

S.No	* INDICATIVE SYLLABUS FOR ASST. (MATERIALS / STORE KEEPER) TRAINEE
	Trade Theory
1	Safety precautions, Electrical safety, types of fire extinguishers. Artificial Respiration. Data, Information, data types, physical /soft form Environmental Hazards: Safe!\ precautions related to Chemical and other petroleum product storage. Knowledge on fire extinguishers
2	Knowledge about first aids & firefighting equipments. Knowledge about causes of fire at store, and precaution against fire.
3	Knowledge about objectives, Importance, Functions and Essentials of good store keeping Understanding of Purchase requisition, Schedule of quotations, Purchase Order, Goods Received note, Goods Inspection Report, Goods returned Note, Materials Debit Note, invoice, invoice stamp
4	Knowledge about duties, responsibilities & qualities of a good storekeeper
5	Principles of store location & method of store location. Knowledge about Stores Layout & its basic factors Location & layout, types of storehouse, Security measures- security of building store and stock yards, movement of men, marking the stores, Statutory regulations.
6	Knowledge about meaning, need & methods of marking of stores items Importance of material handling, materials handling equipment, types of equipment-hand and power-driven, cost factor in selection of materials handling equipment. Maintenance & care of equipment.
7	Knowledge about characteristics of storagematerials & methods of storing.
8	Knowledge about Store hygiene and its case.
9	Knowledge of material coding, simplification, standardization and ABC classification of store
10	Knowledge about sources of receipt of materials & procedure of receipt of materials
11	Knowledge about objective & importance of packaging and its types
12	Knowledge about dispatch, inspection & recording procedure of stores Meaning, functions, objectives and importance of storekeeping and its relationship with purchasing, storekeeping and its benefits. Position and role of a storekeeper, qualifications, duties and responsibilities.
13	Knowledge about issue procedure of materials.

14	<p>Knowledge about: 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, Stock Day</p>
15	<p>Basic definition of computer, features and applications. Knowledge about computers operating system (Store keeping software). File management through Windowsexplorer.</p>
16	<p>MS Windows - different versions, advantages and applications of windows. Starting windows and their operations.</p>
17	<p>Understanding stock taking sheet /procedures. Understanding of Bins/Locations for materials Process of issue of items to user after checking the valuation type, material code and plant code etc. Preparation of Purchase orders ; contracts and Understanding Purchase orders I contract</p>

*** Note : Syllabus of ITI (Fitter / Electrician / Instrument Mechanic / Electronics) is also applicable**

