



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



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

PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004

No.P-HQ/CON/452/1/S-30%/ 97

Dated 26.06.2020

PCMM, SDGM, DRM/BSP, R, NGP,
CPO(A) /SECR, CWM/WRS/R, CWM/MIB/NGP
GM (P) SER/GRC, GM (P) ECoR/BBS,
S E C RAILWAY

Sub: - Selection for formation of a panel to Group 'B' post of AMM against 30% LDCE quota of Store department.

1. In continuation to the ongoing 70% Group 'B' departmental selection, it is proposed to hold a selection for formation of a panel to Group 'B' post of AMM against 30% LDCE quota of Store department in S E C Railway. The assessment of vacancy has been approved by GM/SECR on **05.02.2020** is as follows:-

Post	Vacancies			
	UR	SC	ST	Total
AMM (Gr.-'B')	01	-	-	01

2. **Eligibility Condition:-** For Group 'B' selection (30% LDCE quota), Group 'C' employees working in grade the minimum of which is in PB-2 Rs. 9300-34800 + GP Rs. 4200/- (6th PC) or Level-06 (in 7th PC) and above with five (05) years of non fortuitous service in grade as on **05.02.2020 having lien in Store Department** vide Master Circular No. 68.

3. Staff whose lien is maintained in S E C Railway is only eligible to appear in the said selection. Besides, those employees whose lien are maintained in S E C Railway, but working outside the jurisdiction of S E C Railway are also eligible provided they submit their applications through the Personnel Branch of the division/unit where their lien is maintained with proper certificate of lien by concerned division/Units. 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 whom he is working or the medical authority as the case may be acknowledgement obtained. This may be ensured to avoid any representation later on this issue.

4. **Date of submission of application and consolidated statement:** - Application of willing staff, fulfilling the above conditions should submit their application to concerned Personnel Officer /Controlling Officer on or before **17.07.2020**. The concerned Personnel Officer, after receipt of such applications should scrutinize the candidatures of the applicants and send the names of the eligible staffs only in consolidated statement as per proforma attached at Annexure- 'A' so as to reach this office latest by **24.07.2020**. The concerned Personnel Officer should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office.

5. Applications received directly from the staff concerned will not be entertained by this office. Concerned Personnel Officers/Controlling Officers should ensure that applications received by them after the closing date mentioned above are not forwarded to HQ under any circumstances. All application of construction organization should be forwarded by Dy.CPO/CON/BSP. Names of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded to this office. It may also be noted that incomplete statements furnished by the divisions/units will not be entertained.

5.1. In case any employee has been posted to another organization on transfer/deputation basis, it will be the responsibility of their parent Office/Establishment to ensure that the circular is sent to that establishment/organization and take the same to the notice of the concerned employee(s). A written confirmation should be obtained from these organizations and sent to the PCPO(Gaz) at the Headquarters for record.

6. **Scheme of Examination/Selection Procedure:-**

In terms of the instructions contained in Board's letter No. E (G)2018/2/31, dated 19.03.2019 (circulated under R.B.E. No. 53/2019), the following scheme for conduct of 30% Limited Departmental Competitive Examination has been introduced :-

6.1 **Pre-Qualifying Examination :-**

There shall be a pre-qualifying single paper examination of 100 marks, which shall have 100 % Objective type Multiple Choice Questions only. The distribution of marks will be as under:-

Technical Subject: : 40 marks

General Knowledge, including optional questions on

Official Language Policy : 30 marks

Establishment & Financial Rules : 30 marks

6.2 **Qualifying Marks:**

The candidates scoring 75% marks and above in the Pre-Qualifying Examination shall be eligible for appearing in the main examination and for this, number of candidates should be restricted to 5- times the number of respective vacancies in order of merit.

6.3 **Main Examination** : The pre-qualifying examination will be followed by one descriptive type paper on professional subject comprising of 100 marks and the qualifying marks in the written examination will be 60% and above.

6.4 **Syllabus for professional paper for LDCEs** :- The syllabus prescribed for selection for the Group, -'B' post of AMM in Store department is enclosed as Annexure-'B'. this syllabus prescribed by the Board for written examination held as part of 30% LDCEs in organized services constitute topics on Paper-I and Paper-II. In view of the aforementioned changes in pattern of the LDCEs, the topics on professional subjects divided in two segments as Paper-I and Paper-II shall be amalgamated and topics may be picked up for Pre-/qualifying and Main Examinations.

6.5 This being selection against 30% LDCE, there shall be no supplementary examination, neither in pre-qualifying nor main examination, under any circumstances.

6.6 The candidates qualifying in Main Written Examination shall be subjected to Viva-voce, which will have the following distribution of marks against various heads:-

	<u>Max. Marks</u>	<u>Qualifying Marks</u>
(i) Viva-voce	25	30 (including at least 15 marks in the Record of Service)
(ii) Record of Service	25	

6.7 It may be noted that this post (AMM) is a Non safety category post and accordingly candidates are required to qualify the prescribed medical fitness before appearing in viva-voce. Without medical fitness certificate, candidates will not be eligible for attending the viva-voce.

7. In terms of Railway Board's letter No. E(GP)2010/2/39 dated 28/08/2019 (RBE No. 142/2019) Pre-selection training is not required if there is no reserved vacancy and candidates are appearing in the Selections/LDCEs against unreserved vacancies.

8. The Controlling Officers, Dy.CPOs/Sr.DPOs/DPOs/APOs should ensure that the APARs for the last 05 (five) years completed in all respects and updated Service Records of the candidates who volunteer for the above selection, are available with them in advance to ensure prompt supply to PCPO(Gaz) at a short notice.

9. If any prospective candidate has any issue/suggestion, the same can be submitted to the Gazetted Conf Section by **10.07.2020**, which will be examined with reference to extant rules. Any representation after the closure of notification will be not acted upon.

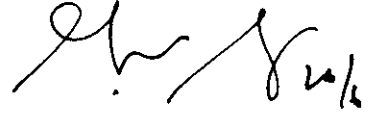
10. The concerned staff of the units/divisions who deal with the staff establishment matters, should circulate the contents of this Notification to all concerned and invite applications from all the willing and eligible staff including those on leave/ training /deputation and submit the consolidated statement in the proforma, prescribed as Annexure-'A'. they may also ensure that the notification and all subsequent notification of this selection are circulated to all su-units located in their jurisdiction.

11. Syllabus for the written test is enclosed in **Annexure 'B'** which may be circulated widely and may be used while imparting pre-selection coaching. This syllabus is indicative and not necessarily exhaustive.

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)

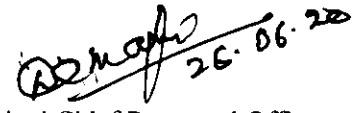
for Principal Chief Personnel Officer

Dated 26.06.2020

P-HQ/CON/452/1/S-30%/ 97

Copy forwarded for information and necessary action to:-

1. SECRETARY TO GM, PS TO AGM/SECR
2. Sr.DPO/BSP,R & NGP, Sr. DMM /BSP, R, NGP
3. Dy.CPO/Con/BSP, SPO/HQ, Principal MDTC/BSP
4. GS/SECRMC/BSP, GS/SECRPOA, & GS/AISC-ST/Association/BSP
5. Notice Board



for Principal Chief Personnel Officer

PROFORMA

1	Name	
2	Designation/Station	
3	Lien	
4	Community (UR/SC/ST)	
5	DOB	
6	DOA	
7	PF NO	
8	Qualification	
9	Present Grade/Scale	
10	Date of Regular Promotion In Scale Rs. 5000-8000/- (pre-revisd)/GP Rs. 4200/- ;Pay Matrix level-06	
11	Regular Promotion in Scale Rs. 5500-9000/- (pre-revisd)/GP Rs. 4200/-	
12	Date of Regular Promotion In Scale Rs. 6500-10500/- & 7450-11500/- (pre-revisd)/GP Rs. 4600/- Pay Matrix level-07	
13	Present Grade Regular/Ad-hoc	
14	Remarks Willing/Un-willing	
15	Signature of the Candidates	

ACKNOWLEDGEMENT

Signature of Controlling Officer

I have received the notification No. P-HQ/CON/452/1/S-30%/97 datedfor selection to the post of AMM (Gr.'B') against 30% vacancies of Store department.

Signature-
Name-
Designation-
STN/Unit-
Date-



RBE NO. 71/2018

Lt. NO. E (GP) 2018/2/1 dt. 22/05/2018

Syllabus for 30% LDCE for promotion to Group 'B' post of AMM in Stores Department

PAPER-I

Maximum Marks:150	Qualifying Marks:90
<u>Part-I</u>	
I. General Knowledge :	50 Marks (including official language and policy*)
*NOTE: Optional questions to the extent of 15 marks on official language and policy will be included in the topic of General Knowledge.	
<u>Part-II</u>	
Professional Subject –	100 Marks

Part-II

Purchase Management:

1. Organisation of Stores Dept. on Zonal Railway & Production Units.
2. Objectives of Stores Dept. in brief.
3. Functions of the Principal Chief Material Manager (PCMM) & other officers assisting him.
4. Canons of Financial Propriety & its application to Stores Matters.
5. Delegation of Powers
 - (i) Its need & necessary safeguards
 - (ii) Powers of PCMM & other officers for;
 - (a) Purchase, (b) Sale, (c) Write off. (d) Other misc. matters
6. Purchase of stores
 - (i) Important Stages in purchase cycle



- (ii) Purchase Policy & Rules of IR and GFR Provisions
 - (iii) Channels & Procedures of purchase of indigenous stores
 - (iv) Modes of tendering [including PAC purchase] & their limitations
 - (v) Tender consideration;
 - a) Price determination (Reasonability/Workability)
 - b) Negotiations, Cartel Formation & related instructions
 - c) Concept & constitution of Tender Committee
 - (vi) Purchase of M&P/RSP items including CMC
 - (vii) Emergency Purchases
 - (viii) Basics of iMMS & e-Procurement
 - (ix) Procedures/Manuals related to iMMS and IREPS
 - (x) Procurement through GeM
 - (xi) Reverse auction
 - (xii) Price variation clause and its operation
 - (xiii) Buy back system of purchase
 - (xiv) Green Procurement/paperless working
 - (xv) Composite contracts and strategic procurement
7. Purchase through Centralized agencies like:
- (i) Railway Board, PCMM's of DLW, CLW, CORE etc.
8. Procedure of purchase from Govt. Dept. in brief
9. Govt. Policy of Preference
- a) Purchase/Price Preference
 - i) Small scale industries
 - ii) Items reserved for procurement from SSIs (Gr. IV items)
 - b) Purchase Preference as per Make in India Policy
 - c) Special benefits available to NSIC firms, KVIC & Handloom Sector
10. Supply Contracts
- i) Important provisions of Indian Contract Act, Sale of Goods Act and GST Act
 - ii) IRS Conditions of Contract, General Conditions of Contract
 - iii) Force Majeure Clause
 - iv) Preparation of bid documents, special conditions, price variation and eligibility criterion etc for
 - (a) Rate/Running & Fixed quantity/Long term contracts
 - (b) Service Contract
 - (c) Annual maintenance Contract
 - (d) EPC Contract
 - v) Online submission of EMD & SD
 - vi) PO Draft/Numbering Scheme & vetting considerations
 - vii) Contract Management
 - (1) Extension of DD/Modification of PO
 - (2) Penalties for breach of contracts (LD, GD, RP)

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- viii) Settlement of Disputes
 - (a) Arbitration Clause in IRS Conditions
 - (b) Arbitration & Conciliation Act 1996 including Amendment Act, 2015
 - (c) Dispute resolution between two Govt. Deptt. Or (CPSU)

11. Import of Material

- i) Direct import by Zonal Railways/Production Units
- ii) Import through Railway Board
- iii) Types of Import Contracts
 - (a) FOB, CFR, CIF & DDP
- iv) Modes of Payment, Letter of Credit & its types
- v) Sea & Air freighting of Railway Materials & Insurance Covers
- vi) Port clearance of imported consignments
- vii) Claims settlement
- viii) INCOTERMS (latest edition)

12. Concept of Strategic Sourcing (Rational Source Selection)

- a) Registration of firms on Railways and IREPS
- b) Vendor performance evaluation: Vendor rating: Penal Action against vendors.
Alternatives available with Railways, Pus
- c) Registration by RDSO
- d) Supply chain concept – relevance to Railways especially PUs

13. Important Statistics on Stores matters

- a) Submitted to Railway Board, periodically
- b) Included in Railway Board's annual report & GM's Narrative Report
- c) Yard sticks to measure efficiency of Stores Dept.

14. Stores Budget

- a) Compilation & various review/amendments to the budget during the financial year
- b) Controls to adhere to the budget provisions, Exchequer control
- c) Control over stores expenditure to minimize working expenses
- d) Purchase Grant
- e) Zero Base Budgeting (ZBB)

15. ISO Certification/5S Certification/6 Sigma Certification:

- i) Procedure for obtaining the certification & subsequent compliance for continuation of the same:
 - (a) For Purchase Officer,
 - (b) For stores depot

16. Paperless Working

17. Online acceptance of tenders:

18. Procedure for keeping/retention/destruction of official records.

PAPER – II

Maximum Marks:150	Qualifying Marks:90
<u>Part-I</u>	
Establishment and Financial Rules:	50 Marks
<u>Part-II</u>	
Professional Subject:	100 Marks

Part-I

I- Establishment Rules: 25 Marks

A: PERSONNEL MANAGEMENT

- a) Organisation of the Personnel Department in the Railways. The objectives of the Personnel Department, functions and policies of the Personnel Department in the Headquarters and on the Divisions.
- b) Classification of services – recruitment to the different services Group 'A' to 'D' – Recruitment of artisan staff, special reservation in Railway services – Role of the Railway Service Commission in recruitment, Recruitment other than through usual channels, promotion policy and methods.
- c) Personnel Supervision, leadership styles, formal and informal leadership, leadership qualities, different leadership styles, democratic or participative leadership style, advantages of participation, Count Councils of management, Negotiating Machinery scheme at zonal and Divisional corporate Enterprises groups.
- d) Inspections of Loco sheds, C&W Depots, Stations, Engineering offices.



B: LABOUR RELATIONS AND WELFARE:

UNIONS AND THEIR ROLE.

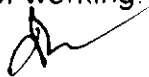
- a) Important recognized Trade Union in Railways, Role of unrecognized unions and methods of dealing with them.
- b) Industrial disputes and the Legislative Framework, causes of Industrial Disputes, basic remedies, the Industrial Dispute Act 1947. Strikes, Lock out and Lay Offs, handling of Grievances at Divisions and in the Headquarters, handling of grievances by Labour Enforcement Officers.
- c) The hours of Employment regulations, overtime, job-analysis and its mechanics.
- d) The factories Act, Special Rules for workshop staff in the Railways.
- e) The workmen's compensation Act, Ex Gratia payment, Incentive, Bonus Schemes.

C: WELFARE

- a) Pass Rules, leave rules
- b) Retirement benefits under the Provident Fund, Pension scheme and NPS, Final settlement.
- c) Welfare for the whole family of railway-men concept and practice obtaining on the Railways.

II- FINANCIAL RULES: 25 Marks

- a) Parliamentary control over Railway Finance. Public accountability of finance propriety.
- b) Financial Planning and Budgeting Budgetary and financial reviews / appropriation accounts.
- c) Rules of allocation, classification of Expenditure, Control over expenditure, Responsibility / accounting performance Budgeting, Exchequer control, financial results of working.



- d) Works Programme, Financial justification of work surveys, preparation of estimate, capital budget control over capital expenditure.
- e) Financial control over stores expenditure, purchase and stores keeping procedure, Inventory control and A.B.C. analysis.
- f) Financial and cost control in railway workshops.
- g) Rules and procedure relating to Tenders and contracts for execution of works, procurement of stores.
- h) Procedure for processing and finalizing the Audit objections and draft paras.
- i) Delegation of powers.
- j) Losses, Frauds and embezzlements.

Part II

Depot Management

- 1. Stores Depots
 - a) Location
 - b) Functions
 - c) Typical Layout of a stores depot
- 2. Design Aspects of a Typical Stores Depot/Warehouse:
 - a) Important parameters to be considered for design
 - b) Space Management
 - i) Buildings, Yards, Roads
 - ii) Various types of storage arrangements
 - c) Materials Handling
 - i) Equipments
 - ii) Unit piling, container/pallet systems
 - iii) Vertical storage system
 - d) Important Fire Safety aspects & Latest fire fighting Techniques
 - e) Security Arrangements to prevent & action called for by the Depot Officer in case of incidence of the following:
 - i) Theft
 - ii) Pilferage
 - iii) Misappropriation



- iv) Provision of CCTV in Stores Depots/Divisional Depots
 - f) Procedure for locking & sealing of wards/go-downs in a depot and depositing/collecting the keys
 - g) Gate Pass
3. Depot Organization
- a) Functions/Responsibilities of Depot Officer & Subordinate Staff
 - b) Various sections of stores depot, its functions & working procedures
4. Receipt & Accountal of materials:
- a) Procedure for receipt & accountal, in a depot
 - b) Consequent clearance of purchase suspense
 - c) Accounts checks on suppliers' bills
 - d) Purchase Suspense/Sales Suspense
5. Inspection of Stores
- a) Inspection Techniques
 - b) Various Agencies for Inspection of Railway Materials
 - c) Acceptance of material against WTC
 - d) Inspection at firm's premises & Inspection at Depot
 - e) Rejection of pre-inspected materials and procedure for joint inspection
 - f) Disposal of rejected materials
 - g) Warranty Claim Procedure
6. Sampling for Inspection:
- a) Sampling Methods
 - b) Indian Standards relating to Sampling
7. Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items.
8. Receipt & Issue of Stores on iMMS:
- a) FIFO Method of Receipt and Issue
 - b) Procedure of issue of materials from stores depot to consumers other than attached workshops & debiting the indentors for stores issued
9. Properties & Preservation of stores such as:
- a) Rubber Items, chemicals, explosive/inflammable items
10. Imprest Stores :
- a) Procedure for issue and supply of Imprest Stores



- b) Road contract and its Management
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- 11. Returned Stores through iMMS
 - a) Its receipt & accountal in the depot
 - b) Valuation of returned stores
 - c) Monthly Credit Summaries

 - 12. Sale of Railway Materials:
 - a) SAG Committee Recommendations
 - b) Survey Committee & its functions for various categories of stores
 - c) Procedure for condemnation of an asset (M&P items including Motor Vehicle)
 - d) Procedure for sale by tender
 - e) Procedure for disposal of scrap by e-auction
 - f) General & Special conditions of sale
 - g) On-line payment of BSV.
 - h) On-line payment of EMD
 - i) Payment Gateway

 - 13. Purchase by Depot/Divisional Officers through iMMS
 - a) Purchase Powers- Local & Cash Purchases
 - b) Digital recoupment of cash imprest

 - 14. Important Components & its usages:
 - a) In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs

 - 15. Dispatch of Railway Materials:
 - a) By Rail, Road
 - b) By Sea & Air
 - c) Safeguards against loss/damage in transit
 - d) Settlement of claims with carriers

 - 16. Inter-depot transfers & Clearance of SINT suspense

 - 17. Stock Verification
 - a) By Accounts,
 - b) Departmental
 - c) Disposal of Stock Sheets

 - 18. Classification of Heads of Accounting & Various Suspense Heads relating to Stores

 - 19. Codification:
 - i) Stores nomenclature & price lists (Unified & Non-unified)
 - ii) Unified Vendor Code

at

- iii) Consignee Code
- iv) Advantages of codification

20. Standardization & Variety reduction

21. Provisioning & Recoupment of Stores

- a) Maxima Minima Method (Q System)
- b) Annual Review Method (P System)
- c) Main Depot-Sub depot arrangement
- d) Economic Order Quantity (EOQ)
- e) Lead time & Safety/Buffer Stock
- f) Computerized forecast of demand/consumption for stock-recoupment (Generation of Estimate Sheet)
- g) Various forecasting statistical techniques

22. Inventory Management

- a) Types of inventories
- b) Various Inventory models:
 - i) The Basic (EOQ) Model: Constant Demand & Lead Time
 - ii) Variable Demand but constant Lead Time
 - iii) JIT Inventory Model
- c) Computer as an aid to inventory control & inventory management
- d) Periodical prints from computer & its' use for inventory control
- e) Selective Control Techniques:
 - i) ABC, VED, FSN & XYZ analysis for inventory control control & improvement in service levels
 - ii) Related multi-criteria matrix
- f) Inventory performance indices on IR
- g) Over stock, Inactive & Surplus Stores
 - i) Definitions,
 - ii) Reasons for accrual & its disposal,
 - iii) Steps for prevention

23. Computerized Price Ledgers

- a. Preparation of Price Ledgers: Role of Stores Depot
- b. Book Average rates
- c. Debiting the indentors for cost of materials issued & preparation of Debit Summaries

24. Audit:

- a) Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal



25. Accounts:

- a) Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II

26. M&P, RSP and Works Program

27. Features of MS-Word, Excel, PPT

28. Exception Reports and Action Documents generated on iMMS

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