



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Model Curriculum

QP Name: Junior Store Keeper - Construction

QP Code: CON/Q1502

Version: 4.0

NSQF Level: 4.5

Model Curriculum Version: 4.0

Construction Skill Development Council of India || CPB-201 and 202, Tower 4B, DLF Corporate Park,
Mehrauli-Gurgaon Rd, DLF Phase 3, Gurugram, Haryana, 122002



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Table of Contents

Training Parameters	3
Program Overview	4
Training Outcomes	4
Compulsory Modules	4
Module 1: Introduction to the role of a Junior Store Keeper - Construction.....	6
Module 2: Process of receiving and stocking incoming material in stores/stock yard at the construction site	7
Module 3: Process of arranging storage of materials received at site stores/stock yard.....	8
Module 4: Process of issuing material to site as per indent	9
Module 5: Manage workplace for safe and healthy work environment	10
Module 6: Process of planning, arranging and managing resources for execution of relevant work	11
Module 7: Work effectively in a team to deliver desired results at the workplace.....	13
Module 8: Supervise, monitor and evaluate performance of subordinates at workplace	14
Module 9: Employability Skills (60 Hours).....	15
On-the-Job Training.....	17
Annexure	18
Trainer Requirements	18
Assessor Requirements	19
Assessment Strategy	20
References	23
Glossary	23
Acronyms and Abbreviations	24



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Training Parameters

Sector	Construction
Sub-Sector	Real Estate and Infrastructure Construction
Occupation	Store Keeping
Country	India
NSQF Level	4.5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.0100
Minimum Educational Qualification and Experience	Completed 1st year of 3-year/ 4-years UG OR Pursuing 1st year of 3-year/ 4-years UG OR Completed 3-year diploma after 10th OR Pursuing 3rd year of 3-year diploma after 10th OR Completed 1st year of 2-year diploma after 12th OR Pursuing 2nd year of 2-year diploma after 12th OR 12th Grade pass with 1-year relevant experience OR 10th Grade pass with 3-year relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	30/04/2025
Next Review Date	30/04/2028
NSQC Approval Date	08/05/2025
QP Version	4.0
Model Curriculum Creation Date	30/04/2025
Model Curriculum Valid Up to Date	30/04/2028
Model Curriculum Version	4.0
Minimum Duration of the Course	510 Hours
Maximum Duration of the Course	510 Hours

Program Overview

This section summarises the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills to:

- Elucidate ways to receive and stock incoming material in stores/stock yard at the construction site.
- Explain the process of arranging storage of materials received at site stores/stock yard.
- Elucidate ways to issue material to site as per indent.
- Explain the process of planning, arranging and managing resources for execution of relevant work.
- Explain the importance of working effectively in a team to deliver desired results at the workplace.
- Elucidate ways to supervise, monitor and evaluate performance of subordinates at workplace.
- Explain the process of managing workplace for safe and healthy work environment.

Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
CON/N1503: Receive and stock incoming material in stores/stock yard at the construction site NOS Version: 4.0 NSQF Level: 4.5	30:00	40:00	20:00	00:00	90:00
Module 1: Introduction to the role of a Junior Store Keeper – Construction	05:00	00:00	0:00	00:00	05:00
Module 2: Process of receiving and stocking incoming material in stores/stock yard at the construction site	25:00	40:00	20:00	00:00	85:00
CON/N1504: Arrange storage of materials received at site stores/stock yard NOS Version: 4.0 NSQF Level: 4.5	45:00	65:00	40:00	00:00	150:00
Module 3: Process of arranging storage of materials received at site stores/stock yard	45:00	65:00	40:00	00:00	150:00
CON/N1505: Issue material to site as per indent NOS Version: 4.0 NSQF Level: 4.5	25:00	35:00	30:00	00:00	90:00
Module 4: Process of issuing material to site as per indent	25:00	35:00	30:00	00:00	90:00



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



CON/N9002: Manage workplace for safe and healthy work environment NOS Version: 4.0 NSQF Level: 5	05:00	25:00	0:00	00:00	30:00
Module 5: Manage safety and healthy at workplace	05:00	25:00	0:00	00:00	30:00
CON/N7001: Plan, arrange and manage resources for execution of relevant work NOS Version: 4.0 NSQF Level: 5	05:00	25:00	0:00	00:00	30:00
Module 6: Process of planning, arranging and managing resources for execution of relevant work	05:00	25:00	0:00	00:00	30:00
CON/N8001: Work effectively in a team to deliver desired results at the workplace NOS Version: 3.0 NSQF Level: 4	05:00	25:00	0:00	00:00	30:00
Module 7: Work effectively in a team to deliver desired results at the workplace	05:00	25:00	0:00	00:00	30:00
CON/N8003: Supervise, monitor and evaluate performance of subordinates at workplace NOS Version: 4.0 NSQF Level: 5.5	05:00	25:00	0:00	00:00	30:00
Module 8: Supervise, monitor and evaluate performance of subordinates at workplace	05:00	25:00	0:00	00:00	30:00
DGT/VSQ/N0102: Employability Skills NOS Version: 1.0 NSQF Level: 4	60:00	00:00	0:00	00:00	60:00
Module 9: Employability Skills	60:00	00:00	0:00	00:00	60:00
Total Duration	180:00	240:00	90:00	00:00	510:00



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module Details

Module 1: Introduction to the role of a Junior Store Keeper - Construction

Mapped to CON/N1503, v4.0

Terminal Outcomes:

- Discuss the job role of a Junior Store Keeper - Construction.

Duration: 05:00	Duration: 0:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Describe the size and scope of the Construction industry and its sub-sectors. Discuss the role and responsibilities of a Junior Store Keeper - Construction. Identify various employment opportunities for a Junior Store Keeper - Construction. 	
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
NA	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 2: Process of receiving and stocking incoming material in stores/stock yard at the construction site

Mapped to CON/N1503, v4.0

Terminal Outcomes:

- Describe the procedures involved in receiving incoming material in stores or stock yards at the construction site.
- Elucidate ways to record and document the material inventory and prepare reports as per organization policies.

Duration: 25:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss standard practices for store keeping. • Describe the service request procedures for tools, materials and equipment as per organizational norms. • State the details available in delivery challan, invoice, and purchase order. • Explain the importance of test certificates for steel, cement, electrical and mechanical items, machineries etc. • Explain the importance of material inspection from quality departments. • Explain the importance of maintaining daily goods receipt register or goods inward register. • Explain the importance of goods inspection report and approval from quality department. • Explain the importance of maintaining current stock register for different materials such as steel, cement, brick/blocks, aggregate, formwork material etc. • Explain the importance of periodic meetings with site departments. • Explain the importance of keeping the data of expiring material and providing its information to the site departments. 	
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Hand tools, Power tools, Safety tools, Measuring tools, Equipment, Component, Materials & Consumables for: Masonry Trade, Bar bending Trade, Shuttering & carpentry Trade, Electrician Trade, Welding & others Trade	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 3: Process of arranging storage of materials received at site stores/stock yard Mapped to CON/N1504, v4.0

Terminal Outcomes:

- Explain the process of arranging storage of various materials received at site stores/stock yard.
- Explain the process of arranging safe storage of hazardous and inflammable materials at site/ stock yards.

Duration: 45:00	Duration: 65:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain various kinds of hazards associated with handling of construction materials, tools and equipment and correct handling procedures. • List different types of tags/colour code/ warning sign and their specific purpose. • Explain the importance of storing of material at appropriate location based on type (physical state), toxicity, in- flammability and other hazards, volume and weight, frequency of movement and use of material. • Explain the importance of proper storage area, lighting and proper ventilation. • Discuss standard practices for stacking and storing of materials such as steel, cement, bricks/blocks, aggregate, pop bags, glass item, plywood, hand and power tools. • Explain the importance of handling toxic, inflammable and other hazardous material separately as per environment, health and safety norms. • Explain the process of housekeeping of storage area/stock area. 	
Classroom Aids	
Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop	
Tools, Equipment and Other Requirements	
Hand tools, Power tools, Safety tools, Measuring tools, Equipment, Component, Materials & Consumables for: Masonry Trade, Bar bending Trade, Shuttering & carpentry Trade, Electrician Trade, Welding & others Trade	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 4: Process of issuing material to site as per indent

Mapped to CON/N1505, v4.0

Terminal Outcomes:

- Elucidate ways to issue material to site as per the indent.
- Elucidate ways to record the details for the issued materials.

Duration: 25:00	Duration: 35:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the statutory compliance requirement related to workmen engagement. • Describe the procedure for issuing material to departmental worker, sub-contractor, and external agency. • Explain importance of indenting procedure. • State the details which is to filled in indent prior to issuing of material and indent approval from store in charge. • Discuss standard practices for handling of materials at stores/stock yards. 	
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
Hand tools, Power tools, Safety tools, Measuring tools, Equipment, Component, Materials & Consumables for: Masonry Trade, Bar bending Trade, Shuttering & carpentry Trade, Electrician Trade, Welding & others Trade	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 5: Manage workplace for safe and healthy work environment

Mapped to CON/N9002, v4.0

Terminal Outcomes:

- Discuss about maintaining a healthy and safe working environment at the construction site.
- Identify risks and other emergency situations at the workplace and respond accordingly to minimise risk.
- Explain methods of sanitization and infection control measures followed at the construction site.

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the various types of hazards at construction sites and procedures to respond in case of any emergency or accidents. • Discuss about the various personal protective equipment (PPE) used during various construction works. • Describe the safe work practices to be followed while performing tasks. • Discuss the methods to ensure the workplace safety and good health of workers. • Explain the safe ways for using tools, tackles, equipment and materials as specified by the Environment, Health and Safety (EHS) department. • Discuss the policies, guidelines and other requirements related to workplace safety as per EHS department/ government norms. • Describe the various types of infectious disease, their symptoms and control, at the construction site. • Discuss the medical guidelines, national legislation, local policies and protocols regarding spread of infectious disease. 	<ul style="list-style-type: none"> • Demonstrate effective implementation of the health and safety plan for all the subordinates at the construction site. • Perform checks to ensure the safe handling, stacking and storing of tools, tackles, equipment and materials at the workplace. • Demonstrate effective use of proper PPE by the subordinates. • Demonstrate provision for proper entrance and exit from confined spaces, excavated pits and other locations of the workplace, as per safety recommendations. • Demonstrate the use of fire protection equipment for different types of fire hazards. • Demonstrate ways to create awareness about organisational policies and procedures associated with the health, safety and welfare of construction workers. • Demonstrate the procedures for identifying, recording and reporting hazards/accidents/hazards of any infectious disease/ pandemic as per organisational and statutory requirements. • Demonstrate effective implementation of control measures to reduce risks. • Demonstrate vertigo test. • Demonstrate the practices to maintain personal hygiene, workplace hygiene and site/ workplace sanitization.
Classroom Aids:	
Black/White board, marker, Projector/LED Monitor, Computer, Trade specific charts, Safety Tags, Safety Notice board, registers and other teaching aids	
Tools, Equipment and Other Requirements	
Leather Hand Gloves, Jumpsuit, Wire brush, Hand and Leg guard leather, Safety goggles, Nose mask, Ear protection, Fire extinguishers, Sand buckets Flashback arrestors, Welding helmet, Welding glass, Fire Extinguisher, Fire prevention kit, First Aid box, Safety Tags, Safety Notice board	

Module 6: Process of planning, arranging and managing resources for execution of relevant work

Mapped to CON/N7001, v4.0

Terminal Outcomes:

- Explain the process of planning and preparing for work.
- Elucidate ways to arrange and manage manpower.
- Elucidate ways to arrange, allocate and manage tools, material and equipment for completion of work, as per the plan.

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss standard practices for execution of relevant work. • Discuss safety rules and regulations for handling and storing relevant tools, equipment, and materials required for relevant works in accordance with organizational norms. • Explain the importance of personal protection. • Describe service request procedures for tools, materials and equipment as per organizational norms. • Describe procedure for maintenance of tools and equipment. • Explain how to identify work activities that need to be planned and organized. • Elucidate how to undertake all aspect of planning and organizing the task, including interpretation of task, reading drawing/schedules, arranging resources, reporting problems etc. • Elucidate how to assess manpower requirement on the basis of quantum of work and productivity. • Explain how to identify priority and critical activity of relevant task. • Describe the method and technique on briefing team members about relevant work. • Explain different checks to evaluate progress and quality of relevant works. • Explain the importance of daily productivity report. • Explain the importance of daily attendance register. • Explain how to calculate quantum of relevant work. 	<ul style="list-style-type: none"> • Demonstrate how to prepare the work areas in coordination with team members. • Demonstrate how to record the daily labor attendance and their daily productivity. • Show how to estimate requirement for material, components, fixtures, equipment, tools and accessories. • Demonstrate the use of related safety gears and equipment in accordance with organizational norms. • Demonstrate the process of submitting material, equipment and tool requirement to superiors. • Show how to allocate material, equipment and tools to workmen and extract the work as per plan.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



- Elucidate various ways for optimum use of available resources.
- Elucidate computer basics.

Classroom Aids

Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films

Tools, Equipment and Other Requirements

NA

Module 7: Work effectively in a team to deliver desired results at the workplace

Mapped to CON/N8001, v3.0

Terminal Outcomes:

- Explain the importance of interacting and communicating in an effective manner.
- Elucidate ways to support co-workers to execute the project requirements.
- Elucidate ways to practice inclusion at workplace.

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the importance of effective communication. • Elucidate the consequence of poor teamwork on project outcomes, timelines, safety at the construction site, etc. • Explain different modes of communication used at workplace. • Explain the importance of creating healthy and cooperative work environment among the gangs of workers. • Elucidate applicable techniques of work, properties of materials used, tools and tackles used, safety standards that co-workers might need as per the requirement. • Explain the importance of proper and effective communication and the expected adverse effects in case of failure relating to quality, timeliness, safety, risks at the construction project site. • Explain the importance and need of supporting co-workers facing problems for the smooth functioning of work. • Discuss the fundamental concept of gender equality. • Explain how to recognise and be sensitive to issues of disability, culture and gender. • Discuss legislation, policies, and procedures relating to gender sensitivity and cultural diversity including their impact on the area of operation. 	<ul style="list-style-type: none"> • Demonstrate how to pass on work related information/ requirement clearly to the team members. • Show how to report any unresolved problem to the supervisor immediately. • Demonstrate ways to hand over the required material, tools, tackles, equipment and work fronts timely to interfacing teams. • Demonstrate ways to work together with co-workers in a synchronized manner. • Demonstrate effective implementation of gender neutral practices at workplace. • Demonstrate ways to address discriminatory and offensive behaviour in a professional manner as per organizational policy.
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
NA	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 8: Supervise, monitor and evaluate performance of subordinates at workplace

Mapped to CON/N8003, v4.0

Terminal Outcomes:

- Elucidate ways to monitor and evaluate subordinate's performance as per quality.
- Discuss various practices to promote gender inclusive behaviour and leadership.

Duration: 05:00	Duration: 25:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss various policies, procedures and work targets for performance evaluation and appraisals. • Discuss various organizational policies, procedures and protocol for smooth completion of work at the respective workplace. • Explain the importance of completing work/task accurately by following standard specifications and procedures by optimized and correct used of materials, tools, tackles and equipment. 	<ul style="list-style-type: none"> • Demonstrate ways to inspect assigned work to the respected gang of workers through progressive checking. • Demonstrate how to observe and verify the work activities performed by the subordinates at the construction site. • Show how to monitor overall performance of subordinates on the designed measures to ensure quality requirements set by the concerned authority.
Classroom Aids	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films	
Tools, Equipment and Other Requirements	
NA	



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Module 9: Employability Skills (60 Hours)

Mapped to DGT/VSQ/N0102, v1.0

Duration: 60:00
Key Learning Outcomes
<p>Introduction to Employability Skills Duration: 1.5 Hours</p> <p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> 1. Discuss the Employability Skills required for jobs in various industries 2. List different learning and employability related GOI and private portals and their usage <p>Constitutional values - Citizenship Duration: 1.5 Hours</p> <ol style="list-style-type: none"> 3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen 4. Show how to practice different environmentally sustainable practices. <p>Becoming a Professional in the 21st Century Duration: 2.5 Hours</p> <ol style="list-style-type: none"> 5. Discuss the importance of relevant 21st-century skills. 6. Exhibit 21st-century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. 7. Describe the benefits of continuous learning. <p>Basic English Skills Duration: 10 Hours</p> <ol style="list-style-type: none"> 8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone 9. Read and interpret text written in basic English 10. Write a short note/paragraph / letter/e -mail using basic English <p>Career Development & Goal Setting Duration: 2 Hours</p> <ol style="list-style-type: none"> 11. Create a career development plan with well-defined short- and long-term goals <p>Communication Skills Duration: 5 Hours</p> <ol style="list-style-type: none"> 12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette. 13. Explain the importance of active listening for effective communication 14. Discuss the significance of working collaboratively with others in a team <p>Diversity & Inclusion Duration: 2.5 Hours</p> <ol style="list-style-type: none"> 15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD 16. Discuss the significance of escalating sexual harassment issues as per POSH act. <p>Financial and Legal Literacy Duration: 5 Hours</p> <ol style="list-style-type: none"> 17. Outline the importance of selecting the right financial institution, product, and service 18. Demonstrate how to carry out offline and online financial transactions, safely and securely 19. List the common components of salary and compute income, expenditure, taxes, investments etc. 20. Discuss the legal rights, laws, and aids <p>Essential Digital Skills Duration: 10 Hours</p> <ol style="list-style-type: none"> 21. Describe the role of digital technology in today's life 22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely 23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



On-the-Job Training

Mapped to Junior Store Keeper – Construction, V 4.0

CON/N01503: Process of receiving and stocking incoming material in stores/stock yard at the construction site, v 4.0
Mandatory Duration: 20:00 Hours
Location: On-Site
Terminal Outcomes <ul style="list-style-type: none"> • Show how to check the delivery challan and invoice produced by the carrier against the copy of purchase order. • Show how to check that quality and quantity of incoming material is as per the purchase order or material requisition. • Demonstrate the process of carrying out volumetric measurement of incoming material as per applicability. • Demonstrate how to record appropriate entries on the delivery note, get approval from store in-charge and return a copy of same to the carrier. • Demonstrate how to maintain the daily goods receipt register /Goods Inward Register. • Demonstrate how to prepare Good Inspection Note (GIN) after material is inspected and approved by the Quality Department. • Show how to update details related to current stock of materials in stock maintenance as per standard practices. • Demonstrate the process of performing all other documentation and filing works related to the received and stocked materials in store/stock yards.
CON/N01504: Process of arranging storage of materials received at site stores/stock yard, v 4.0
Mandatory Duration: 40:00 Hours
Location: On-Site
Terminal Outcomes: <ul style="list-style-type: none"> • Demonstrate the process of manual/mechanical handling of material. • Demonstrate how to check that work area is cleared of waste, cleaned, restored and secured in line with workplace procedures. • Demonstrate the process of maintaining tools and equipment. • Show how provide suitable label/tagging/coding and store material at appropriate location • Demonstrate how to use appropriate rigging gears for handling of heavy weight, large-volume items.
CON/N01505: Process of issuing material to site as per indent, v 4.0
Mandatory Duration: 30:00 Hours
Location: On-Site
Terminal Outcomes <ul style="list-style-type: none"> • Demonstrate the process of checking the details of the indent • Demonstrate how to update the material issued register immediately after issuing materials, as per the site policy. • Demonstrate how to maintain document register for the materials issued to the sub-contractor, as per the site policy. • Demonstrate the process of performing all necessary documentation and filling works after issuing materials from the stores.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Annexure

Trainer Requirements

Trainer Prerequisites					
Minimum Educational Qualification	Specialisation	Relevant Industry Experience		Preferable Training Experience	
		Years	Specialization	Years	Specialization
B.E./B. Tech	Civil / Mechanical / Electrical Engineering	2	Site Supervision (Construction Work)	1	Storekeeping
OR					
Diploma	Civil / Mechanical / Electrical Engineering	3	Site Supervision (Construction Work)	1	Storekeeping
OR					
ITI	Relevant Trade	6	Site Supervision (Construction Work)	1	Storekeeping
OR					
Graduation	in any Stream	6	Site Supervision (Construction Work)	1	Storekeeping
OR					
Ex-Army Graduate	in any Stream	6	Site Supervision (Construction Work)	1	Storekeeping

Trainer Certification	
Domain Certification	Platform Certification
Recommended that the Trainer is certified for the Job Role "Junior Store Keeper - Construction", mapped to the Qualification Pack: "CON/Q1502 v4.0". The Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: "Trainer (VET and skills)", mapped to the Qualification Pack: "MEP/Q2601, v3.0". The minimum accepted score is 80%.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Assessor Requirements

Assessor Prerequisites			
Minimum Educational Qualification	Specialisation	Relevant Industry Experience	
		Years	Specialization
B.E. / B.Tech	Civil / Mechanical / Electrical Engineering	2	Site Supervision (Construction Work)
OR			
Diploma	Civil / Mechanical / Electrical Engineering	5	Site Supervision (Construction Work)
OR			
ITI	Relevant Trade	7	Site Supervision (Construction Work)

Assessor Certification	
Domain Certification	Platform Certification
Recommended that the Assessor is certified for the Job Role "Junior Store Keeper - Construction", mapped to the Qualification Pack: "CON/Q1502 v4.0". The Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: "Assessor (VET and skills)", mapped to the Qualification Pack: "MEP/Q2701, v3.0". The minimum accepted score is 80%.



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Assessment Strategy

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

1. Assessment system Overview:

Assessment is done through CSDCI affiliated Assessment Agencies. Assessors are trained & certified by CSDCI after Training Of Assessor (TOA) program. Assessments is conducted to gauge and assess the trainee's skill and knowledge competency in the specified areas. The assessment will have both theory and practical components in 30:70 ratio for **Junior Storekeeper Construction** job role.

During the practical task, trainees are assessed on their workmanship, quality of finished product and time management. They will be graded for all their assessments based on the approved assessment strategy which is signed off by CSDCI. The Assessor submits an assessment plan to CSDCI prior to assessments.

The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS based on theory and practical questions
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- Duration of assessment
- 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 judgments
- Where appropriate, any supplementary criteria used to make a judgment on the level of performance.

2. Testing Environment:

- Training partner shares the batch start date and end date, number of trainees and the job role.
- Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue/test center.
- The knowledge/theory assessments is conducted with proper seating arrangements with enough space between the candidates to prevent mal-practicing.
- Question set for theory and practical will be distributed to each candidate by the Assessor. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject. The skill /practical assessments will be conducted in the approved test centers. The training provider will ensure adequate tools and materials are available to conduct the practical test.
- If number of candidates are more than 30, more assessors will be organized on same day to complete the assessment.
- The assessment has to comprise of two components, namely:
 - Knowledge assessment (theory/viva assessment)
 - Skill assessment (practical/hands-on skill assessment)

3. Mode of assessment:

- Demonstration/Practical for Performance /Skill Assessment
- Synoptic multiple-choice question test
- Viva for Knowledge Assessment

4. Performance/skill assessment:

- The performance/skill assessment will be conducted through demonstration/practical



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



- For the practical test trainees are assessed through a given task, which they have to complete correctly for them to be marked as passed.
- The assessment is conducted in a simulated working environment. Due to this fact, the assessors must note that the naturally occurring evidence of competence is unavailable or infrequent. Simulation must be undertaken in a Realistic Working Environment which provides an environment that replicates the key characteristics of the workplace in which the skill to be assessed is normally employed.

5. Knowledge Assessment:

- The knowledge assessments are conducted through written test/ viva.
- Synoptic test is used for this. It is an MCQ (Multiple Choice Question) test which are prepared externally and externally marked, meaning by agency having no link with training partners. The test may be conducted by the assessor in the oral mode, if required, considering the lack of reading and comprehending acumen (skills) of trainees. In such cases, the assessor will mention it on top of the MCQ submitted to CSDCI.
- The assessment strategy, weightage and duration of assessment for **Junior Storekeeper Construction** is summarized below

Assessment Type	Formative or Summative	Strategies	Weightage	Duration (hours)
Knowledge	Summative	MCQ/Viva	30	1.5
skill	Summative	Structured Practical Task	70	5.5

6. Assessment Quality Assurance framework:

- CSDCI has developed assessment criteria framework for each Qualification pack as per National Occupational Standards. The criteria framework includes weightages/marks for each criterion under knowledge and skill. The criteria ensure quality assurance as it ensures valid, consistent and fair assessments at all locations. Issued to the affiliated Assessment body. The Assessment body develop questions based on CSDCI issued assessment criteria.
- Evidences in the form of answer sheets in case of knowledge assessments are collected. For skill assessments videos and photographs are prepared as evidence. These are submitted by the assessor to the assessment agency. CSDCI does random checks of the same with the participant/ trainee's ID and ascertains authenticity and validity of assessments.
- The training partner will intimate the time of arrival of the assessor and time of leaving the venue. Random spot checks/audit is conducted by CSDCI to monitor assessment.

7. Methods of Validation:

- Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, ID verification is carried out. Aadhar card number is part of registering the candidate for training. This forms the basis of further verification during the assessment.
- Assessor conducts the assessment through theory and practical questions developed in accordance with the assessment criteria and guidelines issued by CSDCI. This too is verified by random audits carried out by CSDCI.
- Evidences for assessments are to be collected and submitted to CSDCI for verification as per demand.
- Assessment agency is responsible to put details in SIP. CSDCI will also validate the data and result received from the assessment agency.

8. Method of assessment documentation and access:

- The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by CSDCI assessment team. After upload, only CSDCI can access this data.
- CSDCI approves the results within five days after which results are uploaded on SIDH by Assessment



कौशल विकास और
उद्यमशीलता मंत्रालय
MINISTRY OF
SKILL DEVELOPMENT
AND ENTREPRENEURSHIP



Agency.

9. On the Job:

- On job training (OJT), candidates undergo training and learning at actual workplace for a fixed period of time and a certain weightage of assessment is allocated out of total skill weightage of Qualification Pack for undergoing OJT as stipulated by CSDCI. This OJT score and assessors' end point score are combined to arrive at final Marking/grading of trainees' skill test. The OJT score is determined by Supervisor of company under which candidates undergo on job training.

References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do it upon the completion of the training.
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module. A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
MSDE	Ministry of Skill Development and Entrepreneurship
NCVET	National Council for Vocational Education and Training
NSDC	National Skill Development Corporation
SIDH	Skill India Digital Hub
CSDCI	Construction Skill Development Council of India
AB	Awarding Body
SSC	Sector Skill Council
PMKVY	Pradhan Mantri Kaushal Vikas Yojana
DDU-GKY	Deen Dayal Upadhyaya Grameen Kaushalya Yojana
SANKALP	Skill Acquisition and Knowledge Awareness for Livelihood Promotion
STRIVE	Skills Strengthening for Industrial Value Enhancement
JSS	Jan Shikshan Sansthan
STT	Short Term Training
RPL	Recognition of Prior Learning
NAPS	National Apprenticeship Promotion Scheme
AA	Assessment Agency
TP	Training Provider / Training Partner
TC	Training Centre
ITI	Industrial Training Institute
NSQC	National Skill Qualification Committee
NSQF	National Skills Qualification Framework
Q-File	Qualification File
QP	Qualification Pack
MC	Model Curriculum
NOS	National Occupational Standards
PC	Performance Criteria
KU	Knowledge and Understanding
GS	Generic Skills
MCQ	Multiple Choice Question
EHS	Environment Health and Safety
PPE	Personal Protective Equipment
QA/QC	Quality Assurance / Quality Control
FIFO	First In, First Out
LIFO	Last In, First Out
FSN	Fast-moving, Slow-moving, and Non-moving
ABC	Always Better Control (ABC Analysis for Inventory Management)
JIT	Just In Time (Inventory System)
ERP	Enterprise Resource Planning
MRP	Material Requirement Planning
RFI	Radio Frequency Identification
QR code	Quick Response Code
WMS	Warehouse Management System
RCCB	Residual Current Circuit Breaker (for electrical safety in warehouses)
GRN	Goods Receipt Note
BIN	Batching, Identification, and Numbering (Storage method)

CFT	Cubic Feet (Measurement for materials like sand, gravel, bricks)
MT	Metric Ton (Weight measurement for steel, cement, etc.)
NMR	Non-Movable Reserve (Stock that is rarely used)
TMT	Thermo Mechanically Treated (Steel bars)
MS	Mild Steel
SS	Stainless Steel
PVC	Polyvinyl Chloride (Used in pipes, fittings)
GI	Galvanized Iron (Sheets, Pipes)
HDPE	High-Density Polyethylene (Plastic material for pipes)
PO	Purchase Order
WO	Work Order
MRN	Material Requisition Note
DC	Delivery Challan
SRV	Store Receipt Voucher
SIV	Store Issue Voucher
PR	Purchase Requisition
GRIR	Goods Receipt & Invoice Receipt
TDS	Tax Deducted at Source
GST	Goods and Services Tax
BoM	Bill of Materials
BoQ	Bill of Quantities
RFI*	Request for Inspection
WBS	Work Breakdown Structure
SOP	Standard Operating Procedure
SFL	Safe Working Load (for lifting equipment)
CPM	Critical Path Method (Project Scheduling)

Note: * marked Abbreviations are repeated in some cells. Both are different in their Nature