

SYLLABUS FOR THE POST OF STOREKEEPER

Examination Pattern-

Test Component	Number of Questions	Maximum Marks
General Knowledge, Aptitude, Language, Basic Knowledge of GeM and Basic Knowledge of Computer	20	20
Subject Domain Knowledge	80	80
Total	100	100

Nature of Examination-

- Objective Type Multiple Choice Questions (MCQs)

Medium of Examination-

- English and Hindi

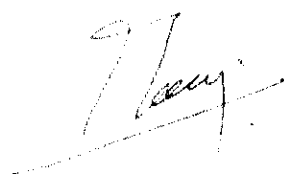
DETAILED SYLLABUS :

Section A: General Knowledge, Aptitude and Language: 20 Marks

Topic	Subtopics
Aptitude	Simple Interest, Compound Interest, Average, Ratio and Proportion, Partnership, Time and Work, Time and Distance, Probability, Simplification, Decimal Fraction, Area and Volume
Reasoning Ability	Logical Reasoning, Coding-Decoding, Analogy, Classification, Blood Relations, Direction Sense, Statement and Conclusion
General Knowledge	Current Affairs, Indian Constitution, Health Policies, National Health Programmes, Government Health Schemes, Hospital Administration Updates
English Language	Grammar, Vocabulary, Comprehension, Official Communication, Error Detection, Sentence Rearrangement
Computer Knowledge	Fundamentals of Computer, MS office, Internet and Email Usage, Digital documentation, Basic data handling, Cyber Awareness

Section B: Subject Domain Knowledge : 80 Marks

Topic	Subtopics
Introduction to Storekeeping	Role of a Storekeeper, Duties and Responsibilities, Ethics in Storekeeping
Objectives and Importance of Storekeeping	Key Functions of Storekeeping Essentials of Effective Storekeeping
Storekeeping Documentation	Goods Received Note (GRN), Goods Inspection Report, Goods



and Records	Issue Note, Goods Returned Note, Material Debit Note, Invoices and Invoice Stamps, Shortage/Excess Reports, Package Slips, Bin Cards, Stock registers, Stock Identification Cards
Inventory Management	Types of Inventory, Methods of Stock Valuation (FIFO, LIFO, Weighted Average), Reordering Techniques and Economic Order Quantity (EOQ), Inventory Auditing and Stock Verification
Store Layout and Location Planning	Principles of Store Layout and Design Factors Affecting Store Layout, Marking and Labelling Systems, Store Location Planning Methods
Data and Information Management	Types of Data: Physical vs. Digital (Soft Copy) Importance of Accurate Record Keeping, Introduction to Digital Inventory Systems
Environmental Hazards and Safety	Storage Safety for Chemicals, Fuels, and Petroleum Products, Personal Protective Equipment (PPE) Usage, Spill Control and Hazardous Material Handling
General Safety and Fire Prevention	Electrical Safety in Stores, Causes and Prevention of Fire, Types and Use of Fire Extinguishers, Emergency Procedures
First Aid and Emergency Response	Basic First Aid Practices, Handling Injuries in Store Environment
Types of Stores	Raw Material Stores, Tool Stores, General Stores, Scrap Material Stores, Maintenance & Repair Stores, Finished Goods Stores, Packaging Material Stores
Material Handling	Importance of Efficient Material Handling, Types of Material Handling Equipment, Manual Power-Driven and Automated Systems, Safety in Material Handling
Storage Methods and Materials Characteristics	Methods for Storing Various Materials (Solid, Liquid, Gaseous, Hazardous, Perishable, etc.), Characteristics and Requirements of Storage Materials, FIFO/LIFO/Batch Control in Physical Storage
Material Coding and Receiving Procedures	Importance and Methods of Material Coding, Sources of Material Receipt, Procedures and Protocols for Material Acceptance
Computers in Material Management	Use of Computers in Material Planning, Purchase, Store, Issue and Inventory Control. Integrated Information System for Material Management. Evaluation of Material Management Function Meaning and Procedure. Evaluation Tools and Techniques.