction material, carrying out measurement for received material at stores/stock yard, identifying specific tools and methods required for handling delegate and hazardous material. It is expected to identify, select and use tools, lifting belts, slings and other lifting gears for carrying out lifting of heavy and large size materials in the stores/stock yard. The job holder is expected to maintain all document in hard format on day-to day.</p> <p>Job holder should check for unsafe condition before assigning task and ensure it is made safe for working. It is also expected to follow correct method of working, and ensuring right method is used for executing the task, therefore Job holder is kept at Level 5</p>	<p>The job holder at this level (i.e. 5) is expected to provide instructions to subordinates both orally, written and through some hand sketches and drawings. He/she is also expected to employ arithmetical and geometric skills, carry out linear measurements and conversion in order to execute task as per specifications. Considering the above nature of work, the jobholder should have considerable numeric skills, communication skills, inter-personnel skills, hence can be placed at level-5</p>	<p>The job holder is responsible for receiving material at stores/stock yard conforming to clearance from Quality department, carrying out stacking and storing of material and issuing of material in a minimum time while acting as a head of a crew of domain specific workers.</p> <p>As the nature of work includes progressive checking, basic resource management and observation of health and safety norms as per organisational procedures the person in the job role is responsible only for outcome of assigned task hence can be placed at level 5</p>	5

Level 5	Level 5	Level 5	Level 5	Level 5	
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OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] (**Optional**)

Summary of other evidence (if used): **Not applicable.**

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

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?

Please refer to attached career path as per annexure 1 which clearly define the clear career path.

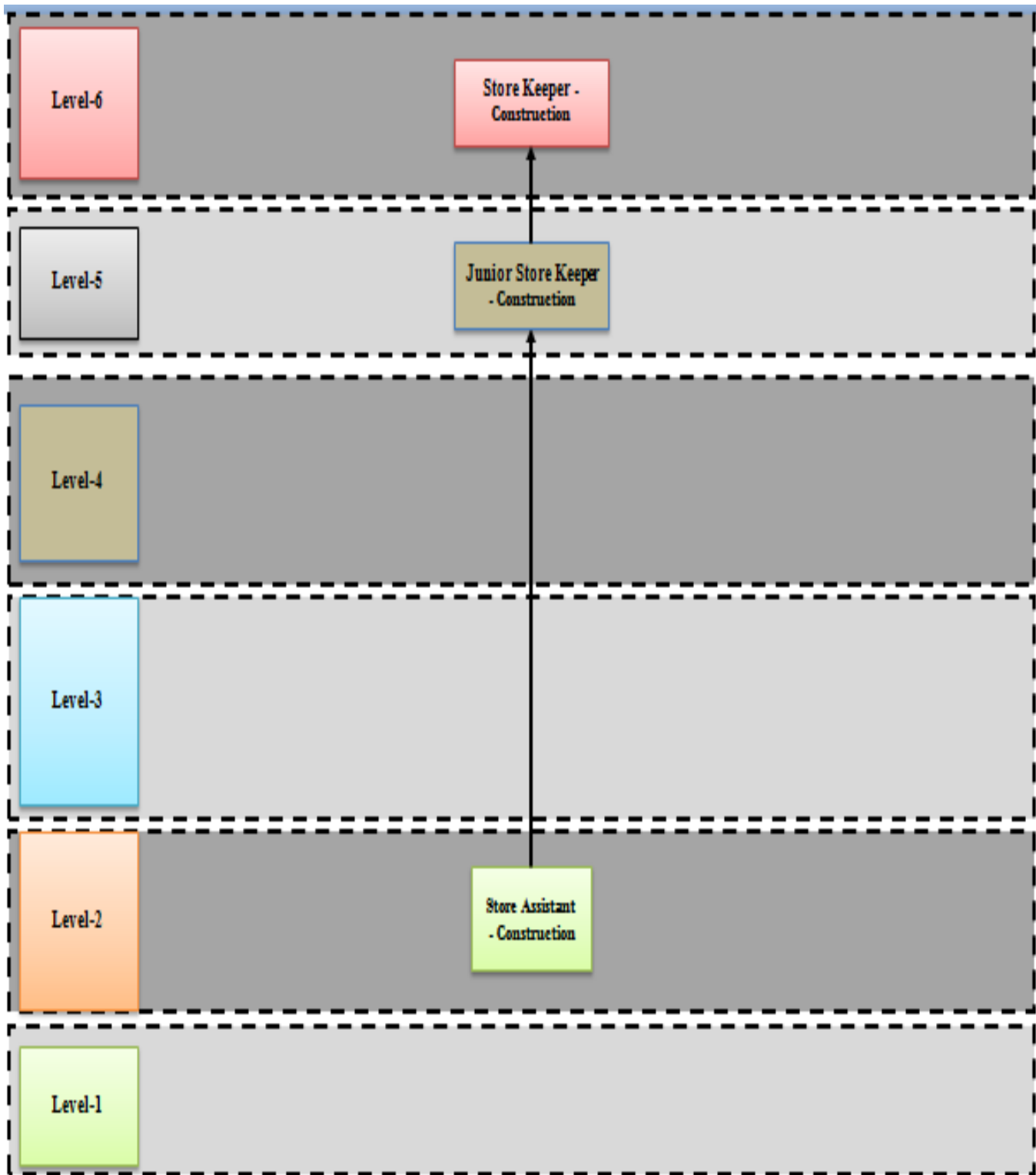
Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

1. Annexure 1
 - Overall Career map
 - Career map of Store Keeping Occupation
2. QP CON/Q1502- Annexure 2

Annexure 1

Career Map



Annexure 2- QP CON/Q1502