



National Institute of Agricultural Marketing

# चौ. चरण सिंह राष्ट्रीय कृषि विपणन संस्थान

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन)  
कोटा रोड, बम्बाला, प्रताप नगर, जयपुर-302033 (राज.)

## CH. CHARAN SINGH NATIONAL INSTITUTE OF AGRICULTURAL MARKETING

(An Organization of Ministry of Agriculture & Farmers Welfare, Government of India)

Kota Road, Bambala, Pratap Nagar, Jaipur-302033 (Rajasthan)

Telephone : 0141-2795111, 2795132 (D) Fax : 0141-2771938, 2770595

Website : www.ccsniam.gov.in

File No. 05/NIAM/Skill Development/2015-16

Date: 15.02.2018

### ADMISSION ORDER

This is to certify that following candidates are hereby admitted into the Skill Development Course for the Job Role of “Warehouse Workers” (QP: AGR / Q 7502) Series, the 25 days course is started at this Institute with effect from 15<sup>th</sup> February to 11<sup>th</sup> March, 2018 (The assessment by third party on dated 13 March, 2018) the dates mentioned against each:-

S. No.	Salutation (Mr./Ms.)	Name of the Trainee	Date of Joining
1.	Mr.	Banti Saini	15 February, 2018
2.	Mr.	Devesh Mishra	15 February, 2018
3.	Mr.	Dheeraj Kumhar	15 February, 2018
4.	Mr.	Dinesh Chaudhary	15 February, 2018
5.	Mr.	Jeetram Yadav	15 February, 2018
6.	Mr.	Khushiram Choudhary	15 February, 2018
7.	Mr.	Kuldeep Kumhar	15 February, 2018
8.	Mr.	Lokesh Ghasal	15 February, 2018
9.	Mr.	Mahendra Kumar Bhaskar	15 February, 2018
10.	Mr.	Manish Kumar Mamodiya	15 February, 2018
11.	Mr.	Manoj Prajapat	15 February, 2018
12.	Mr.	Narshi Lal Jat	15 February, 2018
13.	Mr.	Padam Gurjar	15 February, 2018
14.	Mr.	Pappu Lal Meena	15 February, 2018
15.	Mr.	Rajesh Kumar Lalawat	15 February, 2018
16.	Mr.	Rajveer Bairwa	15 February, 2018
17.	Mr.	Ram Hans Meena	15 February, 2018
18.	Mr.	Ramdev Taili	15 February, 2018
19.	Mr.	Roshani Meena	15 February, 2018
20.	Ms.	Sonu Kumar Bairwa	15 February, 2018

All trainees are expected to conduct themselves while under training at this Institute in befitting good discipline and manner. If any, untoward incident is noticed, the concerned trainee(s) will be liable to be expelled from the training.

(Dr. S. R. Singh)  
Dy. Director (Skill)

Copy to:

1. PS to DG for information
2. PS to JS (Extension)
3. Dr. K. P. Wasnik, Additional Commissioner (Extension)
4. Office Copy
5. Guard file

Dy. Director (Skill)



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## **Syllabus aligned to NSQF and approved by ASCI**

### **Job Role: Warehouse Workers**

Day	Subject	Hours
Day - 1	Registration of participants and introduction of course and its importance	2
	Types of agricultural commodities which are storable in warehouse	2
	Effect of moistures on commodity to be stored	2
	Type of storage of agri-commodities	2
Day - 2	Introduction of equipments used in warehouse	2
	How to operate the equipments in warehouse	2
	Loading unloading procedure of agricultural commodities in warehouse	2
	Identification of good commodities need to be stored	2
Day - 3	Procedure of receiving goods at entry gate of warehouse	2
	Handling the agricultural commodities in warehouse	2
	Ensuring qualities of agricultural commodities in respect of weight, accuracy, conditions etc.	2
	Procedure of weighment of agricultural commodities	2
Day - 4	Nature of material used for storage of agricultural commodities	2
	How to ensure quality, safety of goods and quantity in the storage	2
	Knowledge of computer & book keeping	2
	Use of spray technology and handling equipments	2
Day - 5	How to use the bird net system to save agricultural commodities	2
	Maintenance of warehouse in respect of fire fighting and drainage system	2
	How to use the light in the warehouse	2
	Knowledge about communication system like telephone, fax and dispatch	2
Day - 6	Management of tasting laboratory	2
	Checking of year wise seals on balancing system	2
	Handling the waste and its disposal	2
	Process of systematic removal of priority goods	2



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Day – 7	How to tag the agriculture commodities and its maintenance	2
	Knowledge of the company policies like incentives, delivery standard and personal management	2
	Management of vehicle entered in the warehouse premises	2
	Modern warehouse practices and its application on the ground	2
Day – 8 to Day - 12	Practical training at the site of warehouse like handling of agriculture commodities, loading-unloading record keeping, weighing, maintenance of warehouse, quality control practices, warehouse policy, documentation	40
Day – 13 to Day - 17	Imparting technical knowledge of material handling procedure of agriculture commodities, handling equipments, management of supply, rules and regulations of warehouse policy,	40
Day – 18 to Day - 21	Imparting practical training and core skills to read out documents relating to warehouse, stock orders, delivery orders, interpersonal relations, information gathering mechanism, clarification of doubts and solutions	32
Day – 22 to Day - 25	How to handle the emergency situation, problems, coordination with suppliers, matching the information, multiple tasking, planning of goods, received in the warehouse, assess the requirement of costumer planning etc.	32
<b>Total Hours</b>		<b>200</b>



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## **Training Program on Skill Development for the Job Role of “Warehouse Workers”**

First training program under Skill Development Scheme for the Job Role of “Warehouse Workers” is completed on 11.03.2018. The duration of program is 25 days (200 hrs.) and started from 15.02.2018 to 11.03.2018. Total 20 participants from rural background of various districts of Rajasthan are enrolled in the first program. The evaluation of the program was done by M/s Anant Learning & Development, New Delhi on 13<sup>th</sup> March, 2018. The glimpses of program are as under:





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## **Inaugural function of first training program for the Job Role of “Warehouse Workers” on 15 February, 2018**



### **Introduction with the participants in classroom in Convention Centre, CCS NIAM**





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## Exposure of computer knowledge to the participants by the IT Facilitator



## Exposure of computer knowledge to the participants by the IT Facilitator



**Participants are deeply involved in group exercise with instructor**



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**Participants involved in group exercise with instructor**



**Group exercise**



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File No. 05/NIAM/Skill Development/2015-16

Date: 05.03.2018

### **ADMISSION ORDER**

This is to certify that following candidates are hereby admitted into the Skill Development Course for the Job Role of “Supply Chain Field Assistant” (QP: AGR / Q 7501) Series, the 25 days course is started at this Institute with effect from 5<sup>th</sup> March to 29<sup>th</sup> March, 2018 (The assessment by third party on dated 2<sup>nd</sup> April, 2018) the dates mentioned against each:-

S. No.	Salutation (Mr./Ms.)	Name of the Trainee	Date of Joining
1.	Mr.	Babloo	05 March, 2018
2.	Mr.	Balram Jat	05 March, 2018
3.	Mr.	Birbal Meena	05 March, 2018
4.	Mr.	Gopal Lal Bhatেশ्वर	05 March, 2018
5.	Mr.	Hanuman Sahay Yadav	05 March, 2018
6.	Mr.	Kamlesh Bairwa	05 March, 2018
7.	Mr.	Keshav Jareda	05 March, 2018
8.	Mr.	Krishan Kant Bansal	05 March, 2018
9.	Mr.	Mahendra Jakhar	05 March, 2018
10.	Mr.	Raj Kumar Jat	05 March, 2018
11.	Mr.	Raghuveer Singh Gurjar	05 March, 2018
12.	Mr.	Mangi Lal Meena	05 March, 2018
13.	Mr.	Rajesh Kumar	05 March, 2018
14.	Mr.	Rajesh Singh	05 March, 2018
15.	Mr.	Sachin Kumar Bairwa	05 March, 2018
16.	Mr.	Shubham Gupta	05 March, 2018
17.	Mr.	Shubham Sharma	05 March, 2018
18.	Mr.	Suresh Kumar Jat	05 March, 2018
19.	Mr.	Suresh Kumar Jhakhar	05 March, 2018
20.	Mr.	Vishnu Kumar Yadav	05 March, 2018

All trainees are expected to conduct themselves while under training at this Institute in befitting good discipline and manner. If any, untoward incident is noticed, the concerned trainee(s) will be liable to be expelled from the training.

(Dr. S. R. Singh)  
Dy. Director (Skill)

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## **Syllabus aligned to NSQF and approved by ASCI**

### **Job Role: Supply Chain Field Assistant**

<b>Day</b>	<b>Subject</b>	<b>Hours</b>
Day - 1	Registration of participants and introduction of course and its importance	2
	What is demand and supply and its role in supply chain management	2
	Identification of needs of buyers	2
	How to negotiate with the buyer and arrange the plan of supply	2
Day - 2	What is the trade and its role in supply chain systems	2
	Examining supply chain system and its importance	2
	How to prepare the list of stock and understand the requirements of buyer	2
	Analysing the monthly demand and supply of agri commodities	2
Day - 3	Identification of buyers and suppliers	2
	How to assess the availability of produce at farmers level.	2
	Examining the quality parameters and standards set by the buyers.	2
	How to fulfil the buyers need	2
Day - 4	Advise the farmers to produce based on demand driven	2
	Management of supply	2
	How to manage the day to day flow of goods	2
	How to control the price through supply chain management	2
Day - 5	Ensure transparency in the supply chain field management	2
	Ensure the continuous supply to the buyer	2
	Matching demand and supply and ensure good quality of produce	2
	Role of logistics, flow and quality aspects in the supply chain systems	2



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Day – 6	Role of information in logistic and flow	2
	Role of policies on incentives, delivery standards etc.	2
	Interpersonal relation within the company and in supply chain management system	2
	How to set the quality standards for the agriculture commodities	2
Day – 7	Knowledge about the trade system and requirement of costumer and stock analysis	2
	How to handle the tax related issues like VAT	2
	Role of APMC mechanism in supply field management	2
	Sorting, grading, cleaning and packaging, contract farming, contract management	2
Day – 8 to Day - 12	Imparting on site technical training relating to trade system, trade environment, reading research articles, improvement in writing skills and oral communication	40
Day – 13 to Day - 17	Interpersonal relation, repo with senior officers and specialist, handling problems, report writing	40
Day – 18 to Day - 21	Weighing of agriculture commodities, storage, management of supply chain management, how its works, maintenance of quality of goods, upgradation of knowledge	32
Day – 22 to Day - 25	Identification of problems in supply chain management and its redressal, decision pertaining to demand and supply, making accurate strategy for effective supply chain management, arrangement of meeting with farmers, buyers and suppliers	32
<b>Total Hours</b>		<b>200</b>



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## **Training Program on Skill Development for the Job Role of “Supply Chain Field Assistant”**

Second training program under Skill Development Scheme for the Job Role of “Supply Chain Field Assistant” was completed on 29<sup>th</sup> March, 2018. The duration of program was 25 days (200 hrs.) and started from 5.03.2018 to 29.03.2018. The evaluation of the program was done by M/s Anant Learning & Development, New Delhi on 02<sup>nd</sup> April, 2018. Total 20 participants from rural background of various districts of Rajasthan were enrolled in the program. The glimpses of program are as under:





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## View of Classroom teaching



Group photograph with the Instructor of Anant Learning & Development





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Participants understanding the Supply Chain System at Warehouse



Participants understanding the Supply Chain System at Warehouse



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View of examination by representative of Anant Learning & Development



Group Photograph with NIAM faculty & Representative of M/s Anant Learning & Development

Both the training programs on Skill Development for the Job Role of “Warehouse Workers” and “Supply Chain Field Assistant” were conducted by the Master Trainers namely Dr. Ramesh Mittal, Dy. Director and Dr. S. R. Singh, Dy. Director (Skill) trained through “Trainers of Training” program at Anand Agriculture University, Gujarat. The Trainers of Training program was conducted by NSDC, MoA & FW and AAU, Gujarat to create a pool



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of experts in the country for different kind of Job Roles aligned with “National Skill Qualification Frame Work” (NSQF). The details of certificates are as under:

Letter no: AGR/Q7502/221217/T-807  
Date: 2<sup>nd</sup> January 2018

Mr./Ms. Ramesh Mittal  
NIAM, Kota road, Bambala, Sanganeer, Rajasthan  
M: 9829210015

This letter is to confirm that Mr./Ms. Ramesh Mittal, S/o/ D/o Mr. Rameshwar Das Mittal has successfully participated and cleared the **Domain Skill & Platform Skill Training** under Training of Trainer program for the Job Role Warehouse Worker, QP Code AGR/Q7502 and NSQF Level 3.

Ramesh Mittal is issued certificate for the Job Role of Warehouse Worker.

Other details are provided below:

- Name of the Training Program: Training of Trainer
- Trainer ID provided by SSC: AGR/Q7502/221217/T-807
- Platform Skills-Name and QP Code: Trainer and MEP/Q0102
- Date of assessment in Training Program: 22<sup>nd</sup> December 2017
- Location of ToT: Extension Education Institute, Anand, Gujarat
- Aadhar Number: 539352884797

The letter is valid for two years from date of issue.

Sincerely,  
*S. S. Arya*  
Dr. Satender Singh Arya  
Chief Executive Officer, Agriculture Skill Council of India (ASCI)

6th Floor, GNG Tower, Plot No.-10, Sector-44, Gurgaon, Haryana -122004  
Tel: +91-124-4814859, Email: info@asci-india.com, Website: www.asci-india.com

Letter no: AGR-Q7501/221217/T-806  
Date: 2<sup>nd</sup> January 2018

Mr./Ms. Ramesh Mittal  
NIAM, Kota road, Bambala, Sanganeer, Rajasthan  
M: 9829210015

This letter is to confirm that Mr./Ms. Ramesh Mittal, S/o/ D/o Mr. Rameshwar Das Mittal has successfully participated and cleared the **Domain Skill & Platform Skill Training** under Training of Trainer program for the Job Role Supply Chain Field Assistant, QP Code AGR-Q7501 and NSQF Level 4.

Ramesh Mittal is issued certificate for the Job Role of Supply Chain Field Assistant.

Other details are provided below:

- Name of the Training Program: Training of Trainer
- Trainer ID provided by SSC: AGR-Q7501/221217/T-806
- Platform Skills-Name and QP Code: Trainer and MLP/Q0102
- Date of assessment in Training Program: 22<sup>nd</sup> December 2017
- Location of ToT: Extension Education Institute, Anand, Gujarat
- Aadhar Number: 539352884797

The letter is valid for two years from date of issue.

Sincerely,  
*S. S. Arya*  
Dr. Satender Singh Arya  
Chief Executive Officer, Agriculture Skill Council of India (ASCI)

6th Floor, GNG Tower, Plot No.-10, Sector-44, Gurgaon, Haryana -122004  
Tel: +91-124-4814859, Email: info@asci-india.com, Website: www.asci-india.com

Letter no: AGR-Q7502/221217/T-811  
Date: 2<sup>nd</sup> January 2018

Mr./Ms. Dr. Satram Singh  
NIAM, Kota road, Bambala, Sanganeer, Rajasthan  
M: 8094777748

This letter is to confirm that Mr./Ms. Dr. Satram Singh, S/o/ D/o Mr. Mathura Singh has successfully participated and cleared the **Domain Skill & Platform Skill Training** under Training of Trainer program for the Job Role Warehouse Worker, QP Code AGR-Q7502 and NSQF Level 3.

Dr. Satram Singh is issued certificate for the Job Role of Warehouse Worker.

Other details are provided below:

- Name of the Training Program: Training of Trainer
- Trainer ID provided by SSC: AGR/Q7502/221217/T-811
- Platform Skills-Name and QP Code: Trainer and MEP/Q0102
- Date of assessment in Training Program: 22<sup>nd</sup> December 2017
- Location of ToT: Extension Education Institute, Anand, Gujarat
- Aadhar Number: 440180552793

The letter is valid for two years from date of issue.

Sincerely,  
*S. S. Arya*  
Dr. Satender Singh Arya  
Chief Executive Officer, Agriculture Skill Council of India (ASCI)

6th Floor, GNG Tower, Plot No.-10, Sector-44, Gurgaon, Haryana -122004  
Tel: +91-124-4814859, Email: info@asci-india.com, Website: www.asci-india.com

Letter no: AGR-Q7501/221217/T-810  
Date: 2<sup>nd</sup> January 2018

Mr./Ms. Dr. Satram Singh  
NIAM, Kota road, Bambala, Sanganeer, Rajasthan  
M: 8094777748

This letter is to confirm that Mr./Ms. Dr. Satram Singh, S/o/ D/o Mr. Mathura Singh has successfully participated and cleared the **Domain Skill & Platform Skill Training** under Training of Trainer program for the Job Role Supply Chain Field Assistant, QP Code AGR-Q7501 and NSQF Level 4.

Dr. Satram Singh is issued certificate for the Job Role of Supply Chain Field Assistant.

Other details are provided below:

- Name of the Training Program: Training of Trainer
- Trainer ID provided by SSC: AGR-Q7501/221217/T-810
- Platform Skills-Name and QP Code: Trainer and MEP/Q0102
- Date of assessment in Training Program: 22<sup>nd</sup> December 2017
- Location of ToT: Extension Education Institute, Anand, Gujarat
- Aadhar Number: 440180552793

The letter is valid for two years from date of issue.

Sincerely,  
*S. S. Arya*  
Dr. Satender Singh Arya  
Chief Executive Officer, Agriculture Skill Council of India (ASCI)

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### Course Coordinators at CCS NIAM, Jaipur

*R Mittal*  
21/1/2018  
Dr. Ramesh Mittal  
Dy. Director

*S. R. Singh*  
21/1/2018  
Dr. S. R. Singh  
Dy. Director (Skill)