

## MOCK TEST

**Job role Name: Consignment Booking Assistant**

**Time: 71 Minutes**

**QP Code: LSC/Q1120**

**NSQF Level: 3**

### SECTION - A

#### Theory Assessment

#### NOS 1 - LSC/N1117

- 1 The three main activities of logistics systems are- 2 Marks
  - a) Staff attendance, order processing, truck loading
  - b) Inventory keeping, cash handling, office maintenance
  - c) Office maintenance, staff attendance, order processing
  - d) Order processing, inventory management and freight transportation
  
- 2 The consignment is weighed to obtain \_\_\_\_ 3 Marks
  - a) Time of delivery
  - b) Cost of delivery
  - c) Number of paper required to pack
  - d) Barcode
  
- 3 All the terms of the contract for the movement of goods by a common carrier are included in \_\_\_\_ 2 Marks
  - a) Carrier's invoice
  - b) Free on board (FOB) terms
  - c) Freight bill
  - d) Bills of lading
  
- 4 When dangerous or breakable goods are packed, it should be marked as- 2 Marks
  - a) Do not touch
  - b) Urgent
  - c) Fragile
  - d) In process
  
- 5 Which of the following button/key is pressed to switch on the computer 3 Marks
  - a) Power
  - b) Shift
  - c) ESC
  - d) ALT+F4
  
- 6 Computer speed and its overall performance can be improved by \_\_\_\_ 2 Marks
  - a) Uninstall unnecessary software
  - b) Add more ram to your pc
  - c) Check for spyware and viruses
  - d) All the given options are correct
  
- 7 A two-way document that acknowledges delivery of goods by a supplier and their receipt by the customer is called \_\_\_\_ 2 Marks
  - a) General received note
  - b) Goods received note
  - c) Gross received note
  - d) Genuine received note
  
- 8 Printers in booking offices are used to print which of the following ? 2 Marks
  - a) Salaries and labels
  - b) Invoices and permits
  - c) Labels and invoices
  - d) Permits and invitations
  
- 9 At what time computer related issues should be reported by you? 2 Marks
  - a) After completion of assigned work
  - b) Before starting the work

- c) In the middle of work
- d) no need to report

**NOS 2 - LSC/N1118**

- 10 Mr Mehta while on audit of your office asks you about your profile and meaning of consignment. How will you define the term consignment ? 3 Marks
- a) Goods sent from one place to another
  - b) Goods sent by owner to his agent
  - c) Goods sent from one person to another
  - d) an arrangement between a reseller (consignee) and their supplier (consignor), that allows the reseller to pay for their products after the products have been sold
- 11 Truckload is always considered as an important aspect while dispatching any consignment. From the given options, select the situation when less than truckload shipping is taken into consideration? 3 marks
- a) Companies have enough goods to fill an entire truck
  - b) When items are loaded into a semi-trailer that is between 25-50 feet long
  - c) Companies do not have enough items to fill a truck and the despatch is very important
  - d) shipments require a lot of freight
- 12 For shippers moving large loads over long distances, what would you prefer to be cost effective? 2 Marks
- a) Truck      b) Rail                  c) Ship                          d) A combination of truck and rail
- 13 If direct logistics costs include transportation, warehousing, and value-added services, indirect logistics cost includes? 4 Marks
- a) Inventory carrying costs
  - b) Theft and damages
  - c) Losses in transit
  - d) All of the above
- 14 \_\_\_\_\_ is not necessary to be mentioned in the shipment invoice. 2 Marks
- a) Mode of transportation
  - b) Pro-forma invoice no
  - c) Name and address of the export company
  - d) Name and address of the importer company and consignee
- 15 The flow of goods and documents from the place of origin to the place of destination is called- 3 Marks
- a) Shipping process                  b) Loading process                  c) Goods flow process                  d) Booking process
- 16 The validity of e-Way bill for a distance up to 100km is 2 Marks
- a) One day                  b) Two day                  c) Five day                  d) One week
- 17 If a company wants to exports any goods product in the country, They should first possess- 2 Marks
- a) Company license                  b) Registration documents                  c) Way bill                  d) Certificate of origin
- 18 \_\_\_\_\_ is the safest and assured method of payment for international consignments? 2 Marks
- a) Cash                  b) Cheque                  c) Bank transfer                  d) Letters of credit
- 19 The method of unloading materials from an incoming semi-truck and loading directly into out-bounds trucks or trailers is- 2 Marks
- a) Customer availability

- b) Transportation availability
- c) Route availability
- d) Staff availability

**NOS 3 - LSC /N1119**

20 When the source of the supplier is hidden from the customer, such shipment is referred as - 2 Marks  
 a) Same keeping unit      b) Store keeping unit      c) Share keeping unit      d) Stock keeping unit

21 It is important to timely check the \_\_\_ covered to reach the destination . 2 Marks  
 a) Distance      b) Right route      c) Consignment      d) Rest

22 What are the documents required to pass the tolls 2 Marks  
 a) Consignee's address      b) Permit      c) Trademark      d) Barcode



23 Which of the following best describes about the role of Consignment Booking Assistant ? 2 Marks  
 a) Take the consignment request      b) Deal with complaints      c) Issues invoice      d) Manages transport

24 What is the full form of GSTIN used for Logistics and Transport Services ? 2 Marks  
 a) Goods and Services Tax Information Number  
 b) Goods and Services Tax Identification Number  
 c) Goods and Services Transport Identification Number  
 d) Goods and Supplies Tax Identification Number

25 Suppose you have been given a consignment booking job and after booking the packing is taking lot of time and lorry is about to reach on scheduled time. What will you do in such a scenario? 3 Marks  
 a) Let lorry come on its scheduled time  
 b) Intimate the transport manager about the delay  
 c) Tell the staff to despatch half of the consignment  
 d) Let lorry wait outside for pick up

26 While working many reports needs to be prepared for day to day office working in a systematic manner. What are few reports required as per your profile and knowledge ? 3 Marks  
 a) Full Truck Load (FTL) Report  
 b) Less Than Truckload (LTL) Report  
 c) Consignment Cancellation Report  
 d) All the given options are correct

27 How can you keep the computer data safe from other users? 2 Marks  
 a) Password protected  
 b) Keep data in pen drive  
 c) Save data in other computer

d) All the given options are incorrect

**NOS 4 - LSC/N1128**

- 28 The offices should keep the accounts records for at least- 2 marks  
a) 1-2 yrs      b) 2-3 yrs      c) 3-4 yrs      d) 5-6 yrs
- 29 From the following options, Fire Prevention includes \_\_\_\_ 3 Marks  
a) Stopping fire from occurring  
b) Separating fuel load from ignition source  
c) Minimizing fuel load  
d) All of the above
- 30 While checking sharp objects, Which of the following PPE should be used by you ? 3 Marks  
a) Safety Shoes    b) Safety Glasses      c) Safety Gloves      d) Safety Helmet.
- 31 Organization policies and procedures needs to be taken into consideration for every documentation . Documentation means \_\_\_\_\_. 3 Marks  
a) A System of Records  
b) Only Written on Paper  
c) Only Electronic  
d) A Seal of approval
- 32 You saw the broken wires on the floor and assume there is high chances of electrocution. What should you do? 3 Marks  
a) Remain silent    b) Continue to work      c) Tell your colleague    d) Report to senior or manager
- 33 What does BLUE color health and safety signs signify ? 3 Marks  
a) Stop signs      b) Prohibition signs      c) Mandatory signs      d) Hazard signs
- 34 In case of any accident in the office, who is the first person to be reported as per you ? 3 Marks  
a) Supervisor    b) Manager      c) Hr      d) Warehouse owner
- 35 The common reason of lorry accidents could be- 3 Marks  
a) Drink and drive situation  
b) Loud Music  
c) Tyre Burst  
d) All the given options are correct
- 36 Which among the following is not a way to contribute to a positive safety culture in the workplace by employees ? 3 Marks  
a) They should report unsafe conditions after an accident has occurred  
b) They should report any unsafe conditions as soon as possible  
c) They should know the location of the first aid kit and accident book  
d) They should have cool attitude towards unsafe conditions and accidents
- 37 \_\_\_\_ should always be available at workplace to avoid fire breakout? 3 Marks  
a) Water bottles    b) Bucket full of water      c) Sand      d) Fire Extinguisher
- 38 Which of the following factor should not be considered as potential contributors to occurrence of any incident? 3 Marks  
a) Human error

- b) deficient maintenance
- c) Poor housekeeping
- d) hazardous environment involving weather, volcanic ash, birds, etc.

## **SECTION - B**

### **Practical Assessment**

#### **NOS 1 - LSC/N1117**

1. A customer wants to book a consignment, what steps that you follow as a consignment booking assistant to perform the task? 35 Marks
2. While performing printing job paper jam problem occurred, demonstrate the steps to get jammed paper out of a printer? 45 Marks

#### **NOS 2 - LSC/N1118**

3. If you want to ensure on-time delivery of a particular consignment, Demonstrate a few steps you can take to achieve that. 35 Marks
4. For transportation of booked consignment we need transport, demonstrate the process of online booking of transport. 40 Marks

#### **NOS 3 - LSC /N1119**

5. To provide better logistics services to the customer, what are the various steps involved in achieving customer satisfaction in supply chain management? 40 Marks
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#### **NOS 4 - LSC/N1128**

7. Mohan is working in the warehouse where the consignment is stored. while working he found that some of the consignment is not stored properly, which can cause by an unsafe situation. what are the steps he should follow to report that? 35 Marks
8. While loading the consignment to the truck some objects fall onto the loader who is performing the loading job, then demonstrate the procedure for reporting such accidents. 35 Marks