



दक्षिण पूर्व मध्य रेलवे  
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ.ग.) 495004

HEADQUARTER, PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR, GM's OFFICE, BILASPUR(C.G.)495004

No. P-HQ/CON/452/1/S/ 68

Dated 12.05.2020

PCMM, CMM, CPO (A), SDGM/SECR,  
DRM/BSP, R, NGP, CWM/WRS/R & CWM/WS/MIB  
Dy CPO (HQ), Dy CPO (CON), SPO (HQ),  
PCPO /SER/GRC & PCPO/ECOR/BBS,

**Sub: - Selection for formation of a panel of AMM (Group'B') against 70% DPQ  
vacancies of Stores department (6 th cycle)**

1. It is proposed to conduct a selection for formation of a panel to fill-up (01) vacancy (i.e. ST-01 ) of Group "B" vacancies of AMM against 70% DPQ ( 6<sup>th</sup> Cycle) PB-2 Rs. 9300-34800+GP- 4800/- Level-08 (7<sup>th</sup> PC) from willing and eligible Senior Supervisors of Stores department and having lien in South East Central Railway, who may submit their clear willingness/unwillingness to participate in the above selection. The final zone of consideration and exact date of written test will be intimated later.

**Eligibility Criteria:-**

Senior Supervisor (Ministerial & non Ministerial) working on regular basis in Group 'C' who have rendered not less than 03 years of non-fortuitous service, as on 05.02.2020, in scale Rs.5000-8000 (V-PC) /PB-2 Rs. 9300-34800 with Grade Pay Rs.4200 (VI-PC)/ Pay Matrix Level 6 of VII PC & above; and having lien in Store department of this Railway are eligible to appear in the Selection.

2. A provisional integrated seniority list of eligible senior subordinates of Stores department of this Railway, who are eligible to appear in the selection, is enclosed as **Annexure "A"** in the (main list). A standby list, in the order of seniority, is also enclosed as **Annexure "B"**, which will be considered (duly taking in to account the respective community) based on unwillingness submitted of those eligible candidates who are included in **Annexure "A"**, if any. Prospective candidates are advised to peruse the lists carefully. In case of any dispute vis-à-vis the lists, requisite representation may be submitted, through their Controlling Officer and respective Personnel unit, to this office in the proforma prescribed in **Annexure "C"** latest by the closing date of this notification. Controlling officers/respective Personnel officers are advised to verify details of the employees, with their clear willingness/unwillingness and certify their correctness while forwarding them to this office. The consolidated statement in respect of such candidates as per the format in **Annexure-'C'**, together with the individual applications, should be forwarded by the concerned Personnel Officers to this office as per the time limit prescribed in Para (4) below. In case a candidate is found ineligible for the above selection at any stage, his candidature will be summarily rejected. It may be ensured that the applications of candidates working under Construction Organization should be submitted through Dy CPO/Con/Bilaspur

3. In case any candidate is on leave or on deputation to other Railways/Units or on sick list, the Controlling Officer concerned should send necessary advice to the authority under which he is working or the medical authority /home address as the case may be and may obtain acknowledgement to that effect.

4. In terms of extant instructions, eligible candidates whose names are borne in the provisional integrated seniority list should submit their willingness or unwillingness by 03.06.2020 to the concerned Personnel Officers offices as per the entries in **Annexure 'C'** and the same should be sent in a consolidated statement as per proforma enclosed in **Annexure 'C'** by the concerned Personnel Officer to the office of Dy CPO/Gaz/Bilaspur on or before 10.06.2020 along with the individual applications.

5. In terms of para 8.9 of Master Circular No.68, Employees constituting the field should be advised individually of the proposed selection with the clear stipulation, that they should on receipt of the notice, submit their clear written willingness / un-willingness to take the selection. For this purpose, each individual notice should have a counterfoil, which should be returned by the employees within a fortnight of receipt indicating willingness or un-willingness to take the selection. The notice should carry a clear indication that it is the employee's responsibility to advise their willingness / un-willingness to take the selection and failure to respond or to provide the intimation within the period allowed will be treated as un-willingness on his/ her part to take the selection. Depending on the position of un-willingness reported or non receipt of any intimation, employees from the reserved list should be called to the extent necessary for taking the selection.

6. It shall be the duty of the concerned Personnel Officers to cross verify the authenticity of the entries before consolidation and forwarding to this office. Where employees figuring in enclosed list have not indicated clear willingness or unwillingness to appear in the selection, suitable remarks accordingly may be indicated against such employee while forwarding the consolidated list to this office. The final zone of consideration will be decided on the basis of 3 X formula (i.e. three times the number of vacancies) in order of seniority amongst the willing & eligible candidates from out of lists in Annexure "A" and "B", which may be further extended to the extent of number of such candidates in the normal zone of consideration who have failed twice in earlier selections as per the extent rules. As regards vacancies reserved for SC/ST, in case adequate numbers of SC/ST candidates, i.e. three times the number of vacancies reserved for them, are not found in the normal zone of consideration, the same may be extended for SC or ST or both to five times the total number of vacancies reserved for them.

7. It may be noted that for those in scale Rs. 6500-10500 (V PC) /PB-2 Rs. 9300-34800 Grade Pay Rs. 4600 (VI PC) / (Pay Matrix Level-7 of VII PC); seniority in grade Rs. 6500-10500 (V PC)/PB-2 Rs. 9300-34800 Grade Pay Rs. 4600 (VI PC)/Pay Matrix Level-7 VII PC will be reckoned in terms of extant rules. The final list of candidates to be called for the written exam will be prepared basing on the willingness received from the employees.

8. The pre-selection coaching for a period of 3-4 weeks to the reserved community candidates (SC/ST) should be arranged by the Executive side i.e. PCMM/SECR. This training is treated as mandatory and refusal, if any, should be taken in writing. On completion of pre-selection coaching, requisite completion report should invariably be sent to the PCPO/Gaz /Bilaspur. **In light of the prevalent COVID-19 pandemic situation, due precaution to be taken while imparting pre-selection coaching.**

9. The concern controlling officers/Personnel officer should ensure that the ACRs/APARs for the last five years, complete in all respects, duly updated Service Records and Personal file of the candidates appearing in the selection are kept ready so as to ensure their prompt submission to PCPO (Gaz)/SECR as and when called for.

10. This is the 6<sup>th</sup> (sixth) Cycle of (Gazetted) Group "B" selection for Stores department being notified in S E C Railway. It is made clear that employees concerned should clearly satisfy themselves regarding their eligibility, in terms of grade, length of non-fortuitous service and holding lien in S.E.C.Railway. Provisional consideration of selection based on available records will not preclude summary debarring/disqualifying ineligible candidates at any later stage.

11. It may be noted that this post (AMM) is the non-safety category post accordingly; candidates should qualify the prescribed medical fitness before appearing viva-voce test, without medical fitness certificate candidates will not be eligible for attending viva- voce test.

12. Objective and scheme of Examination: The examination aims at comprehensive assessment of knowledge of the candidates and is essentially aimed at testing their professional ability. The examination will consist of - (i) Written Examination, and (ii) Viva-voce (with prior Medical fitness test). The scheme of written examination as contained in Railway Board's letter No. E(GP)2018/2/31 Dated 19.03.2019 (RBE No. 53/2019) is mentioned below in brief: -

12.1 As per the scheme introduced vide Board's (RBE No. 53/2019) the written examination shall comprise of one paper which shall have 100% Objective type Multiple Choice Questions only. The paper will be of 100 marks, and distribution of marks will be as under:

- |  |          |
|--|----------|
| A) Technical Subject including Official Language policy: | 70 Marks |
| B) Establishment and Financial Rules:                    | 30 Marks |
| C) Qualifying marks                                      | 60 Marks |

12.2 Candidates qualifying in the written examination will be subjected to viva-voce test, which shall have following distribution of marks against various heads :-


	Maximum marks	Qualifying marks
1. Record of Service	25	30 marks (including minimum 15 marks in Record of service)
2. Viva-voce	25	

However, the candidates qualifying for viva-voce will have to pass the prescribed medical examination before appearing in the viva-voce.

The notification is also available on this Railway's web site <http://www.secr.indianrailways.gov.in>.

Please acknowledge receipt

Encl: As above

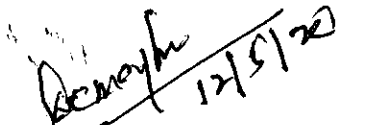
  
(M. Babu Abdul Khadeer)  
Dy Chief Personnel Officer (Gaz)  
for Principal Chief Personnel Officer

No. P-HQ/CON/452/1/S/68

Date 12.05.2020

Copy forwarded for information and necessary action to:

1. Secretary to GM/SECR, Sr.DPO/BSP, R &NGP
2. Dy CMM/GSD/R, Sr DMM/ BSP, NGP,
3. Principal MDTC/BSP, WPO/WRS/R & APO/WS/MIB
4. GS/SECRMC, GS/SECRPOA, & GS/AISC-ST/Association/BSP
5. Notice Board

  
for Principal Chief Personnel Officer

## Annexure-'A'

**PROVISIONAL INTEGRATED SENIORITY LIST OF SENIOR SUPERVISORS IN PB-2 ` 9300-34800 + GP `` 4600/-OF STORES DEPARTMENT.**

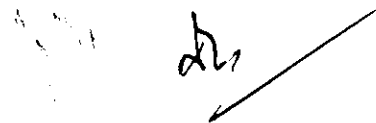
SR. No	NAME	Community	Design	Lien	DOB	DOA	Date of promotion in GP.4200/L-6	Date of promotion in GP.4600/L-7
1	S.C.LONARE	ST	CDMS	GSD	20-Aug-66	6-Apr-87	2-Apr-90	10-May-01
2	ANJELUS KUJUR	ST	CHOS	HQ	15-Jun-71	19-Jul-95	29-Oct-99	1-Nov-03
3	H M SHINDEKAR	ST	CHOS	HQ	26-Jun-63	27-Jun-86	1-Jan-96	1-Nov-03
4	B.P.GOND	ST	CDMS	GSD	30-Mar-66	13-Jun-92	14-May-95	10-Aug-05
5	B.L.NETAM	ST	CHOS	GSD	8-May-61	1-Jan-87	1-Nov-03	3-Nov-05
6	S.N.KOHAD	ST	CDMS	GSD	23-Oct-67	20-Dec-99	25-Jan-06	17-Nov-09
7	SHASH KUMAR BHAGAT	ST	CDMS	HQ	1-Feb-75	3-Feb-05	3-Feb-05	24-Feb-11
8	ANTUNI DUNG DUNG	ST	CHOS	HQ	11-Oct-71	25-Oct-97	4-Jun-01	2-Aug-11



## Annexure-'B'

## Standby List

SR. No	NAME	Community	Design	Lien	DOB	DOA	Date of promotion in GP.4200/L-6	Date of promotion in GP.4600/L-7
9	RAJESH KUMAR	ST	CDMS	GSD	17-Jul-79	25-Nov-05	25-Nov-05	1-Nov-13



**APPLICATION PROFORMA/ STATEMENT**

**ANNEXURE "C"**

1	2	3	4	5	6	7	8
Sr.No	Name	Designation/ Station	Lien	Community (UR/SC/ST)	Date of birth	Date of appointment	P F No
9	10	11	12	13	14	15	
Qualification	Present grade/ scale	Date of regular promotion in scale GP 4200/-	Date of regular promotion in scale GP 4600/-	Present grade Regular/ Ad-hoc	Remarks Willing/ un-willing	Signature candidates	

Signature of Controlling Officer/Personnel Officer

**ACKNOWLEDGEMENT**

I have received the notification No.P-HQ/CON/452/1/S/ dated 11.05.2020 for selection to the post of AMM (Gr 'B') against 70% vacancies of Stores department.

Signature

Name-

Design/STN/Unit

Date-

**ANNEXURE-'D'**

**SYLLABUS FOR WRITTEN EXAMINATION, FOR FORMATION OF A PANEL OF AMM (GROUP "B") AGAINST 70% VACANCIES.**

**STORES WORKING**

1.	Organization of Stores Department on Zonal Railway / Production Units, objectives of the Stores Department, functions of the Controller of Stores and other Stores Officers.
2.	Canons of financial propriety and their application in Stores matters.
3.	Delegation of powers, its needs and safeguards, powers of Controller of Stores and his Officers for purchase, sale, write off and related matters.
4.	Purchase of stores, policy and rules, channels and procedure for purchase of indigenous stores, modes of tendering and their limitations, tender committees, etc.
5.	Purchase of imported materials directly by the Railway and through Railway Board, ISM London and Washington, DGTD clearance, release of Foreign Exchange, placement of FOB, CTF, FAS & FOR contracts, importance licence, letter of credit, methods of payment for imported stores, import trade policy, import trade hand book, air freighting of Railway material
6.	Contracts - Indian Railway and DGS&D General conditions of Contract, special conditions of contract followed by Railway, DGS&D and Railway Board, settlement of disputes in contracts, penalties for breaches, earnest Money and security deposits in contracts, late and delayed tenders.

7	Procedure for direct purchase by the Railway, normal and emergency purchases.
8	Procedure for direct purchase through centralized agencies like DGS&D, Railway Board, Controller of Stationery, DLW, CLW, etc.
9	Procedure for purchase from Government departments.
10	Procedure for procurement of cement, timber wheels, tyres and axles, stationery, ITI items, virgin metals like copper, tin, lead, antimony, zinc, etc.
11	Procedure for procurement of steel through steel plants directly by, the Railway and through Railway Board, JPC price and extras, important specifications of steel items.
12	Fabrication contracts - Important conditions and safeguards to be stipulated in such conditions.
13	Important provisions of Sales Tax Acts, Excise Duty Acts, Sale of Goods Act, Arbitration Act and Indian Contracts Act
14	Stores Budget - Compilation of various amendments to the budget during the year, controls to be exercised to adhere to the budgetary provisions, control over stores expenditure to minimize working expenses. Purchase grant, net grant, integrated suspense budget, exchequer control.
15	Registration of firms on the Railways as approved suppliers, vendor evaluation, penal action against vendors, NSTC. DGS&D Registration of firms, selection of firms for tendering.
16	Price preference - Small Scale Industries, indigenous versus imported stores, items reserved for procurement through Small Scale Industries.
17	Important substitution - Development cell on the Railways. DGTD.
18	Important statistics on stores matters submitted periodically to Railway Board and included in Railway Board's Annual Reports and General Manager's Narrative Reports, yardsticks to measure efficiency of Stores Department on the Railways.
19	COIM Report - Important recommendations and their implementations on the Railways.
20	Printing and supply of Railway card tickets. SPT tickets, money value forms, books and forms for use on the Railway through Railway Printing Presses
21	Supply of uniforms to Railway staff, eligibility, periodical supply of clothing from factory - Handicraft centers.
22	Clearance of imported materials at the ports either departmentally or through clearing agents, customs and port clearance, marine insurance, payment of sea freight, procedure for settlement of claims for damages, breakages and loss in transit, accountal of imported stores at depots.
23	Reading of simple drawings, IS, IRS, BSS and DGS&D specifications, understanding their implications while tendering, ISI marketing scheme
24	Works Programme - M&P Programme and Rolling Stock Programme
25	Provision of important paras of Stores Code, General Code, Mechanical Code, Engineering Code, Goods & Coaching Tariff, Factory Act, Indian Railway Act.

#### **DEPOT WORKING, ESTABLISHMENT & FINANCIAL RULES**

1	Stores Depots - locations and functions
2	Depot organization - functions of Depot Officers and the subordinate staff, typical layout of a Stores Depot.
3	Security arrangements in Depots against fire, theft & pilferage, misappropriation, procedure for locking and sealing of wards and depositing of keys
4	Procedure for receipt of materials and their accountal, checks exercised before releasing payment to suppliers.
5	Issue of materials from Stores Depots to consumers other than Workshops, procedure for debiting for stores issued.
6	Receipt and issue of materials to Workshops and indentors, procedure for accountal of receipts and debiting for stores issued.
7	Recoupment of items manufactured in Railway Workshops.
8	Imprest stores, schedule supplies, procedure for issue, stores delivery vans.
9	Sale of Railway materials, procedure for disposal by tender auctions, survey committees and its functions for various of stores, general conditions of sale, special conditions of sale auctioneering agreement, reclamation of scrap.
10	Returned stores and their accountal, valuation of returned stores.
11	Powers of local purchase of Depot Officers, imp rest cash, method of recoupment
12	Preservation of stores such as rubber items, timber, chemicals, explosive materials, fire hazards.
13	Inspection of stores in depots, firms premises, agencies for inspection, rejection of materials at

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	depots inspected at firms premises, disposal of rejected materials.
14	Material handling equipment and their uses in the depots, unit piling container system, pallet system of stocking and for proper stacking of materials.
15	Despatch of Railway materials by rail, road, safeguards for loss in transit, settlement of claims with carriers
16	Inter-Depot transfers, clearance of stores in transit, purchase suspense
17	Stores verification, departmental and by Accounts, disposal of stock sheets.
18	Revised classification of accounting.
19	Inactive stores and their categorisation, surplus stores and their disposal and steps for prevention.
20	Codification - Unified stores nomenclature and price lists, unified vendor code-consignee code, advantages of codification.
21	Stores computerizations, various phases and their implementation on the Railway, exception reports, action documents, standardization, variety reduction.
22	Inventory control - Computer as an aide to inventory control and better inventory management, periodical print out from the Computer and its effective uses.
23	Methods of recoument of stores, lead time, EOQ formula, annual estimate sheets, safety stocks, main depot and sub-depot system, recoument of stock through computer, forecasting of demands for recoument.
24	ABC and VED analysis of items for control of inventory and improvement of compliance of demands.
25	Computerized price ledger, book average rates, debiting the indentors for cost of materials issued.
26	Evaluation of inventory control performance.
27	Audit and Accounts Narrative Reports, special letters, factual statements, draft paras and their disposal
28	End-use of important materials purchased/stocked by stores Department.

#### **ESTABLISHMENT RULES & PERSONNEL MANAGEMENT**

1	Organization of Personnel Department in the Railway. Objectives of the Personnel Department, functions and policies of the Personnel Department, rules of the Personnel Officer in the Headquarters and on the Divisions.
2	Classification of services, recruitment to different services of Group 'A to 'D', recruitment of Artisan staff, special reservation in Railway Service Rules of the Railway Recruitment Board in recruitment, recruitment other than through usual channels, promotion policy and methods.
3	Personnel supervision leadership styles, formal and informal democratic or participative leadership style, advantage of participation, joint councils of management, negotiating machinery schemes, Zonal and Divisional Corporate Enterprise Groups.
4	Inspections of Loco Sheds, CLW Depots, Stations, Engineering Officers.

#### **LABOUR RELATIONS & WELFARE UNIONS AND THEIR RULE**

1	Important recognized Trade Union in Railways, role of un recognized Unions and methods of dealing with them.
2	Industrial disputes and Legislative framework, causes of industrial disputes, basic remedies, the Industrial Disputes Act, 1947 Strikes, Lock outs and Lay offs, handling of grievances at Divisions and in the Headquarters, handling of grievances by Labour Enforcement Officers.
3	Hours of Employment Regulations, overtime job analysis and its mechanism.
4	Factories Act, special rules for Workshop staff in the Railways.
5	Workmen's Compensation Act, ex-gratia payment, incentive bonus scheme.

#### **WELFARE**

6	Pass Rules.
7	Retirement benefits under the Provident Fund and Pension Scheme, final settlement.
8	Welfare for the whole family of Railway men, concept and practice obtaining on the Railways.

#### **FINANCIAL RULES**

1	Parliamentary control over Railway Finance, public accountability canons of Financial property.
2	Financial planning and budgeting, budgetary financial reviews, appropriation of Accounts.
3	Rules of allocation, classification of expenditure. control over expenditure, responsibility of accounting performance, budgeting exchequer control, Financial results of working.

4	Works programme, financial justification of works, surveys, preparation of estimates, capital budget control over capital expenditure, productivity test.
5	Financial and cost control in Railway Workshops
6	Rules and procedure relating to tenders and contracts for execution of works and procurement of stores.
7	Procedure for processing and finalising the Audit objections and draft paras.
8	Delegation of powers.
9	Losses, frauds and embezzlements

**RAJBHASHA** (Ten percent of the total marks allotted for question on official language policy and rules)

1	Constitutional provisions regarding official languages
2	Official language Act 1963.
3	The official language rules 1976
4	Official language implementation Committee.
5	Use of bi-lingual software/hardware for bi-scriptural use of computers

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