

**THIS QUESTION PAPER-CUM-ANSWER BOOKLET SHOULD BE HANDED OVER
TO THE INVIGILATOR ON COMPLETION OF THE TEST**

OBJECTIVE TYPE OFFLINE TEST
FOR THE POST OF STOREKEEPER IN CMSRU
General (Part A – 20 Marks)

1. Who wrote the autobiography "The Story of My Experiments with Truth"?

- a) Jawaharlal Nehur
- b) Mahatma Gandhi
- c) Rabindranath Tagore
- d) Subhas Chandra Bose

2. Which is the longest river in India?

- a) Yamuna
- b) Godavari
- c) Ganga
- d) Narmada

3. Which instrument is used to measure atmospheric pressure?

- a) Hygrometer
- b) Barometer
- c) Ammeter
- d) Thermometer

4. Which country hosted the first modern Olympic Games in 1896??

- a) France
- b) Italy
- c) Greece
- d) United Kingdom

5. Which Article of the Constitution of India deals with equality before law?

- a) Article 12
- b) Article 14
- c) Article 19
- d) Article 21

6. "Cumbersome" means:

- a) Easy to handle.
- b) Difficult or awkward to handle.
- c) Very valuable.
- d) Extremely small

7. The officer is conversant _____ the latest inventory procedures:

- a) to
- b) at
- c) with
- d) for

8. Choose the correctly reconstructed sentence:

"Store / the / materials / received / yesterday."

- a) Store yesterday received the materials.
- b) The material received the store yesterday.
- c) The store received the materials yesterday.
- d) Yesterday materials the store received.

9. "Once in a blue moon" means:

- a) Every day
- b) Very rarely
- c) At night
- d) Very Quickly

10. Choose the word that means "a person who cannot read or write"?

- a) Literate
- b) Scholar
- c) Illiterate
- d) Graduate

11. Book : Reading :: Pen :

- a) Drawing
- b) Writing
- c) Paper
- d) Ink

12. A person is facing East. He turns left, then turns left again. Which direction is he facing now?:

- a) North
- b) South
- c) East
- d) West

13. If CAT is coded as DBU, how is DOG coded using the same pattern?

- a) EPH
- b) EOG
- c) CPF
- d) FPH

14. Find the next number in the series:

2, 6, 12, 20, 30, ?

- a) 36
- b) 40
- c) 42
- d) 44

15. Five persons A, B, C, D and E are sitting in a row. A is to the left of B, C is to the right of B, D is to the left of A and E is to the right of C. Who sits in the middle?

- a) A
- b) B
- c) C
- d) D

16. What is the result of $144 \div 12 + 8 \times 3$

- a) 30
- b) 32
- c) 36
- d) 40

17. What is the total surface area of a cube having a side of 4 cm?

- a) 64 cm²
- b) 80 cm²
- c) 96 cm²
- d) 128 cm²

18. A shopkeeper purchases an article for ₹800 and sells it for ₹920. What is the percentage of profit??

- a) 10%
- b) 12%
- c) 15%
- d) 20%

19. A can complete a job in 12 days and B can complete it in 6 days. Working together, how many days will they take??

- a) 3 days
- b) 4 days
- c) 6 days
- d) 9 days

20. A train travels at a speed of 60 km per hour. How much distance will it cover in 2 hours 30 minutes??

- a) 120 km
- b) 135 km
- c) 150 km
- d) 180 km

Discipline related (Part B – 50 Marks)

21. A material is received in the store with a quantity different from the purchase order. What should the storekeeper do first?

- a) Accept it without checking
- b) Verify the discrepancy and report it
- c) Immediately issue the material
- d) Return all stock in the store

22. Which activity should normally take place before materials are put into storage?

- a) Advertising
- b) Inspection and receipt verification
- c) Sales promotion
- d) Disposal

23. A storekeeper wants to locate materials quickly. Which practice would help most?

- a) Random placement
- b) Proper identification and location coding
- c) Removing labels
- d) Mixing different materials

24. A chemical store should have:

- a) Poor ventilation
- b) Appropriate ventilation and safety arrangements
- c) Open flames
- d) Food storage nearby

25. What is the purpose of a Material Requisition?

- a) To authorize the issue of materials
- b) To advertise materials
- c) To calculate employee wages
- d) To order office furniture only

26. A forklift should be operated by:

- a) Any visitor
- b) An authorized and trained operator
- c) Any store assistant
- d) A customer

27. Excess inventory generally results in:

- a) Higher carrying costs
- b) Lower storage requirements
- c) No financial impact
- d) Elimination of wastage

28. A material that is frequently issued from the store is classified as:

- a) Fast-moving
- b) Slow-moving
- c) Non-moving
- d) Obsolete

29. An item essential for the functioning of critical equipment would generally be classified as:

- a) Vital
- b) Desirable
- c) Non-moving
- d) Slow-moving

30. Which analysis is particularly useful for identifying obsolete or inactive stock?

- a) FSN analysis
- b) VED analysis
- c) ABC analysis
- d) FIFO analysis

31. Developing standard procedures for housekeeping represents:

- a) Seiri
- b) Seiton
- c) Seiketsu
- d) Shitsuke

32. Cleaning oil spills immediately in a warehouse is part of:

- a) Seiso
- b) Seiri
- c) Seiton
- d) Seiketsu

33. Which shortcut is normally used to paste copied information?

- a) Ctrl + P
- b) Ctrl + V
- c) Ctrl + S
- d) Ctrl + A

34. Which Windows feature is commonly used to organize files and folders?

- a) File Explorer
- b) Calculator
- c) Paint
- d) Notepad only

35. What is a major advantage of ERP in stores?

- a) Integration of inventory and purchasing information
- b) Duplication of records
- c) Elimination of stock information
- d) Increased manual work

36. Integration between purchasing and inventory modules helps an organization to:

- a) Maintain better visibility of material requirements and stock
- b) Hide purchase information
- c) Increase duplicate orders
- d) Eliminate authorization

37. A store receives repeated complaints about delayed material issues. What CRM practice would be most appropriate?

- a) Ignore the complaints
- b) Record, analyze and address the customer feedback
- c) Stop communicating with the customer
- d) Delete the complaint records

38. Which Excel function can be used to calculate the average of a range?

- a) =SUM()
- b) =AVERAGE()
- c) =COUNTIF()
- d) =MAX()

39. Which inventory consists of materials that have entered production but are not yet completed?

- a) Raw material
- b) Work-in-progress
- c) Finished goods
- d) Scrap only

40. A high-value item requiring close monitoring would normally be classified as:

- a) A item in ABC analysis
- b) C item in ABC analysis
- c) N item in FSN analysis
- d) D item in VED analysis

41. Which MS Word feature is useful for creating a table of rows and columns?
- a) **Insert Table**
 - b) Mail
 - c) Formula Bar
 - d) Slide Show
42. In e-mail, an attachment is used to:
- a) **Send a file along with the message**
 - b) Delete an account
 - c) Block the recipient
 - d) Change the password automatically
43. Which field is used when a recipient should receive a copy of an e-mail?
- a) **CC**
 - b) Subject
 - c) Attachment
 - d) Signature
44. Which of the following is a function of a storekeeper?
- a) Product advertising
 - b) **Receiving and issuing materials**
 - c) Preparing sales advertisements
 - d) Conducting market research
45. What is the most appropriate approach for storing hazardous materials?
- a) Store them with ordinary materials
 - b) **Keep them in clearly identified and designated areas**
 - c) Leave containers uncovered
 - d) Store them near heat sources
46. What is the main purpose of material classification and codification?
- a) To increase paperwork
 - b) **To identify and manage materials systematically**
 - c) To increase storage space
 - d) To reduce material quality
47. If a critical supplier's average lead time doubles due to transport disruptions, how should a store keeper adjust the safety stock level for those affected items?
- a) Decrease safety stock to save warehouse floor space.
 - b) Set safety stock to zero because lead time does not matter.
 - c) Keep safety stock completely unchanged regardless of risk.
 - d) **Increase safety stock to buffer against the extended wait time before replenishment**
48. Which document is generally prepared when materials are received into a store?
- a) **Goods Receipt Note (GRN)**
 - b) Sales invoice
 - c) Attendance register
 - d) Leave application

49. Why is proper documentation important in store management?

- a) It eliminates the need for stock control
- b) It provides records for tracking receipts, issues and stock balances
- c) It increases material damage
- d) It prevents stock verification

50. What is the primary purpose of inventory?

- a) To increase wastage
- b) To ensure materials are available when required
- c) To reduce production
- d) To eliminate purchasing

51. In ABC analysis, which category requires the highest level of control?

- a) A items
- b) B items
- c) C items
- d) All items equally

52. FSN analysis classifies inventory based mainly on:

- a) Colour and size
- b) Movement or rate of usage
- c) Purchase price only
- d) Supplier location

53. Which of the following is the first “S” in the 5S methodology?

- a) Sustain
- b) Sort
- c) Standardize
- d) Shine

54. What is the main objective of “Seiton” in 5S?

- a) To remove unnecessary items
- b) To arrange necessary items systematically
- c) To clean the workplace
- d) To conduct employee training

55. Which 5S step focuses on cleaning the workplace and equipment?

- a) Sort
- b) Set in Order
- c) Shine
- d) Sustain

56. Which inventory control method classifies items according to their criticality?

- a) ABC
- b) FSN
- c) VED
- d) FIFO

57. OSHAS is an international standard for _____?

- a) Organization for Safety, Health and Systems.
- b) Occupational safety Health and service
- c) Occupational Health and Safety Management System
- d) None of the above

58. What does ERP stand for?

- a) Enterprise Resource Planning
- b) Electronic Record Processing
- c) Enterprise Reporting Programme
- d) Employee Resource Process

59. What is a major objective of an ERP system?

- a) To maintain isolated information systems
- b) To integrate different business functions and information
- c) To eliminate all business records
- d) To increase duplication of data

60. Which of the following is commonly an ERP module/function?

- a) Inventory management
- b) Weather forecasting only
- c) Personal photography
- d) Video editing

61. What is the primary objective of ISO 9001?

- a) Environmental protection
- b) Occupational health and safety
- c) Quality management and customer satisfaction
- d) Financial management

62. ISO 14001 and OHSAS 18001 primarily focus on:

- a) Environmental management and occupational health & safety
- b) Financial accounting and taxation
- c) Marketing and sales management
- d) Inventory and warehouse management

63. Which of the following is commonly used for lifting and moving pallets in a warehouse?

- a) Forklift
- b) Calculator
- c) Scanner
- d) Printer

64. What does FIFO stand for in store management?

- a) First In, First Out
- b) First In, Final Out
- c) Fast In, Fast Out
- d) Final In, First Out

65. A storekeeper should issue materials based on:

- a) Verbal requests only
- b) Personal preference
- c) **Authorized requisitions**
- d) Customer advertisements

66. In an enterprise ERP system like SAP, which module is specifically designed to handle materials management, inventory control, and purchasing operations?

- a) FI (Financial Accounting)
- b) **MM (Materials Management)**
- c) SD (Sales and Distribution)
- d) HR (Human Resources)

67. If there is a shortage of materials in the store, the storekeeper should:

- a) Ignore it
- b) Hide the shortage
- c) **Report and investigate the shortage**
- d) Destroy the stock records

68. What should a storekeeper do when handling hazardous materials?

- a) Ignore safety instructions
- b) **Follow prescribed safety procedures**
- c) Store them with food items
- d) Leave containers open

69. Which of the following helps prevent accidents in a store?

- a) **Keeping aisles clear**
- b) Blocking emergency exits
- c) Overloading shelves
- d) Storing items randomly

70. Which PPE protects the feet while handling heavy materials?

- a) Helmet
- b) **Safety shoes**
- c) Face mask
- d) Goggles