



All India Institute of Medical Sciences, Jodhpur

Indicative Syllabus for the Examination for the Post of Store Keeper-cum-Clerk

(Syllabus is only indicative. The questions can assess any aspect of knowledge, aptitude, attitude and practical skills, which is expected from a trained person to work efficiently at the advertised post)

Section A

80% Questions to be based on General Aptitude from the following topics:-

General Intelligence & Reasoning: It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

Quantitative Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

English Language:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Computer Knowledge: Candidates' understanding of the Basics of Computer Knowledge, its parts, functions, emails, MS office, etc.

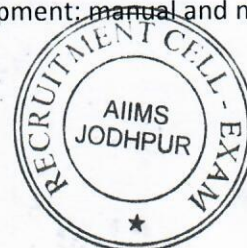
Section B

20% Questions to be based on Subject/Domain knowledge from the following topics:-

Material Management:

Introduction to Materials Management: Objectives and Advantages of Materials Management. Supply Chain Management: Concept, objectives of supply - production and distribution system. Material Management Linkages: Linkages with other functional areas of Management i.e. Production, Accounting and Finance, Marketing, HRM, IT, TQM. Storekeeping: Objectives and functions of storekeeping. Receipt of Materials: Receipt procedure, inspection and testing of materials, Rejection and Returns of materials. Issue of Materials: Issue procedure and documents used, store records like bincard and store ledger.

Pricing of material issues- different methods like FIFO, LIFO, Simple average, weighted average, standard price, Replacement / market price etc. Material losses: Meaning, accounting treatment and control of different type of material losses (waste, scrap, spoilage, defectives, obsolescence etc.). Store Handling Equipment: Advantages of using stores handling equipment, Types of handling equipment: manual and mechanical devices.



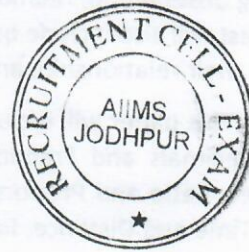
Purchase Procedure: Pre-purchase considerations, standard purchase procedure, post-purchase issues. Special Purchase Systems Forward Purchase, Tender purchase, Blanket order, zero stock, Rate contract etc. Public Buying: GeM, GFR. Online Purchasing: Concept, advantages, procedure of online purchasing and current online purchase practices.

Business Correspondence: Letter Writing, presentation, Inviting quotations, Sending quotations, Placing orders, Inviting tenders, Sales letters, claim & adjustment letters and social correspondence, Memorandum, Inter-office Memo, Notices, Agenda, Minutes, Job application letter, preparing the Resume.

Logistic Planning: Major Aspects and Factors. Transportation: A Brief Study of different modes of transport used for movement of materials, their relative advantages, disadvantages and suitability. Road Transport: Consignment Note. Rail transport: Consignment Note. Air transport: Air Waybill, Contract of Affraightment. Warehousing: Concept of Warehousing (Warehouse, Depositor and Warehouseman), Elements and Functions of Warehousing, Types of Warehousing, Costs Associated with Warehousing.

Quality Management Concepts: ISO Certification. Methods of Control: Product, Process, Risk, Evolution, Management Approaches, Quality Management Support System. R Chart, P Chart and X charts; Acceptance Sampling & OC Curve in production Control Enabling Concepts in Supply: ERP Systems, Negotiations and Bidding, Information sharing.

Computers in Material Management: Use of Computers in Material Planning, Purchase, Store, Issue and Inventory Control. Integrated Information System for Material Management.



Section B

100 questions to be based on subject domain knowledge from the following topics:-

Introduction to Material Management: Objectives and Advantages of Material Management, Supply Chain Management, Concept, objectives of supply, production and distribution system, Material Management, Inventory Management with other functional areas of Management i.e. Production, Accounting and Finance, Marketing, HR, IT, SCM, Warehousing, Objective and functions of stockkeeping, Receipt of material, Receipt procedure, Inspection and testing of material, Inspection and returns of material, Issues of material, Issue procedure and document used, Issue records like Bin card and store ledger.

Stocking of material: Different methods like FIFO, LIFO, Simple average, weighted average, standard price, Replacement, market price etc. Material flow: Material flow, accounting treatment and control of different types of material losses (waste, scrap, spoilage, defective, obsolete, etc.) Stock handling (Location, Advantages of using stock handling equipment, Types of handling equipment, Location and material flow).

