

SYLLABUS FOR ASSISTANT SUPERINTENDENT -STORES/COMMERCIAL

PART I- GENERAL MANAGEMENT APTITUDE (Marks – 20)

1. Mental Ability & Reasoning (Intelligence & Critical Reasoning)

- **Logical Reasoning:** Syllogisms, statement & conclusions, statement & arguments, course of action, decision making.
- **Analytical Reasoning:** Puzzles, seating arrangements, complex arrangements, linear and circular arrangements.
- **Verbal Reasoning:** Series completion (alphanumeric, number, symbol), analogies, classification (odd one out), coding-decoding, blood relations, direction sense test.
- **Non-Verbal Reasoning:** Visual reasoning, paper folding/cutting, mirror images.

2. English Language & Comprehension (Language Comprehension)

- **Reading Comprehension:** Understanding and interpreting passages.
- **Grammar:** Rules for tenses, prepositions, articles, subject-verb agreement, active and passive voice, direct and indirect speech, spotting errors.
- **Vocabulary:** Synonyms, antonyms, idioms & phrases, one-word substitutions, words often confused and misused.
- **Verbal Ability:** Sentence correction, sentence completion/fill in the blanks, para jumbles/sentence rearrangement.

3. Data Analysis & Interpretation (Data Analysis & Sufficiency)

- **Data Interpretation (DI):** Analysis of data from sources such as bar graphs, line graphs, pie charts and tables.
- **Data Sufficiency & basic Statistics**

4. Numerical Ability (Mathematical Skills/Quantitative Aptitude)

- **Arithmetic:**
 - Number systems, HCF and LCM.
 - Percentages, profit & loss, simple & compound interest.
 - Ratio & proportion, averages, problems on ages.
 - Time & work, time & distance, pipes & cisterns.
 - Mixtures and allegations, partnership.
- **Algebra:** Basic algebra, linear equations, inequalities, logarithms, permutations and combinations (occasionally).
- **Geometry & Mensuration:** Basic geometry (triangles, circles) and mensuration (area and volume).

- **Simplification:** Square roots, cube roots, surds & indices

5. General Knowledge & Current Affairs

DISCIPLINE – STORES/COMMERCIALS (Marks – 55)

1. **Inventory Classification:** Practical application of ABC, VED, FIFO/LIFO and FSN analysis for stock prioritization. Calculating EOQ (Economic Order Quantity), Safety Stock levels, and Re-order points. Systems for material Codification (numeric/alpha-numeric) and technical specifications.
2. **Receiving & Inspection:** Legal and technical procedures for GRN (Goods Receipt Note) and SRV (Store Receipt Voucher). Methods for protecting materials from corrosion or damage (especially relevant in a Shipyard environment). Accurate maintenance of Bin Cards, Stock Ledgers, and the reconciliation process.
3. **Public Procurement Rules:** Official government procedures for Scrap Disposal and auctioning surplus materials. Management of Purchase Orders (PO), Letters of Credit (LC), and Bank Guarantees. Differences and rules for Open, Limited, and Single tender inquiries. Knowledge of GeM (Government e-Marketplace) portal.
4. **Shipping:** General Knowledge of Incoterms (especially FOB, CIF, and EXW) for import/export of ship components. Knowledge of General safety rules for material handling, procedure for intergodown transfers and stock keeping. Knowledge of procedure for use of lifting harnesses, loading /unloading of materials, strapping/securing of consignments for transportation. Insurance's/E-way bill requirements.
5. **ERP Software:** Knowledge on warehousing management software , ERP software knowledge pertaining to stores operations.

Disclaimer: The Above syllabus is broadly indicative but not exhaustive. Examination paper will be related to the qualification and relevant experience as per the post advertised