



Syllabus for Store Keeper

(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)

Part B

Core Subject:

General Skills

- Communication Skills
- Management Skills
- Leadership
- Ability to Interpret Data and Statistics handling
- Knowledge in quality standards and processes

Computer skills

- Basic computer knowledge: Parts /Accessories
- Knowledge in MS Office /Excel / Powerpoint
- Writing Skills/ Typing / Communication skills

Inventory Management

- Maintaining and updating records
- Counting materials, equipment
- Merchandise or supplies in stock
- Reporting discrepancies between physical counts and computer records
- Developing or improving upon inventory management procedures
- Inventory Management Techniques (Distribution of Inventory).

Basic concepts of Material management

- Purchase management
- Logistic management
- Packaging etc.
- Latest Government initiatives in public procurement policy- GeM, GFR 2017 etc
- Chain supply management
- Warehouse management
- Financial Statements and cash flow system
- Economic indicators and measurement