

Annexure "F"

Syllabus for the post of Junior Store Clerk

Duration: 2 Hours

Total Marks: 120

The marks are categorised as under:

Section 1: Commerce & Business Marks: 30

Section 2: Computer Knowledge Marks: 30

Section 3: Quantitative Aptitude Marks: 30

Section 4: General Awareness & Reasoning Marks: 30

Section 1: Commerce & Business Marks: 30

Objective: Assessment of basic knowledge in key areas such as Accounting, Management, Business Economics, and business laws.

Topics:

Principles of Management (8 marks)

Functions of management: Planning, Organizing, Staffing, Directing, Controlling Leadership styles and theories Organizational behavior and motivation theories.

Financial Accounting (10 marks)

Accounting Cycle: Recording of transactions with appropriate rules, Principal & Subsidiary books, and trial balance. Financial statements: Profit & loss account, and Balance sheet. Methods of Depreciation. Inventory: Recording and Valuation Methods.

Business Economics (7 marks)

Demand and supply, Elasticity, Market structures: Perfect competition, monopoly, oligopoly Basic macroeconomics: GDP, inflation, fiscal and monetary policy

Business Laws (5 marks)

Basics of contract law, sale of goods act, and Consumer protection laws.

Section 2: Computer Knowledge Marks: 30

Objective: Assess proficiency in basic computer skills acquired during the 6-month computer course.

Topics:

Fundamentals of Computer (8 Marks)

Computer Hardware and Software, Operating Systems (including basics of Windows and Linux), Input and Output Devices, Storage Devices and Systems.

MS Office Suite (10 marks)

MS Word: Document creation, formatting, tables, mail merge MS Excel: Spreadsheets, formulas (e.g., SUM, VLOOKUP), charts, pivot tables, MS PowerPoint: Slide creation, transitions, and presentations.

Internet & Digital Tools (7 marks)

Basics of internet, browsers, email etiquette, Cloud computing basics (e.g., Google Drive, Drop box) Cyber security: Password management, phishing awareness.

Basic Data Management (5 marks)

Introduction to databases, tables, and queries, File management and data backup

Section 3: Quantitative Aptitude**Marks: 30**

Objective: Test numerical and analytical skills relevant to business-related roles.

Topics:**Arithmetic's (15 marks)**

Percentages, Profit & loss, Simple and Compound Interest, Ratio & Proportion, Time & Work, and Time & Distance.

Data Interpretation (10 marks)

Tables, bar graphs, pie charts, line graphs, and Data sufficiency.

Basic Statistics (5 marks)

Mean, median, mode, Basic probability concepts

Section 4: General Awareness & Reasoning**Marks: 30**

Objective: Evaluate general knowledge and logical thinking relevant to the job environment.

Topics:**General Awareness (15 marks)**

Current affairs (last 6 months, business and economy focus), Indian History, Indian National Movement. Banking and financial awareness (e.g. RBI, SEBI, banking terms). Fundamental knowledge of Indian economy.

Reasoning (15 marks)

Verbal reasoning: Analogies, series, coding-decoding, Non-verbal reasoning: Patterns, figure-based problems
Critical thinking: Decision-making, problem-solving scenarios.