

# **Syllabus for the post of Workman Trainee Storekeeper (Total Marks 100)**

## **PART A (80 marks)**

### **1. Introduction to Storekeeping**

- Role of a Storekeeper
- Duties and Responsibilities
- Ethics in Storekeeping

### **2. Objectives and Importance of Storekeeping**

- Key Functions of Storekeeping
- Essentials of Effective Storekeeping

### **3. Storekeeping Documentation and Records**

- Goods Received Note (GRN)
- Goods Inspection Report.
- Goods Issue Note
- Goods Returned Note
- Material Debit Note
- Invoices and Invoice Stamps
- Shortage/Excess Reports
- Package Slips
- Bin Cards
- Stock registers
- Stock Identification Cards

### **4. Inventory Management**

- Types of Inventory
- Methods of Stock Valuation (FIFO, LIFO, Weighted Average)
- Reordering Techniques and Economic Order Quantity (EOQ)
- Inventory Auditing and Stock Verification

### **5. Store Layout and Location Planning**

- Principles of Store Layout and Design
- Factors Affecting Store Layout
- Marking and Labelling Systems
- Store Location Planning Methods

### **6. Data and Information Management**

- Types of Data: Physical vs. Digital (Soft Copy) Importance of Accurate Record-Keeping
- Introduction to Digital Inventory Systems

### **7. Environmental Hazards and Safety**

- Storage Safety for Chemicals, Fuels, and Petroleum Products
- Personal Protective Equipment (PPE) Usage
- Spill Control and Hazardous Material Handling

### **8. General Safety and Fire Prevention**

- Electrical Safety in Stores
- Causes and Prevention of Fire

- Types and Use of Fire Extinguishers
- Emergency Procedures

### **9. First Aid and Emergency Response**

- Basic First Aid Practices
- Handling Injuries in Store Environment

### **10. Types of Stores**

- Raw Material Stores
- Tool Stores
- General Stores
- Scrap Material Stores
- Maintenance & Repair Stores
- Finished Goods Stores
- Packaging Material Stores

### **11. Material Handling**

- Importance of Efficient Material Handling
- Types of Material Handling Equipment
  - Manual
  - Power-Driven and Automated Systems
- Safety in Material Handling

### **12. Storage Methods and Materials Characteristics**

- Methods for Storing Various Materials (Solid, Liquid, Gaseous, Hazardous, Perishable, etc.)
- Characteristics and Requirements of Storage Materials
- FIFO/LIFO/Batch Control in Physical Storage

### **13. Material Coding and Receiving Procedures**

- Importance and Methods of Material Coding
- Sources of Material Receipt
- Procedures and Protocols for Material Acceptance

### **14. Computer Skills for Storekeeping**

- Basic Computer Knowledge and Applications
- MS Office (e.g. Excel, Word)
- Operating Systems and File Management (Windows Explorer)
- Introduction to Storekeeping Software (ERP, Inventory Modules)
- Digital Stock Entry and Report Generation

## **PART-B (20 marks)**

- Logical Reasoning (5 questions),
- Quantitative Aptitude (5 questions),
- English (5 questions)
- General Knowledge/ Awareness (5 questions)