

Syllabus for the Post of Junior Dealing Assistant (MM) -Level F1

Essential Qualification: 3 years Diploma in Material Management/ Inventory/ Stock Control Recognized by the State Board of Technical Education/One Year PG Diploma in Material Management.

Part (A): General Mental Ability and Aptitude	20% (20 questions carrying 1 mark each)
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General Mental Ability and Aptitude to test the following:

- Interpersonal Skills
- Logical reasoning/Analytical/Comprehension ability
- Basic Numeracy and Data Interpretation Skills
- General Awareness

Part (B): Subject/Domain Related	80 % (80 questions carrying 1 mark each)
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A. Materials Management : An Overview

1. **Introduction to Materials Management:** Meaning, definition, scope and functions of Materials Management, Objectives and Advantages of Materials Management. Interfaces of Materials Management: Internal and external interfaces. Organisation for Material Management
2. **Supply Chain Management:** Concept, objectives of supply – production and distribution system, Role and Management of flow of material in supply chain management.
3. **Material Management Linkages:** Linkages with other functional areas of Management i.e. Production, Accounting and Finance, Marketing, HRM, IT, TQM. A Brief discussion on the functions of each functional area of Management.
4. **Elements of Production Processes:** Familiarity with broad categories of production processes used in industries. Commonly used machines and tools in industries.
5. **Cost Involved in material management :** General discussion on concept of costs and cost classification, specific costs associated with Material Management.

B. Stores Keeping and Stores Accounting

1. **Storekeeping:** Introduction, objectives and functions of storekeeping, location and layout of stores. Types of stores.
2. **Receipt of Materials :** Receipt procedure, inspection and testing of materials, Rejection and Returns of materials. Forms used in receiving of materials like Material Received Note, Inspection Report, Rejection Report etc. Passing of Bills/invoices for payment.
Codification of Materials : Need for codifications of materials, different methods of codification of materials, suitability criteria.
3. **Issue of Materials :** Issue procedure and documents used, store records like bincard and store ledger, pricing of material issues – different methods like FIFO, LIFO, Simple average, weighted average, standard price, Replacement / market price etc.

4. **Material losses:** Meaning, accounting treatment and control of different type of material losses (waste, scrap, spoilage, defectives, obsolescence etc.).
5. **Store Handling Equipment:** Advantages of using stores handling equipment, Types of handling equipment: manual and mechanical devices.

C. Purchase Management

1. **Purchase Management:** Introduction, importance and functions of purchase Department, Organisation for purchase function, centralized and decentralised purchasing, objectives of purchasing i.e. 6R's of purchasing.
2. **Purchase Procedure:** Pre-purchase considerations, standard purchase procedure, post-purchase issues. Standard form used in purchasing like purchase requisition, tender / quotation documents, schedule of quotations, purchase order, follow-up order, cancellation of order, Bill of Materials etc.
3. **Special Purchase Systems** – Forward Purchase, Tender purchase, Blanket order, zero stock, Rate contract etc. Price Forecasting: Price and Pricing impact, price negotiations and fixing. Purchasing under fluctuating prices, purchasing under uncertainty, Negotiations regarding quality, terms of contract, delivery, payment schedule, cash discount, quality considerations, etc.
4. **Public Buying** : DGS&D Rate contract, Buying from Kendriya Bhandars NICS I etc.
5. **Online Purchasing** : Concept, advantages, procedure of online purchasing and current online purchase practices.
6. **Buyer- seller Relationship:** Importance of good buyer-seller relationship, Relation with supplier-policies and issues in relationship, Ethical issues in purchasing.
7. **Legal issues in Purchasing:** Law of Contract, Contract of Sale of Goods, Conditions and Warranties, Rules Regarding Transfer of Property. Negotiable Instrument Act, IT Act 2000
8. **Insurance Buying:** Arranging adequate insurance cover and claim management. Quality Control in Purchasing: Concept of Total Quality Management (TQM), Certification, Role of Material Management in TQM. Value Analysis and Value Engineering.
9. **International Purchasing:** Need for International Purchase, Direct and Indirect Buying. Procedure, Documentation and Legal-Framework of International Purchasing.
10. **Import Substitution:** Research and Development, Transfer of Technology, Standardization, Problems in Import Substitution.

D. Indian Economy – Sectoral Issues

1. **Agriculture:** Trends in production and productivity, land reforms, land tenure system, land distribution. Agricultural labour, wages and employment and issue of under-employment. Capital investment, credit, Irrigation and supply of other inputs.
2. **Agricultural Policies-** Green revolution, pricing and procurement policies, PDS and support price.
3. **Industry:** Growth and Structure of industry. Industrial and licensing policies, large, small and cottage industries.
4. Industrial finance, capital and multinationals. Cost of each source of finance
5. **Service Sector:** Growth and Structure of service sector – major components, linkages with other sectors, and importance in the national economy, informal sector.

E. Computer concepts and software packages

- 1. Basic Concepts:** Meaning, characteristics and applications of a Computer, Advantages and limitations of a computer, Meaning of Data, Information and Knowledge, Data types, data storage, data representation such as ASCII.
- 2. Components of Computers:** Hardware components: input devices, output devices, system unit. Software components: Application software: general purpose packaged software and tailor – made software, System software: operating system, interpreter, compiler, linker, loader.
- 3. Operating System:** Need and functions of an Operating System, Graphic user interface and character user interface. Windows environment: application and document, Windows interface such as icons, lists, menus, dialog box, etc. Desktop, control panel, system tools, utilities such as calculator, calendar, etc. Explorer: file types, attributes, names, folders, drives, devices. File functions: create, open, close, delete, rename, move, cut, copy, paste, etc.
- 4. Introduction to Networks and Internet:** Meaning and types of networks - LAN, MAN and WAN, Internet, difference between internet and intranet. Basics: functions, growth, anatomy, Uses, Wireless and wifi, Internet services: ISP, types of accounts, World Wide Web: websites file transfer, browsing, searching.
- 5. Office Applications:** Meaning and applications of word processing, MS-Word – formatting text, writing basic document using Word, Header and Footer, Page formatting, paragraph formatting, saving a document, printing a document. Meaning and applications of spreadsheets.
MS-Excel – creating a workbook, saving a workbook, editing a workbook, creating a series, use of basic formulae in Excel, use of functions in Excel, sorting data, creating simple charts. Meaning and applications of presentation.
MS-PowerPoint – creating simple presentation including slide transitions, bullets, etc.

F. Inventory Systems and Control Techniques

- 1. Inventories:** Meaning, types of inventories, definition as per relevant accounting standard, Need and benefit of holding inventories, objectives of inventory management.
- 2. Inventory systems and Valuation of Inventories:** Periodic inventory system, Perpetual inventory system including continuous stock taking. Valuation of inventories as per relevant accounting standard under different methods and systems, valuation as per LIFO Method also. Inventory methods with specific reference to different industries
- 3. Inventory Decisions:** Types of inventory decisions, relevant costs involved in inventory decisions. Quantity order decision – Economic Order Quantity and its calculation as per tabular, graphical and mathematical approaches, EOQ with quantity discount, Re-order decision : Fixation of Various levels and determination of re-order point, safety stock etc. Q System, P system.
- 4. Other Inventory Control Techniques:** Selective Inventory Control – ABC Analysis, Material, Turnover Ratio: Calculation and Importance, FSN Analysis, JIT Approach, VED Analysis. Management of Process Inventories (WIP). Spares Parts Management

G. Material Logistics and Distribution Management

- 1. Material Logistics:** Concept and Importance of Material Logistics. Logistic Tasks: Followup of Order, Transportation, Warehousing, Inventory Control, Information Monitoring. Logistic Planning: Major Aspects and Factors.
- 2. Transportation:** A Brief Study of different modes of transport used for movement of materials, their relative advantages, disadvantages and suitability. Road Transport: Road System, Role of Road Transport in Movement of Materials, Role of National Highway Authority of India, Limitations of Road Transport System, Consignment Note. Rail transport: India Railway Network and Role in Transportation of Materials and Cargo, Consignment Note.
- 3. Air transport:** Role of Air Transport in Domestic and International Transportation of Goods. Role of Ministry of Civil Aviation, Airport Authority of India and Directorate General of Civil Aviation, Air Waybill, Contract of Affraightment. Water transport : Inland Water Transport : Role of Inland Water Transport Inland Waterways: Inland Waterways Authority of India. Ocean transport : Role of Ocean Transport in International Trade, Structure of Shipping Services – Liner Shipping and Tramp/Charter Shipping, Conference System and Determination of Rates, Bill of Lading and Charter Party.
- 4. Multi-Model Transport System:** Concept and advantages of Multi-Model Transport System. Containerization: Need and Advantages of Containerization, Inland Container Depots (ICDs) and Container Freight Stations (CFSs). B.A. (Vocational Studies) Materials Management, CBCS
- 5. Warehousing:** Concept of Warehousing (Warehouse, Depositor and Warehouseman), Elements and Functions of Warehousing. Role of Warehousing in Economic Development, Types of Warehousing, Advantages of a Public Warehouse, Costs Associated with Warehousing, Warehousing Corporations in India, Objectives and Functions of Warehousing Corporations.

H. Supply Chain Management

- 1. Statistical Presentation:** Elements of data representation for (i) Tabulation and cumulative frequency, (ii) histogram, (iii) measures of central Tendency, (iv) Probability Theory (Basic concepts excluding non-conditional and Bayes Theorem)
- 2. Quality Management Concepts:** ISO Certification. Methods of Control: Product, Process, Risk, Evolution, Management Approaches, Quality Management Support System. R Chart, P Chart and X charts; Acceptance Sampling & OC Curve in production Control.
- 3. Supply Chain Management:** Supply management an organization spanning activity. How purchasing becomes supply management? Supply Management and the Bottom line. The four phases of supply management.(Generation of requirement, sourcing, pricing and post Award activities). Supply management systems: B2B, Strategic Supply Management.
- 4. Enabling Concepts in Supply:** Buyer-supplier relationship: Developing and Managing collaboration and Alliance relationship. Cross-functional teams and supply-Management Activities. Challenges and problems with cross functional approach, ERP Systems, Negotiations and Bidding, Information sharing

I. Business Law

- 1. The Indian Contract Act, 1872**

Contract – meaning, characteristics and kinds, Essentials of valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects, Void agreements, Discharge of contract – modes of discharge including breach and its remedies, Contingent contracts, Quasi contracts

2. The Indian Contract Act, 1872: Specific Contracts

Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency

3. The Sale of Goods Act, 1930

Contract of sale, meaning and difference between sale and agreement to sell, Conditions and warranties, Transfer of ownership in goods including sale by non-owners, Performance of contract of sale, Unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer.

4. Partnership Law :

The Partnership Act, 1932: Nature and Characteristics of Partnership, Registration of Firms, Types of Partners, Rights and Duties of Partners, Implied Authority of a Partner, Incoming and outgoing Partners, Mode of Dissolution of Partnership

The Limited Liability Partnership Act, 2008: Salient Features of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Partners and Designated Partners, Incorporation Document, Incorporation by Registration, Partners and their Relations, winding up B.A. (Vocational Studies) Materials Management, CBCS

5. The Negotiable Instruments Act, 1881

Meaning and Characteristics of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque, Holder and Holder in due Course, Privileges of Holder in Due Course, Negotiation: Types of Endorsements, Crossing of Cheque, Bouncing of Cheques

J. Material Planning and Control

1. **Budgetary Control** : Meaning of Budget, Types of Budgets, Budgetary Control System, Material Requirement Planning, Principal Budget Factor, Budget Manual, Preparation of Different Types of Budgets Like Sales, Production, Material Consumption, Purchase Budget etc. Fixed and Flexible Budget.

2. **Standard Costing** : Meaning of standard cost, Standard Costing System, Material Cost Variance Analysis.

3. **Elements of Marginal costing and Decision making** : Marginal Cost, Fixed and Variable Costs (Period and Product Costs), Marginal Costing System, Marginal Cost Equation, Profit – Volume Ratio, Break Even Point, Break Even Chart, Margin of Safety, Cost-Volume Profit Analysis and its Uses, Concept of Relevant Costs in Decision Making. Simple Decision Making Problems including Make or Buy Decision, Domestic versus International Purchase.

4. **Computers in Material Management:** Use of Computers in Material Planning, Purchase, Store, Issue and Inventory Control. Integrated Information System for Material Management.

5. **Evaluation of Material Management Function:** Meaning and Procedure. Evaluation Tools and Techniques.

Note: The above syllabus is indicative and the questions in the test may include similar other topics pertaining to the level and content of essential qualification.

