

**Syllabus For Non Teaching Post**

The Institute vide its *Advertisement No. NIPER-R/Recruit/01/2019-20 dated 17<sup>th</sup> August, 2020* advertised various Non-Teaching Positions to be filled on direct recruitment basis.

With reference to above, the information related to Pattern of Written Examination, Syllabus, Total Marks, etc. for various Non-Teaching Positions is given below for information of all concerned.

**NAME OF THE POST: STORE KEEPER**

Written Examination shall consist **Two Objective Type Papers** each comprising 100 Multiple Choice Questions (MCQs) as detailed below:

Paper	Subject	Number of Questions	Maximum Marks	Duration
Paper I	General English, Numerical Aptitude, Reasoning and General Knowledge	30	30	2 hrs
Paper II	Domain Knowledge and/or Knowledge of Rules of Government of India, GFR & Manual for procurement of Goods	70	70	

**In addition to the above written test, the candidates for the post of Store Keeper shall have to appear in the Skill Test as detailed below:**

Name of the Skill Test	Duration	Maximum Marks
<b>Computer Proficiency Test</b>	30 minutes	10
<b>Noting, drafting and case study</b>	30 minutes	15

**Paper-I**

**General English:** Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

**Numerical Aptitude & Reasoning:** 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 the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

**General Knowledge:** Questions will be designed to General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, NIPER Act & Statutes, Indian States, India and other countries.

**Paper-II**

Handling & preservation of stores, maintenance of store, asset management, Purchase order processing, Inventory control & inventory Management, ABC analysis, Bill of materials/ Vendor Development, Goods receipt note (GRN), Store Accounting, Budgeting and Taxation export/ import documentation/ Computerized Accounting/ ERP.

Purchase indenting, LPC, financial limits for procurement of various goods and services

Procurement of goods, services and works, rate contracts, types of bidding, e-auction, contract management, fixed assets accounting, scrap disposal.

Import in any Central Govt. Department/Central Government Autonomous bodies/CFTIs.

Institutional purchases and Import of Lab. Equipment/machinery etc., annual & physical verification of store, disposal, action of obsolete and scarp materials, write off.

Thorough knowledge of GFR 2017, GeM, online bidding process, e-procurement, Fundamental Rules and Supplementary Rules of GoI (FR & SR), PFMS, e-tendering, e-procurement, vendor registration and CVC guidelines related to procurement of goods and services.

Consultancy procurement, selection of consultancy, consultant contracts & evaluation and outsourcing of services

Stock records, purchase proposal (indigenous and imports), proposals related to construction and maintenance of the civil/electrical works, service contracts like manpower supply/other services, ledger& posting, GST.

Register of Asset of Historical/Artistic value, loss of govt. property, declaration of surplus/obsolete materials, CAG audit, CAG role in Audit of store, depreciation cost, purchase & verification of consumable goods and materials, MIS.

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