

DETAILED SYLLABUS OF PART A

Particulars	Syllabus - General (Part A)
General Knowledge	<ul style="list-style-type: none"> • Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States & Union Territories / International Organizations. • General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology • Sports & Games • Important Events/ Movements / Leaders / Places / Years • Writers – Authors – Biography - Autobiography • Abbreviations
General English	<ul style="list-style-type: none"> • Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms & Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural
Reasoning	<ul style="list-style-type: none"> • Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence
Quantitative Aptitude	<ul style="list-style-type: none"> • Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations & Combinations / Probability.

DETAILED SYLLABUS OF PART B

Sl. No	Name of Post	Syllabus – Trade/Discipline related (Part B)
01.	Store Keeper	<p><u>Theoretical and application knowledge on</u></p> <p>A. <u>Stores /Warehouse Management</u></p> <ul style="list-style-type: none">• Objectives , Functions & responsibilities of Store keeping• Types of Stores• Storage Systems & Layout• Store Management Functions - processes and procedures• Storage of hazardous materials and its management• Category Management- classification and codification• Stock Verification Methods• Material Handling Methods and Equipments• Importance of Documentation <p>B. <u>Inventory Management</u></p> <ul style="list-style-type: none">• Functions of inventory• Classification of inventory• Costs associated with inventory• Inventory control methods (like ABC, FSN, VED analysis etc) <p>C. <u>5S Methodology of housekeeping</u></p> <ul style="list-style-type: none">• Objectives and importance• 5S in practical applications <p>D. <u>Computer Literacy, MS Office & E-mail (2007 & higher versions)</u></p> <ul style="list-style-type: none">• Windows Basics• MS Excel Basics• MS Word Basics• Email – basics and applications <p>E. <u>ERP – Basics</u></p> <ul style="list-style-type: none">• Objectives and importance• Functions• Different ERP Systems like SAP and relevant modules with reference to material procurement <p>F. <u>ISO 9001, 14001 & OHSAS 18001- Objectives and importance</u></p> <ul style="list-style-type: none">• G. <u>Customer Relationship Management in stores</u> – Basics, Objectives and importance, Applications