

**NATIONAL COUNCIL FOR CEMENT AND BUILDING MATERIALS**  
34, Km Stone, Delhi-Mathura Road (NH-2), Ballabgarh, -121004, Haryana

Date : 18<sup>th</sup> August, 2025

**Syllabus-Material Management Service (MMS-03)**

**Advt. No. R/05/2025 (01)**

- Handling & preservation of stores, maintenance of store, asset management. Purchase order processing, Inventory control & inventory Management, Bill of materials/ Vendor Development, Goods receipt note (GRN), Store Accounting. Budgeting and Taxation.
- Purchase indenting, financial limits for procurement of various goods and services
- Procurement of goods, services and works, rate contracts, types of bidding, e-auction, Government e-marketplace
- Contract management, fixed assets accounting, scrap disposal
- 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 latest updated GFR 2024
- GeM, online bidding process, e-procurement process,
- Vendor registration
- CVC guidelines related to procurement of goods and services.
- Consultancy procurement, selection of consultancy, consultant contracts & evaluation and outsourcing of services
- Internal auditing of bills/vouchers, 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, forms of accounts, purchase & verification of consumable goods and materials, MIS.

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