

Plan of Written Examination

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of **Storekeeper** :-

- (i) The Exam will be conducted in MCQ (Multiple Choice Questions) format. OMR sheets will be used for answering the questions.
- (ii) There will be negative marking. Each question carries 1 mark. **For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit.**
- (iii) The test would be of 2 hours duration.
- iv) Pattern of the written competitive examination is as follows:-

Sr. No.	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
1.	Questions from the Subject (Part A of Syllabus)	90	90	MCQs (Multiple Choice Questions)
2.	Questions from General Knowledge, English, Punjabi, Logical Reasoning and Mental ability (Part B of Syllabus)	30	30	
Total		120	120	

- v) Tentative syllabus for the written examination for the recruitment of **Storekeeper** is annexed at Annexure-1 and 2.

Annexure-I

Part A-Subject Syllabus (Storekeeper)

1. Data, Information and data types(physical /soft form).
2. Environmental Hazards: Safety precautions related to Chemicals and other petroleum products storage.
3. Safety precautions: Electrical safety, Fire safety, causes of fire at store, and precaution against fire, types of fire extinguisher.
4. First aids, Artificial Respiration.
5. Objectives, Importance, Functions and Essentials of good store keeping.
6. Duties, responsibilities & qualities of a good storekeeper.
7. Purchase requisition, Schedule of quotations, Purchase Order, Goods Received note, Goods Inspection Report, Goods returned Note, Materials Debit Note, invoice, invoice stamp.
8. Principles of store location & method of store location.
9. Stores Layout & its basic factors.
10. Location & layout, types of storehouse.
11. Security measures, security of building store and stock yards, movement of men.
12. Marking the stores: Statutory regulations.
13. Type of stores - Raw material store, tool store, general store, packaging store, maintenance & repair store, finish goods & scrap material store.
14. Centralized and Decentralized Stores: Advantages and Disadvantages.
15. Need & methods of Marking of stores items.

16. Importance of material handling, materials handling equipment, types of equipment-hand and power-driven, cost factor in selection of materials handling equipment. Maintenance & care of equipment.
17. Characteristics of storage materials & methods of storing.
18. Store hygiene.
19. Material coding, simplification, standardization and ABC classification of store.
20. Sources of receipt of materials & procedure of receipt of materials.
21. Objective & importance of packaging and its types.
22. Dispatch, inspection & recording procedure of stores.
23. Meaning, functions, objectives and importance of storekeeping and its relationship with purchasing.
24. Role of a storekeeper, duties and responsibilities.
25. Issue procedure of materials.
26. Material Receipt Book, Daily Receipt Voucher, Damage,
27. Shortage Excess Report, Package slip, Bin Card, Stock Register, Stock Identification Card.
28. Inspection & Rejection Note, Material Requisition Slip, Gate Pass, Stock taking sheet, Material Transfer Note, Material Return Note.
29. Basic knowledge of computer: features and applications.
30. Knowledge about computers operating system (Store keeping software). File management through Windows explorer. MS Windows – different versions, advantages and applications of windows.

31. Stock taking sheet /procedures.
32. Understanding of Bins/Locations for materials.
33. Process of issue of items to user after checking the valuation type, material code and plant code etc.
34. Preparation of Purchase orders; contracts and Understanding Purchase orders / Contract.

Annexure-2

Part B--General Knowledge, Punjabi, English, Logical Reasoning and Mental Ability.

Sr. No.	Indicative Contents of Syllabus (Upto XII Standard)	Weightage (Approx.)
1	<p>General Knowledge and Current affairs of National and International importance including:</p> <ul style="list-style-type: none"> (i) Political issues, (ii) Environment issues, (iii) Current Affairs, (iv) Science and Technology, (v) Economic issues, (vi) History of India with special reference to Indian freedom struggle movement. (vii) Sports, (viii) Cinema and Literature. 	10
2	<p>Logical Reasoning & Mental Ability:</p> <p>Verbal reasoning: Coding, Decoding, Analogy, Classification, Series, Direction sense test, relations, mathematical operations, time test, odd man out problems.</p> <p>Non Verbal reasoning: Series, Analogy and Classification.</p> <p>Basic numerical skills, Percentage, Number system, LCM and HCF, Ratio and Proportion, Number series, Average, Problems based on Ages, Profit & Loss, Partnership and Mixture, Simple and Compound Interest, Work and Time, Time and Distance, Mensuration and Data Interpretation.</p>	10
3	<p>English:-</p> <p>Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.</p>	5
4	<p>ਪੰਜਾਬੀ:-</p> <p>ਸੁੱਧ-ਅਸੁੱਧ, ਸ਼ਬਦ ਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ</p>	5

	<p><i>ਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।</i></p>	
	<p>Maximum Marks</p>	<p>30</p>

Note:-a) The distribution of marks/question in each section is indicative. It may vary slightly.

b) The syllabus is broadly classified as above but may vary to some extent.