



Adding skills to India's canvas...

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আমার কাজ  
আমার গর্ব  
ମୋ କାମ,  
ମୋ ଗୌରବ  
My Work  
My Pride

मेरा काम  
मेरा गर्व  
నా పని  
నాకు గర్వము

କୋଷ କାମ  
କୋଷ ଶୌଚ



www.nsdcindia.org

## Certificate Course – Logistics Services Associate



### Course Outline:

**Communication Skills:** Verbal & Non-Verbal

**Soft Skills:** Teamwork, Stress Management, Time Management, Supervisory Skills, Ethics, Etiquette

**Introduction to Computers:** Computer Handling, Reports, Internet, E-mail

**Introduction to Courier & Logistic Products / Services:** Working concept of OBC, OVC, OPC, Operation Terminology

**Transportation Modes:** Air, Railway, Road & Sea, Times of Flight, Trains and Ship Services

**National and International Geography, PIN codes**

**Safety & Security:** Office and Warehouse security, First Aid

**Office Management, Fleet Management, Warehouse Management**

**Industry Training:** Freight Rates, Booking Rules, Marking & Goods Forwarding, Trans-shipment Procedure, Challan Preparation

### Eligibility:

**Educational Qualification:** Class 12 pass

**Age:** 18 – 26 years

**Experience:** Preferably fresher (6 months and above experienced may apply)

### Duration:

2 months

### Job Opportunity & Benefits:

- Joint certification with NSDC
- Job Opportunity in sectors like Transportation, Courier Services, Logistics and similar industries.
- Placement linkages with Transport Corporation of India, DTDC etc.
- Salary will be in the range of Rs. 5000 – 6000 plus incentives / commissions / free accommodation for outstation candidates

Industry Partner:  TCI  
LEADERS IN LOGISTICS

### About Skill Ventures Pvt. Ltd. (InSkills)

InSkills, a NSDC partner organization, is a consortium formed by management, technology and education & training professionals created with a special focus on enhancement of employability of young generation beyond conventional mainstream education. InSkills has taken a mission to impart training to 1.63 million individuals over next 10 years, with close industry linkages, quality of delivery and Industry certification.

### About NSDC

NSDC is a first-of-its-kind Public Private Partnership (PPP) in India, promoted by Department of Finance, Government of India, to facilitate the development and upgrading of the skills of the growing Indian workforce through skill training programs. A large part of NSDC's effort is directed at providing assistance and support to the private sector partner organizations towards skill development of the unemployed youth.

Authorized Training Center

Kolkata 033 23576621 | Bhubaneswar 097787 20381 |  
Patna 094729 00675 | Hyderabad 097034 74442 | Guwahati 099549 85132 |  
Jamshedpur 098013 45670