Post: Store Keeper

Educational Qualification: Graduate with any discipline.

Experience: Minimum One year relevant Experience

Syllabus

Introduction to Storekeeping: Role of a storekeeper, duties and responsibilities. Issue procedure of materials. Material Receipt Book, Daily Receipt Voucher, Damage, Shortage Excess Report, Package slip, Bin Card, Stock Register, Stock Identification Card. Inspection & Rejection Note, Material Requisition Slip, Gate Pass, Stock taking sheet, Material Transfer Note, Material Return Note.

Inventory Management Concepts: Types of inventories (raw materials, work-in-progress, finished goods), Inventory costs (holding costs, ordering costs, shortage costs), Inventory management systems (FIFO, LIFO, FEFO).

Physical Inventory Management: Receiving and inspecting incoming goods, storing items appropriately (e.g. temperature-controlled storage for perishable items), issuing items to authorized personnel, and conducting physical inventory counts.

Record Keeping and Documentation: Keeping accurate inventory records, Updating inventory systems in real-time, Preparing reports on inventory levels and movements.

Storehouse Management: Maintaining a clean and organized warehouse, Ensuring warehouse safety and security, Planning and managing warehouse layout for optimal space utilization.

Computer Fundamentals

Introduction to computers: Basic concepts, components, and functions of a computer system, Understanding the different parts of a computer including the central processing unit (CPU), memory, storage devices, input and output devices, Basic idea of topologies: ring, bus, star and mesh, LAN, WAN and MAN, E-mail, internet Technologies: Client / Server Model, Distributed Computing, Introduction to various operating systems such as Windows, Mac OS, and Linux. Introduction to Microsoft Office Suite including Word, Excel, PowerPoint and Outlook. : Understanding computer security and privacy issues, including antivirus software, firewalls, and encryption, Web related concepts: E-commerce, E-business, Conferencing, Store keeping Software etc.

Digital Financial Tools: Understanding OTP and QR Code, UPI, AEPS ,USSD, Credit / Debit Card, eWallet, PoS ,Internet Banking, NEFT,RTGS,IMPS, Online Bill Payment.

Government e Market place (GeM)

Quantitative Aptitude and **General Knowledge**