

11.

Provision of Compensatory Time and assistance of scribe:

- (i) The facility of scribe/reader/lab assistant shall be applicable in case of persons with disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, if so desired by the person. In case of other category of persons with disabilities, the provision of scribe/reader/lab assistant can be provided if he/she has limitation in writing including that of speed. However it will only be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.
- (ii) Such candidates, who are allowed use of scribe are also allowed for compensatory time of 20 minutes (or otherwise advised) for every hour of the examination.
- (iii) The candidate will have to arrange his/ her own scribe at his/her own cost.
- (iv) The qualification of the scribe should be one step below the qualification of the candidate.
- (v) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- (vi) A person acting as scribe for one candidate cannot be a scribe for another candidate.
- (vii) The scribe arranged by candidate should not be candidate for the online examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.
- (viii) The scribe should not be a candidate for this process. In case it is found at any stage, that the scribe has also appeared for the same exam in a different session, the candidature of both the scribe and the candidate will be cancelled.
- (ix) Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based. It will not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time will not be allowed such concessions.

12.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

Scheme of Examination: The examination will adjoin a Computer Based online /offline mode of exam for the post of *Store Keeper-cum-Clerk* is as below:

The examination will consist subject mentioned below for the post of *Storekeeper-cum-Clerk*:



Part-I	Subject	Max. Marks/ Questions	Time Duration
A	General Intelligence & Reasoning	30	03 Hours*
B	General Awareness	30	
C	Quantitative Aptitude	30	
D	English Comprehension	30	
E	Material Management	80	

Indicative Syllabus for Examination for the post of Storekeeper-cum-Clerk:

- A. **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. the topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, coding & decoding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & unfolding, Figural Pattern – folding and completion, indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thing, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.
- B. **General Awareness**
- **50% Questions from General Awareness:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations as may be expected of any educated person. The test will also include questions relating to India especially pertaining History, Culture, Geography, Economic Scene, General Policy.
- C. **Quantitative Aptitude:** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ration & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work.
- D. **English Comprehension:** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.



E. **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 bin card 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 Affreightment. **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.

**Compensatory time of 1 hour will be provided to PwD candidates, who are eligible for the same as mentioned in Para- 12 above.*

Questions will be Objective Type Multiple Choice, Set in both Hindi and English in respect of Part- A, B, C, D & E.

There will be negative marking of 0.25 marks for each wrong answer.

Note – I: The Institute reserves the right to conduct the examination through Computer based online / offline mode. The Institute also reserves the right to introduce additional stage of examination which would be notified at suitable time if considered necessary.

Note– II: Any representation to key of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The

