



# All India Institute of Medical Sciences, Jodhpur

## Indicative Syllabus for the Examination for the Post of 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)

### **Section A**

40% Questions covering 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.

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

### **Section B (SUBJECT KNOWLEDGE)**

60% Questions to be based on Graduate and Post Graduate Degree/Diploma in Material Management course broadly covering the following topics:-

**Purchase Management (as per General Financial Rules 2017):**

Purchase of Goods and Services, Fundamental Principles of Public Buying, Purchase of Goods without quotation, Purchase of Goods by Purchase Committee, Purchase of Goods under Rate Contract, Purchase of Goods by Obtaining Bids, Advertised Tender Enquiry, Limited Tender enquiry, Two-Stage Bidding, Single Tender Enquiry, Electronic Reverse Auction, E-Publishing, E-Procurement, Government E-Market Place (GeM), Registration of Suppliers, Department from bidding, Contents of binding document, Maintenance Contract, Bid Security and Performance Security, Efficiency, Economy and Accountability in Public Procurement System, Buy-Back Offer.

**Inventory Management:**

Types of Inventory, Cost of associates with inventories, Forecasting technics, Inventory Control and Service Level, Replenishment of Inventory, Inventory Management System, Materials Requirement Planning, Spare Parts Inventories, Wire House and Inventory Operations Systems, Receipt of Goods and materials from private suppliers, Receipt/Issue of goods and materials from internal divisions of the same Organization, Customs of goods and materials, Lists and Accounts, Procedure of Physical verification and Consumables and Assets, Buffer Stuck, Disposal of goods and Modes of disposals, Total Quality Management.

Objectives of Logistics, Supply Chain Management, Ware House Management, Material Handling systems, Storage Systems.

Introduction to Packaging, Packaging Material, Forms of Packaging, Bar Codes and FRID Packaging.

