

UNIVERSITY OF JAMMU

Notification

Syllabus of Entrance/Screening Test for the post of Store Keeper (Geology)

The examination shall be consisting of Two Parts.

Part I shall be of the written test of multiple choice type questions of 100 marks of 2 hours duration. There shall be negative marking for wrong answers (-0.25 for each wrong answer) attempted in the said examination, and

Part II shall consist of Computer based Skill Test. This part is of 20 marks.

The detailed scheme is of examination will consist of subjects mentioned below

PART – I – Written Objective Type Test

Sections	SUBJECT	MAX Marks/Question	Time Duration
A	GENERAL AWARENESS WITH SPECIAL REFERENCE TO J&K UT	15	2 hours
B	GENERAL ENGLISH & COMPREHENSION	15	
C	GENERAL INTELLIGENCE & REASONING	15	
D	QUANTITATIVE APTITUDE	15	
E	BASIC KNOWLEDGE OF COMPUTERS	15	
F	STORE KEEPING & PURCHASE PROCEDURE	25	

INDICATIVE SYLLABUS FOR EXAMINATION FOR THE POST OF STOREKEEPER (GEOLOGY)

PART I – Written MCQ Type Test

(The test shall comprise of 100 objective type questions of 1 marks each. There shall be 0.25 negative marks for each wrong answer. Unattended question will be marked as zero mark)

A. GENERAL AWARENESS WITH SPECIAL REFERENCE TO J&K UT

Current Events of National and International importance; Political & Physical divisions of India; Transport & Communication; Important Rivers & Lakes in India; Indian Economy; Indian Culture & Heritage; Indian History with special reference to Freedom Movement; Indian Constitution- Basic features- Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy; Science & Technology; Environment, Ecology & Bio-diversity; Taxation in India- Direct & Indirect Tax - CBDT, GST etc.

J&K UT: History, Economy, Geography- (Weather, Climate, Crops, Rivers, Lakes, Flora, Fauna.), Heritage & Culture; J&K Reorganisation Act, 2019.

B. GENERAL ENGLISH & COMPREHENSION

(Questions to be framed to test candidates' ability to understand correct English, his basic comprehension and writing ability etc.)

Tenses, Narration, Articles, Fill in the blanks with Phrases, Pronouns, homonyms/ homophones etc, Clauses, Synonyms and antonyms, Pairs of words and their use in meaningful sentences, Rearranging of jumbled sentences, Idioms and phrases, Uses of Prepositions, Active & Passive Voice, Error Spotting, Sentence & Spellings Correction.
Reading Comprehension- 2 Comprehension passages of 4 questions each.

C. GENERAL INTELLIGENCE & REASONING

Number series, Letter series, Semantic Series, Speed; Distance and Time, Statements and conclusions, Logical Reasoning, Mental Reasoning, Word Building, Numerical Operations, Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Problem Solving. Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding & un-folding, Figural Pattern- folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters.

D. QUANTITATIVE APPTITUDE

The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidates. The scope of the test will be computation of:

Whole numbers, decimals, fractions and relationships between Numbers, Percentage, Ratio and Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Histogram, Frequency polygon, Bar diagram & Pie chart, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles.

E. BASIC KNOWLEDGE OF COMPUTERS

Basic Applications of Computer and its component; Fundamentals of computer sciences; Hardware & Software. Concept of Open-Source Technologies; Input & output Devices; Knowledge of MS Word. MS Excel. MS Access. MS PowerPoint. PDF Internet and E-mail; Concept of Computer Virus and Latest Anti-Virus; Role of Information Technology in Governance.

F. STORE KEEPING & PURCHASE PROCEDURE

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 document 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 types of material losses (waste. scrap. spoilage. defectives. obsolescence etc.) Store Handling Equipment: Advantages of using store handling equipment, Types of handling equipment: manual and mechanical devices. Store management software.

Purchase Procedure: Pre-purchase consideration, standard purchase procedure. post-purchase procedure 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 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.

PART II – SKILL TEST

Total Marks = 20 Marks

The Skill Test shall be computer based for testing his/her practical knowledge of working on Computers and Store & Purchase procedures. The syllabus for skill test shall be same as mentioned above under Part –I section E and F.

SELECTION PROCEDURE:

The total percentile weightage or marks shall be awarded while compiling the overall merit of the candidate based on:

I. Written Test	= 80 Marks
II. Skill Test	= 20 Marks
Total	= 100 Marks

Masrobia
REGISTRAR
HK

No. Estab./C&R/NTW/22/1283

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