



Store Keeper

QP Code: AMH/Q0501

Version: 2.0

NSQF Level: 3

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor,
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AMH/Q0501: Store Keeper

Brief Job Description

Store keeper is concerned with Receipt, Receiving Inspection, Identity, traceability, Storage, Preservation, Issue and Accounting of varieties of input materials used in manufacturing either directly as raw materials and/or consumed in process. Store keepers take stock of inventory, manage the store layout, supervise staff and keep records of material.

Personal Attributes

He/she should be methodical with satisfactory level of business skills, particularly accounting procedures, record keeping tools, inventory management and sampling processes. He/she should possess good written and oral communication skills. He/she should be patient and tenacious for long hours of sedentary works in a calm atmosphere. He should be resilient and be able to work under pressure. He/She should have an analytical mind and competent in data entry, analysis, and management

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0501: Establish and implement procedure defined for issuing and receipt of materials in and out of the store](#)
2. [AMH/N0502: Manage housekeeping of store premises and store items](#)
3. [AMH/N0503: Maintain records related to accounting, storage and preservation of store items](#)
4. [AMH/N0504: Maintain health, safety and security in the store and Gender & PwD Sensitization](#)
5. [AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job Roles](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Inventory Management
Country	India
NSQF Level	3

Aligned to NCO/ISCO/ISIC Code	NCO-2015/4321.0100
Minimum Educational Qualification & Experience	8th Class with 3 Years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Preferably Having Certificates/Diploma in Accounting
Minimum Job Entry Age	18 Years
Last Reviewed On	30/12/2021
Next Review Date	30/07/2022
NSQC Approval Date	27/01/2022
Version	2.0
Reference code on NQR	2021/APR/AMHSSC/05314
NQR Version	1.0

AMH/N0501: Establish and implement procedure defined for issuing and receipt of materials in and out of the store

Description

This unit is about quantification and measurement of skills and competencies for a person working as Store Keeper to enable him to establish and implement procedure for issuing and receipt of materials.

Scope

The scope covers the following :

- Inventory Management, incoming inspection and checking of materials as per specifications and upkeep of stocks updates

Elements and Performance Criteria

Accounting of materials entering into and going out of the store, incoming inspection and checking of materials as per specifications and upkeep of stocks updates

To be competent, the user/individual on the job must be able to:

- PC1.** Inspect and check while receiving materials against purchase order for parameters like invoice, quantity, quality, packing mode, etc.
- PC2.** Inspect and check materials while issuing against quantity, quality (shelf-life, package size, etc.)
- PC3.** Identify need for test and/or delay in inspection results as applicable to products received
- PC4.** Record and report any discrepancy related to material received from suppliers like damaged package, quantity difference, quality issue, etc.
- PC5.** Arrange to return the material with discrepancy to the vendor
- PC6.** Follow up with the vendor to resolve the discrepancy in damaged package, quantity difference, quality issue, etc technical/commercial terms
- PC7.** Maintain receipts, records, and withdrawals of the storeroom

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The impact of inspection and testing on relevant process performance like consumption, quality, etc.
- KU2.** Basic mathematical calculations and common formulae related to material, quantity and quality
- KU3.** Packaging symbols and interpretations
- KU4.** Different types of defects related to materials like broken seal, leakage, torn labels, etc.
- KU5.** Different basic documents like BOM etc.
- KU6.** Book keeping and inventory management

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Document records related to materials received and issued
- GS2.** Write letters, memos, mails clearly and legibly
- GS3.** Read and comprehend written instructions related to the process of issuing and receiving of materials
- GS4.** Communicate effectively with superiors, colleagues and juniors appropriately with aid of soft skill tools and techniques
- GS5.** Seek clarification from the concerned supervisor when in doubt regarding the issuing and receiving of materials
- GS6.** Follow organization rule-based decision making process when making records for the materials received and issued
- GS7.** Take decision with systematic course of actions and/or response
- GS8.** Plan and organize work to avoid confusion and for easy access in future
- GS9.** Tally the materials received and issued with the customer requirements or BOM.
- GS10.** Seek and comprehend store related inputs for clarification
- GS11.** Assess/evaluate steps and processes for material storage, inspection, issue and inventory
- GS12.** Apply domain information about product, processes and technical specifications
- GS13.** Aptitude and flair for details of specifications
- GS14.** Critically evaluate the materials received and issued for any defects

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Accounting of materials entering into and going out of the store, incoming inspection and checking of materials as per specifications and upkeep of stocks updates</i>	16	56	-	8
PC1. Inspect and check while receiving materials against purchase order for parameters like invoice, quantity, quality, packing mode, etc.	3	12	-	1
PC2. Inspect and check materials while issuing against quantity, quality (shelf-life, package size, etc.)	3	20	-	2
PC3. Identify need for test and/or delay in inspection results as applicable to products received	2	5	-	1
PC4. Record and report any discrepancy related to material received from suppliers like damaged package, quantity difference, quality issue, etc.	3	10	-	1
PC5. Arrange to return the material with discrepancy to the vendor	2	5	-	1
PC6. Follow up with the vendor to resolve the discrepancy in damaged package, quantity difference, quality issue, etc technical/commercial terms	1	1	-	1
PC7. Maintain receipts, records, and withdrawals of the storeroom	2	3	-	1
NOS Total	16	56	-	8

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0501
NOS Name	Establish and implement procedure defined for issuing and receipt of materials in and out of the store
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Inventory Management
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	30/07/2022

AMH/N0502: Manage housekeeping of store premises and store items

Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to organize/maintain work areas and activities to ensure general housekeeping of stores and organization/arrangement of store items.

Scope

The scope covers the following :

- Housekeeping of store premises including organization/ arrangement of store items

Elements and Performance Criteria

Housekeeping of store premises including organization/arrangement of store items

To be competent, the user/individual on the job must be able to:

- PC1.** Ensure arrangement of materials on racks or shelves as per lot, material nature, package size, etc. as applicable
- PC2.** Ensure arrangement of fabric rolls on racks in lot/shade wise
- PC3.** Ensure arrangement of dyes and chemicals with specific housekeeping norms and standards as applicable to the category like chemical safety norms as per OSHA
- PC4.** Ensure maintaining schedule for pesticides to preserve store items against vulnerability to different biological organisms
- PC5.** Organize materials clearly identified for inspection/checking status like checked, awaited checking, failed
- PC6.** Ensure periodically taking of stocks of materials lying in store; and dispose off surpluses/unwanted items as per organizational norms
- PC7.** Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The organization's laid down system of housekeeping like 5s
- KU2.** Approved preservatives for stores and its impact on materials and quality
- KU3.** Technical approach of estimating and minimizing wastes originated of and related to material receiving, handling and storage
- KU4.** The implementation and monitoring of 5s system of housekeeping
- KU5.** Familiarity with standard concepts and best practices in a storeroom or warehouse environment

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write in a neat and clearly legible hand writing the storage codes against each material
- GS2.** Comprehend written instructions
- GS3.** Read simple texts in English and local language
- GS4.** Communicate effectively with superiors, colleagues and vendors appropriately
- GS5.** Make decisions pertaining to the concerned area of work
- GS6.** Plan and organize the store, systematic placement of all materials and the work assigned
- GS7.** Keep internal customers (worker/cutter/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers health and safety related expectations (local/global)
- GS8.** Seek and comprehend store related inputs for clarification
- GS9.** Assess/evaluate steps and processes for material storage, inspection, issue and inventory
- GS10.** Identify root cause of a problem related to man, machine and material in the store
- GS11.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
- GS12.** Maintain receipts, records, and withdrawals of the storeroom
- GS13.** Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Housekeeping of store premises including organization/arrangement of store items</i>	20	70	-	10
PC1. Ensure arrangement of materials on racks or shelves as per lot, material nature, package size, etc. as applicable	3	15	-	1
PC2. Ensure arrangement of fabric rolls on racks in lot/shade wise	3	15	-	2
PC3. Ensure arrangement of dyes and chemicals with specific housekeeping norms and standards as applicable to the category like chemical safety norms as per OSHA	3	15	-	2
PC4. Ensure maintaining schedule for pesticides to preserve store items against vulnerability to different biological organisms	3	5	-	2
PC5. Organize materials clearly identified for inspection/checking status like checked, awaited checking, failed	3	10	-	1
PC6. Ensure periodically taking of stocks of materials lying in store; and dispose off surpluses/unwanted items as per organizational norms	3	5	-	1
PC7. Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control	2	5	-	1
NOS Total	20	70	-	10

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0502
NOS Name	Manage housekeeping of store premises and store items
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Inventory Management
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	30/07/2022

AMH/N0503: Maintain records related to accounting, storage and preservation of store items

Description

This unit is about maintaining of records related to stores for accounting, storage and preservation of items

Scope

The scope covers the following :

- Maintaining records as evidence to conformance to processes/activities related to store performance

Elements and Performance Criteria

Maintaining records as evidence to conformance to processes/activities related to store performance

To be competent, the user/individual on the job must be able to:

- PC1..** Maintain records for material movements in and out of the store
- PC2.** Maintain records for approved vendors; their complaints and follow-ups
- PC3.** Maintain records for periodicity and application of pesticides
- PC4.** Maintain records about inter-departmental communications and movement of materials
- PC5. .** Maintain records for damaged and disposed off materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Record analysis to identify nature, degree and sensitivity of impact on overall organizational performance
- KU2.** The procedure of vendor analysis and vendor rating
- KU3.** Schedule of pesticides usage and monitoring
- KU4.** Computer softwares and tools like MS-word, MS-excel, etc.
- KU5.** • Standard practices, procedures, and equipment used in the receipt, storage,
• requisitioning, and disbursement of supplies and materials.
- KU6.** The occupational hazards and safety precautions applicable to the work

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write letters, memos, applications regarding team needs and performance in simple language
- GS2.** Update report for material movements
- GS3.** Write grievance/complaint application
- GS4.** Comprehend written instructions.

- GS5.** Read any application sent by other colleagues and team members
- GS6.** Communicate with superior, colleagues and juniors appropriately
- GS7.** Seek clarifications from the concerned supervisors when unclear about the particulars or format of a report
- GS8.** Make decisions in relation to the maintaining records related to accounting storage and preservation of store items
- GS9.** Plan and organize the work to achieve shared objectives of the team
- GS10.** Plan and organize the records as per the target dates and deadlines
- GS11.** Build customer relationships and use customer centric approach
- GS12.** Apply problem-solving approaches to resolve conflicts
- GS13.** Seek clarification to problems form concerned supervisors when in doubt
- GS14.** Identify root cause of problem split to utmost level of circumstances, personality etc.
- GS15.** Critically evaluate various approaches of building team and sustaining team performance with respect to maintenance of records

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining records as evidence to conformance to processes/activities related to store performance</i>	14	49	-	7
PC1.. Maintain records for material movements in and out of the store	3	13	-	2
PC2. Maintain records for approved vendors; their complaints and follow-ups	3	10	-	2
PC3. Maintain records for periodicity and application of pesticides	3	9	-	1
PC4. Maintain records about inter-departmental communications and movement of materials	3	9	-	1
PC5. . Maintain records for damaged and disposed off materials	2	8	-	1
NOS Total	14	49	-	7

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0503
NOS Name	Maintain records related to accounting, storage and preservation of store items
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Inventory Management
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	30/07/2022

AMH/N0504: Maintain health, safety and security in the store and Gender & PwD Sensitization

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to define and comply requirements related to health, safety and security concerns to stores

Scope

The scope covers the following :

- To identify environmental needs, recognize hazards, develop safety plan against hazard and Gender & PwD Sensitization and execute/implement plan.

Elements and Performance Criteria

To identify environmental needs, recognize hazards, develop safety plan against hazard and execute/implement plan

To be competent, the user/individual on the job must be able to:

- PC1..** Comply with health safety, gender and PwD (People with disability) related instructions applicable to the workplace
- PC2.** Use health and safety signage to communicate hazards related to store and store items
- PC3.** Check the workplace and work processes for potential risks and threats like fire due to chemical leakage, etc.; and use suitable personal protective equipment
- PC4.** Participate in mock-drills/evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace
- PC5. .** Undertake first-aid, fire-fighting, and emergency response training

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Hazard analysis and risk management in the context of the organization
- KU2.** Health and safety signage
- KU3.** Chemical hazards related to storage of dyes and chemicals
- KU4.** Physical hazards related to material storage and stacking like helmet, safety shoes, gum boot, etc.
- KU5.** Hazards related to damage to organization's assets and records
- KU6.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU7.** How to accommodate employees with disabilities, etiquette to adhere to and proper language and terminology
- KU8.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU9.** Promoting a safe, accessible and healthy workplace for disabled employees

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write letters, memos, applications regarding various personal protective equipments
- GS2.** Write accident/injury report
- GS3.** Comprehend written instructions and MSDS.
- GS4.** Read, comprehend and follow the safety signage put in the organization
- GS5.** Communicate effectively with superior, colleagues and juniors appropriately
- GS6.** Make appropriate decisions apropos the concerned area of work
- GS7.** Decisions related to store keeping should directly and closely involve safety requirements and protocols
- GS8.** Plan and organize work to maintain main health, safety and security in the store
- GS9.** Keep internal customers (worker/cutter/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers health and safety related expectations (local/global)
- GS10.** Apply problem-solving approaches in different situations
- GS11.** Apply problem-solving approaches to resolve conflicts
- GS12.** Seek clarification to problems when in doubt
- GS13.** Identify root cause of any problem related to health and safety in the store
- GS14.** Critically evaluate information gathered from various sources to arrive at a solution
- GS15.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS16.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS17.** Read and comprehend written instructions related to gender equality issues in the organization
- GS18.** Identify and report any harassment or inappropriate behavior towards any employee
- GS19.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS20.** Actively take part in any discussion/workshop organized for disability sensitization training
- GS21.** Read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS22.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>To identify environmental needs, recognize hazards, develop safety plan against hazard and execute/implement plan</i>	12	42	-	6
PC1.. Comply with health safety, gender and PwD (People with disability) related instructions applicable to the workplace	2	6	-	2
PC2. Use health and safety signage to communicate hazards related to store and store items	4	9	-	1
PC3. Check the workplace and work processes for potential risks and threats like fire due to chemical leakage, etc.; and use suitable personal protective equipment	1	2	-	1
PC4. Participate in mock-drills/evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace	2	10	-	1
PC5. . Undertake first-aid, fire-fighting, and emergency response training	3	15	-	1
NOS Total	12	42	-	6

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0504
NOS Name	Maintain health, safety and security in the store and Gender & PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Inventory Management
NSQF Level	3
Credits	TBD
Version	2.0
Next Review Date	31/03/2025

AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job Roles

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

Comply with industry, and organizational requirements and greening of job roles

To be competent, the user/individual on the job must be able to:

- PC1.** Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.
- PC2.** Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.
- PC3.** Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.
- PC4.** Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes
- PC5.**
 - Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.
- PC6.** Report unsafe equipment and other dangerous occurrences to concerned personnel.
- PC7.** Use cleaning equipment and methods appropriate for the work to be carried out.
- PC8.** Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software.
- PC9.** All soft copies of design work to be maintained in files as well for future reference

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Conscious and sustainable decisions/information for achieving an effective and green workplace.
- KU2.** The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** The production procedures and the specific work activities relate to the whole process.
- KU4.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

- KU5.** The work instructions and specifications and interpret them accurately
- KU6.** To make use of the information detailed in specifications and instructions
- KU7.** The importance of taking action when problems are identified
- KU8.** The importance of running maintenance and regular cleaning and maintenance procedures
- KU9.** Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.
- KU10.** The common faults with equipment and the method to rectify.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Make conscious and sustainable decisions that help reduce, reuse, and recycle the company resources.
- GS2.** Identify and replace processes that create unnecessary waste
- GS3.** Communicate with others in writing (wherever applicable)
- GS4.** Use the accurate terminology
- GS5.** Follow manuals/procedures/and compliance policies
- GS6.** Update actively with modifications through written print and mail communication (digital)
- GS7.** Listen effectively and orally communicate information accurately and Make decisions on a suitable course of action or response.
- GS8.** Communicate proactively on critical issues and Follow rule-based decision-making processes
- GS9.** Identify situation that need escalation on quality issues and seek intervention
- GS10.** Plan and organize your work to achieve targets and deadlines and consult/coordinate for effective delivery
- GS11.** Apply problem-solving approaches in different situations
- GS12.** Refer anomalies to the particular personnel
- GS13.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS14.** Seek participation of members from Quality, Production, Audit or any other team for effective solutions
- GS15.** Provide opinions on work in a detailed and constructive way to the concerned personnel

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with industry, and organizational requirements and greening of job roles</i>	20	10	-	10
PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
PC2. Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.	2	1	-	1
PC3. Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.	2	1	-	1
PC4. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	-	2
PC5. <ul style="list-style-type: none"> • Carry out running maintenance and/or cleaning within one's responsibility and agreed • schedules and deal with work interruptions effectively. 	3	1	-	1
PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel.	2	1	-	1
PC7. Use cleaning equipment and methods appropriate for the work to be carried out.	2	1	-	1
PC8. Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software.	2	1	-	1
PC9. All soft copies of design work to be maintained in files as well for future reference	2	1	-	1
NOS Total	20	10	-	10

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0104
NOS Name	Comply with industry, regulatory and organizational requirements and Greening of Job Roles
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Inventory Management
NSQF Level	3
Credits	TBD
Version	20.0
Next Review Date	NA

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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 theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each
6. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate in QP examination/training center based on this criteria
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to

successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N0501.Establish and implement procedure defined for issuing and receipt of materials in and out of the store	16	56	-	8	80	23
AMH/N0502.Manage housekeeping of store premises and store items	20	70	-	10	100	29
AMH/N0503.Maintain records related to accounting, storage and preservation of store items	14	49	-	7	70	20
AMH/N0504.Maintain health, safety and security in the store and Gender & PwD Sensitization	12	42	-	6	60	17
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job Roles	20	10	-	10	40	11
Total	82	227	-	41	350	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.