



दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEADQUARTER, PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004
No.P-HQ/CON/452/Stores-70%/e-87523/7/1/2022 Dated: 11/11/2022

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

Sub: - Selection for formation of a panel of AMM (Group'B') against 70% DPQ and 30% LDCE vacancies in Stores department (7th cycle)

Ref:- 1. Board's letter No. E(GP)2022/2/4, Date:28/06/2022, Dtd.04/10/2022 &
2. Board's letter No. E(GP)2022/2/4, Date:18/10/2022.

1. Vide Board's letter under reference-2, It has been decided to introduce Centralized Computer Based Objective type examination (CBT) for conducting 70% DPQ and 30% LDCE quota selections in all departments having organized services from vacancy cycle beginning from 01/01/2023. For which examination against 70% DPQ to be conducted on 22/01/2023 and supplementary examination conducted on 29/01/2023 by NAIR/BRC.

2. Accordingly, in compliance to Board's letter cited above under Ref. 1 & 2 vacancy assessment for period 01/01/2023 to 31/12/2024, has been done and it has been decided to hold a selection for formation of panel of Group-"B" post of AMM in PB-2 in Rs. 47600-151100/-, Level-08 (7th PC) against 70% DPQ and 30% LDCE are as under.

Mode	UR	SC	ST	Total
70% DPQ	01	00	00	01
30% LDCE	NIL	NIL	NIL	NIL

3. For the above Group "B" vacancies, applications are invited from willing and eligible Senior Supervisors of Stores department and having lien in SECR, who may submit their clear written willingness/ unwillingness as enclosed in (**Annexure "A", Main List**) and (**Annexure-"B", Standby List**) to participate in the above 70% DPQ selection.

4. **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 01/01/2023, 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, in terms of SECR's Estt Rule No. 359/2019.

5. 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). **Reserved/ Standby list**, in the order of seniority, is also enclosed as **Annexure "B"**, which will be considered based on unwillingness submitted by those eligible candidates who are included in (**Annexure "A", Main list**), if any. Prospective candidates are advised to peruse the lists carefully. In case of any dispute vis-à-vis the integrated seniority lists i.e. (**Annexure "A" and Annexure-"B"**), requisite representation may be submitted, through their Controlling Officer and respective Personnel Officer, to this office on or before 19/11/2022, which will be examined as per extant Rules.

6. Eligible and willing employees must submit their application in prescribed Proforma in **Annexure-'C'** duly forwarded by immediate supervisor/ Officer through proper channel to their respective Personnel Branch Officers concerned indicating their clear willingness/ unwillingness to appear in the selection on or before **10/12/2022** and acknowledgement may be obtained. Applications received *after 10/12/2022* should not be entertained and summarily rejected. If no application is received by any of the Office /Unit concerned, a certificate should be given to the Personnel department of HQ/Division/Workshop/Unit concerned that no application has been received in their office.

7. **Scrutiny:** The Controlling officers/ respective Personnel officers are advised to verify details of the employees submitted in (**Annexure "A" and Annexure-"B"**) 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-'D'**, together with the individual applications, should be forwarded by the concerned Personnel Officers to **Gaz.(Conf.)/Section, PCPO Office** on or before **17/12/2022**. 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.

8. In terms of Para 8.8 of Master Circular No.68, Date: 08/07/2019, 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 up the selection. For this purpose, each individual notice should have a counterfoil, which should be returned by the employees within a week of receipt indicating clear willingness or un-willingness to take the selection. The notice should carry a clear indication that it is the employee's responsibility to submit his/ her willingness / un-willingness to take up the selection, and any failure to respond to the same and in providing the required intimation within the time prescribed therefore will be treated as un-willingness on his/ her part to take up the selection. Depending on the position of un-willingness reported or non receipt of any intimation, employees from the **standby list (Annexure-B)** would be called to the extent necessary for taking up the selection.

9. It shall be the duty of the concerned Personnel Officers to cross verify the authenticity of the entries made in the application by the employees before consolidating and forwarding the applications 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 employees while forwarding the consolidated list to this office. The final zone of consideration will be decided on the basis of 5 X formula (i.e. Five 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.

10. The concerned 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.

11. 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 (zone of consideration) to be called for the written exam will be prepared basing on the willingness and unwillingness received from the employees.

12. In terms of RBE No.142/2019, circulated vide SECR's Estt. Rule No.248/2019, Pre-selection training is not required if there is no reserved vacancy and candidates are appearing in the Selections/LDCs against unreserved vacancies.

13. This is the 7th Cycle of (Gazetted) Group "B" selection for Stores department being notified in SECR. 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 R. Provisional consideration of selection based on available records will not preclude summary debarring/disqualifying ineligible candidates at any later stage.

14. While forwarding the applications, Dy.CPO/Sr.DPO/DPO/SPO/APO should certify that no more applications are left out with them and Concerned Personnel officers are requested to certify that all the staff / employees of their Division/ Unit, working on Deputation to other unit are informed well in advance to submit their option/ willingness, in **Annexure-F**. In case any candidate is on leave 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 clear acknowledgement to that effect.

15. SYLLABUS : In terms of Board's letter No. E(GP)2022/2/4 dated 07.11.2022, SECR's ESTT RULE :308/2022, a copy of the syllabus for selection is attached as **Annexure-'E'**.

16. SCHEME OF EXAMINATION : In terms of Railway board's letter No. E(GP)2022/2/4 dated 07.10.2022, the examination through CBT shall comprise of one paper which shall have 100% Objective type Multiple Choice Questions only. The paper will be of 100 marks and the distribution will be as under:

- a) Professional Subject including optional questions of 10 Marks
on Official language policy & Rules : **70 marks**
- b) Establishment and financial Rules : **30 marks**
- c) Qualifying marks : **60 marks with relaxation as per extant rules.**
- d) Duration/ Time: **Two Hours.**
- e) There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer. (In terms of Para 4.3 of RBE No. 53/2019 dated 19.03.2019)

17. WRITTEN / (CBT) AND VIVA-VOCE TEST.

The selection will comprise of Witten/ CBT examination followed by viva-voce test. Only those who qualify in the Witten/ CBT examination and pass the prescribed standard of medical examination, in terms of (para-20.1 & 2) of Master Circular-68, Dated:08/07/2019 and Board's letters No. E(GP)80/2/8 dated 31/10/91, will be called for the Viva-voce test and without medical fitness certificate candidates will not be eligible for attending viva- voce test.

18. SUPPLEMENTARY WRITTEN TEST:-

If required, a supplementary written test will be conducted on **29/01/2023** subject to the following conditions and extant rule in this regard:

- a) Only the employees who are detained on administrative account from appearing in the main written test will be allowed to appear in the supplementary written test after Personnel Officer in-charge gives categorical reason with regard to employees failure to appear in the main examination.
- b) The employees who are under sick (**RMC**) during examination or otherwise and are continuing so since the date well before examination date will only be allowed to take supplementary written test after MS/DMO's Railway Certificate to this effect that they are duly forwarded by the Personnel Officer in-charge.

If any employee is issued G-92 on his request due to sickness, it may please be ensured that in red ink it should be clearly mentioned in G-92 that the employees concerned has to appear in the Written Examination for the post of APO/AWPO on specific date.

- c) Any reason, over which employees have no control, will only be allowed to take

supplementary written test on submission of supporting documents, countersigned by the controlling officer and duly forwarded by the Personnel Officer in charge with categorical reason in regard to employees failure to appear in the main examination, (may be given in **Annexure-G**)

- d) Employees who are absent for main written test will not be allowed to appear in supplementary examination except the circumstances as mentioned at para-(a) (b) & (c) above.
- e) It will be the responsibility of the each candidate appearing in the examination to ensure that they submit their claim for appearing in supplementary examination based on aforementioned reasons within two days of the conduct of written test through CBT.

19. If any employee of HQ/Divisions/Workshops/Units is on deputation/outside cadre or working against ex-cadre posts whose lien is maintained by this Railway should be informed about the selection provided they fulfill the conditions through their respective officers without fail. It should also be intimated to this office by the Personnel Department of Division/Workshop/Unit concerned, that the employees who are out of the cadre have been informed about the selection. In this regard certification may be enclosed by the concerned Personnel Officer in **Annexure-F**.

If any employee found ineligible at any stage his/her candidature will be cancelled.

All concerned should personally ensure displaying of the notification in the prominent notice board of the respective offices of HQ/Divisions/Unit.

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

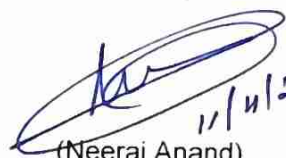
RECRUITMENT → HQ → GAZ SECTION

All the Divisions/Units & applicants are advised to regularly visit SECR website for any updates in the matter. This notification is being issued as per existing provisions /instructions of selection of Group-B post of APO/AWPO. In case any changes in the existing procedure /instructions are issued by Railway the same will be communicated to all concerned and will be uploaded in the Railway's website in due course.

Receipt of this notification may please be acknowledged.

Hindi version will follow.

DA: As above.

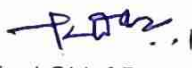

(Neeraj Anand)
Dy. Chief Personnel Officer (Gaz)
for Principal Chief Personnel Officer

No.P-HQ/CON/452/Stores-70%/e-87523/7/ 700

Dated:11/11/2022

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, R, NGP,
3. Principal MDTC/BSP, WPO/WRS/R & APO/WS/MIB
4. GS/SECRMC, GS/SECRPOA, & GS/AISC-ST/Association/BSP
5. ZP/ SECROBCEA/BSP
6. Notice Board


for Principal Chief Personnel Officer

**PROVISIONAL INTEGRATED SENIORITY LIST OF SUPERVISORS IN GRADE GP RS.4600/- / LEVEL-7 IN
STORES DEPARTMENT, (ANNEXURE-A) (MAIN LIST)**

Sr- No-	Name (S/Shri)	Comm- unity	Designat ion	Divin/ Unit	Present Scale/ GP	DOB (dd- mm-yyyy)	DOA (dd-mm- yyyy)	DOP in GP RS- 4200/- (dd-mm- yyyy)	DOP in GP RS- 4600/- (dd-mm- yyyy)
1	S-C-Lonare	ST	CDMS	GSD	PB-2 GP 4600	20/08/1966	06/04/1987	06-04-1987	10/05/2001
2	K ABBAYI	UR	Ch-OS	HQ	Level-7	24/07/1967	10/06/1991	30/06/1992	16/01/2002
3	HARIHAR MAHADEO SHINDEKAR	ST	Ch-OS	HQ	Level-7	26/06/1963	27/06/1986	30/04/1998	01/11/2003
4	A-Subramaniam	UR	CHOS	GSD	PB-2 GP 4600	02/03/1966	21/12/1985	01/12/1994	08/01/2005
5	B-P-Gond	ST	CDMS	GSD	PB-2 GP 4600	30/03/1966	13/06/1992	14-05-1995	10/08/2005
6	R BALKRISHNARAO	UR	Ch-OS	HQ	Level-7	29/01/1965	11/10/1990	14/02/1994	09/01/2006
7	Sanatan Biswas	SC	CDMS	GSD	PB-2 GP 4600	05/09/1964	10/06/1992	02-09-1997	03/08/2006
8	Shyamala Rajendran	UR	CHOS	GSD	PB-2 GP 4600	20/09/1964	07/09/1989	06/03/2002	11/07/2008

**PROVISIONAL INTEGRATED SENIORITY LIST OF SUPERVISORS IN GRADE GP RS.4600/- / LEVEL-7 IN
STORES DEPARTMENT, (ANNEXURE-B) (STANDBY LIST)**

9	Ajay Kumar Rathore	OBC	CDMS	GSD	PB-2 GP 4600	06/12/1971	01/08/1998	-	25/09/2009
10	K-K-Patnaik	UR	CDMS	GSD	PB-2 GP 4600	25/05/1968	16/01/1999	16/01/1999	17/11/2009
11	S-N-Kohad	ST	CDMS	GSD	PB-2 GP 4600	23/10/1967	20/12/1999	20/12/1999	17/11/2009
12	P-K-Ray	UR	CHOS	GSD	PB-2 GP 4600	16/02/1965	13/07/1992	30/11/2002	18/11/2009
13	Rishi Gupta	UR	CDMS	GSD	PB-2 GP 4600	27/08/1979	08/04/2005	08/04/2005	11/12/2009
14	RAVI KANT HINGWE	OBC	CDMS	HQ	Level-7	01/01/1978	04/01/2005	12/04/2005	11/12/2009
15	AMIT KUMAR VERMA	UR	CDMS	HQ	Level-7	25/11/1973	06/04/2005	25/05/2005	11/12/2009
16	SANJAY KUMAR NIRALA	OBC	CDMS	HQ	Level-7	20/01/1975	06/04/2005	25/05/2005	11/12/2009

PROFORMA for AMM 70% DPQ (STORES Department/ SECR)

Paste a
photograph
duly attested

1	Name	
2	Father's Name	
3	Present Designation	
4	Present place of posting, i.e. Division/ WS /Station/ Unit	
5	Community (UR/SC/ST)	
6	Lien holding in Railway, Division and Department	
7	Controlling officer	
8	Date of Birth (DD/MM/YYYY)	
9	Date of appointment	
10	Designation in which initially appointed and scale (Rs.)	
11	Correct IPASS NO. (Eleven (11) Digit) (must be filled correctly)	
12	Latest Email-ID address (must be filled correctly)	
13	HRMS ID (must be filled correctly)	
14	Mobile No. (Personal and official) (must be filled correctly)	
15	Present Scale in (Vth PC) / G.Pay (VIth PC) / Pay Level (7 th PC)	
16	Date of Regular Promotion or appointment in GP Rs 4200/- (6 th PC) / Pay Level 6 of (7 th PC)	
17	Date of Regular Promotion or appointment in GP Rs. In GP Rs 4600/- (6 th PC)/ Pay Level 7 of (7 th PC).	
18	Length of non-fortuitous service in scale Rs. 5000-8000 (5 th PC), PB-2 Rs. 9300-34800, with GP Rs. 4200/- (6 th PC)/ Pay Level 6 of (7 th PC) as on 01/01/2023.	Year.....Month.....Days.....
19	Length of non-fortuitous service in scale Rs.6500-10500/- (5 th PC), PB-2 Rs.9300-34800 + GP Rs. 4600/- (6 th PC)/ Pay Level-7 of (7 th PC) as on 01/01/2023	Year.....Month.....Days.....
20	Any DAR case is pending or otherwise	
21	Whether PwBD requiring SCRIBE (Please indicate only those PwBD staff /employee who are entitled to facility of scribe and additional time)	YES or NO (please tick).

Signature of the candidates

Signature of the immediate supervisor forwarding application Office seal & Date:

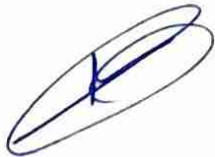
Forwarded to controlling officer

Signature of Controlling Officer with seal

Forwarded to Headquarter

Forwarded to Dy CPO(GAZ)/SECR. The particulars given by the employee against **column No.1 to 21** have been scrutinized and found correct as per the service record and the above named employee is eligible (✓) / not eligible (✓) to appear for the selection for the post of **AMM (Gr.B)** against 70% quota and it is certified that no Adhoc or fortuitous service has been taken in to account for computing the eligibility as on **01/01/2023**. In case any variation in the service particulars this office shall be held responsible.

Signature and name with official stamp of
Controlling Officer i.e. Personnel Officer of concerned Divn./ Unit



ANNEXURE "D"

PROFORMA for AMM 70% DPQ (STORES Department)
(To be verified & attested from available records)

1	2	3	4	5	6	7	8	9
Sr. No	Name	Present Designation/Station	Lien	Community (UR /SC/ ST)	DOB	Date of appointment & designation, grade to which appointed	I-Pass No. (11 Digit)	Qualification

10	11	12	13
HRMS-ID	Present Grade/ Scale GP Rs.4200/-, or GP Rs.4600/-	Date of Regular promotion in scale GP Rs.4200/-	Date of Regular promotion/ appointment in scale Rs. 6500-10500/- (5 th PC) (pre-revised)/ GP-4600/- (6 th th PC) / Level-7 (7 th PC)

14	15	16	17
MOBILE NO.	EMAIL-ID	Whether belongs PwBD and requiring SCRIBE (Please indicate only those PwBD staff /employee who are entitled to facility of scribe and additional time).	Remarks Eligible/ Not eligible
		Yes / No.	

(*) The above information to be provided to GAZ/CONF/Section, HQ/SECR/BSP in soft copy also. (Pen drive)

Signature of controlling officer/
Concerned Personnel Officer

Circulated vide SECR's Estt. Rule No. 308/2022

Common Syllabus for all Department for promotion to Group- B posts - 70% selection and 30% LDCE.
Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including work charged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Cannons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax

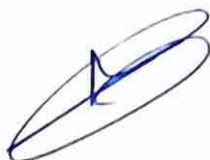
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

**SYLLABUS FOR 70% SELECTION FOR PROMOTION TO GROUP 'B' POST OF AMM/ADMM IN STORES
DEPARTMENT**

Part-A

Professional Subject

1. Organization 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
 - xv) Composite contracts and strategic procurement
7. Purchase through Centralized agencies like: Railway Board, BLW, CLW, etc.
8. Procedure of purchase from other Govt. Dept. in brief
9. Govt. Policy of Preference:
 - a) Purchase/Price Preference
 - i) Micro & Small Enterprises
 - ii) Items reserved for procurement from MSEs



- b) Purchase Preference as per Make in India Policy
- c) Special benefits available to MSEs

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)
- viii) Settlement of Disputes
 - a) Arbitration Clause in IRS Conditions
 - b) Arbitration & Conciliation Act 1996 including Amendment Act, 2019
 - 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: FOB, CFR, CIF & DDP etc.
- 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. 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

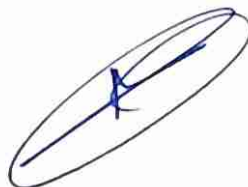
13. Important Statistics on Stores matters:

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

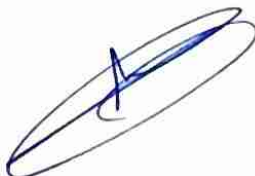
14. Stores Budget:

- 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:
Procedure for obtaining the certification & subsequent compliance for continuation of the same:
 - a) For Purchase Office,
 - b) For stores depot
- 16. Paperless Working:
 - a) e-Office
 - b) Digitally signed electronic reports in iMMS and IREPS
- 17. Online acceptance of tenders: Technical Scrutiny, Tender Committee Minutes preparation & Tender acceptance/Direct acceptance, Letter of Acceptance generation and autogeneration of Purchase order
- 18. Procedure for keeping/retention/destruction of official records
- 19. Stores Depots:
 - a) Location
 - b) Functions
 - c) Typical Layout of a stores depot
- 20. 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
- 21. Depot Organization:
 - a) Functions/Responsibilities of Depot Officer & Subordinate Staff
 - b) Various sections of stores depot, its functions & working procedures
- 22. 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
- 23. 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
24. Sampling for Inspection:
- a) Sampling Methods
 - b) Indian Standards relating to Sampling
25. Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rextin, Oils, Paints, Non-ferrous items
26. 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
27. Properties & Preservation of stores such as:
- Rubber Items, chemicals, electrodes, timber, explosive/inflammable items, etc.
28. Imprest Stores:
- a) Procedure for issue and supply of Imprest Stores
 - b) Road contract and its Management
29. Returned Stores through iMMS:
- a) Its receipt & accountal in the depot
 - b) Valuation of returned stores
 - c) Monthly Credit Summaries
30. 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
31. Purchase by Depot/Divisional Officers:
- a) Purchase Powers- Local & Cash Purchases
 - b) Digital recoupment of cash imprest
32. Important Components & its usages:
- In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs
33. 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
34. Inter-depot transfers & Clearance of SINT suspense
35. Stock Verification:



- a) By Accounts
- b) Departmental
- c) Disposal of Stock Sheets

36. Classification of Heads of Accounting & Various Suspense Heads relating to Stores

37. Codification:

- i) Stores nomenclature & price lists (Unified & Non-unified)
- ii) Unified Vendor Code
- iii) Consignee Code
- iv) Advantages of codification

38. Standardization & Variety reduction

39. Provisioning & Recoupment of Stores:

- a) Maxima Minima Method
- b) Annual Review Method
- 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

40. 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) Inventory reports in iMMS & its use for inventory control
- e) Selective Control Techniques:
 - i) ABC, VED, FSN & XYZ analysis for inventory 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

41. 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

42. Audit: Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal.

43. Accounts: Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt I & II.

44. M&P, RSP and Works Program

45. Features of MS-Word, Excel, PPT

46. Exception Reports and Action Documents generated on iMMS.

47. Computerisation of User Depot and Integration with iMMS/IREPS (User Depot Module)

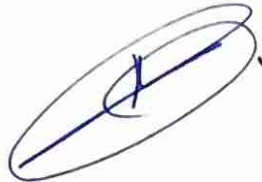
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ANNEXURE-'F'

South East Central Railway

1. This is to certify that the Notification No P-HQ/CON/452/Stores-70%/e-87523/7/700, Dated:11/11/2022, is circulated to all the candidates who are working on Deputation to other units having lien in this Division or HQ of this Railway well in advance.
2. All the candidates who are on medical sick are also informed through concerned units for their information about the selection to the post of AMM against 70% DPQ.

Signature and name with official stamp of
Controlling Officer i.e. Personnel Officer
of concerned Divn./ Unit



ANNEXURE-'G'

South East Central Railway

(✓) It is certified that all the candidates who have applied for appearing in the examination against the Notification No.P-HQ/CON/452/Stores-70%/e-87523/7/1.0.0., Dated:11/11/2022, none of them are eligible for the supplementary examination.

Or

(✓) It is certified that the following candidates are on Medically sick or on administrative duty are eligible for the **supplementary examination**.

----- Annexed as above.

Signature and name with official stamp of
Controlling Officer i.e. Personnel Officer
of concerned Divn./ Unit

