

**EAST CENTRAL RAILWAY**

Office of the  
General Manager (P)  
Hajipur  
Dated:- 11.03.2019

No. ECR/HRD/GAZ/254/AMM/30%/2019

|   |  |
|---|--|
| Secretary to GM/ECR: For kind information of GM | General Manager (P) CORE/Allahabad         |
| PS-I to AGM/ECR: For kind information of AGM    | CAO(Con)/ECR/MHX/Patna, CAO/WP/Patna       |
| Secy. to PCPO: for kind information of PCPO     | CAO/ RWP/ Bela & CAO/GELF/DMH              |
| PCMM/ECR/HJP                                    | CWM/PD/ECR/MGS & CWM/WS/SPJ                |
| SDGM/ECR/HJP, PCSC/ECR                          | CWM/CRW/HRT                                |
| DRMs & Sr. DPOs /ECR/DNR, MGS, DHN, SEE & SPJ   | Chairman/RRB/Patna & MFP                   |
| Sr. DMMs /ECR/DNR, MGS, DHN, SEE & SPJ          | Dy. CMM(Depot)/GHZ, Dy.CMM(Con.)/MHX/Patna |
| Dy. CMM(Depot)/ECR/SPJ                          | Dy. CPO(Con)/MHX/Patna                     |
| Principal/ZRTI/Bhuli & MFP                      | CPD/RE/DNR, SPO/W/SPJ                      |
| Dy.CPO/ECR/HRD                                  | General Secretary/ECR KU                   |
| SPO/MPP/ECR/HJP: For uploading on net.          | Extra Divisional Units                     |

Sub:- Limited Departmental Competitive Examination (LDCE) for the post of AMM (Group- 'B') in Level 8 of pay matrix (Pay Band ₹ 9300-34800 & PB-2, GP ₹ 4800/- as per 6<sup>th</sup> CPC) against 30% quota.

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With the approval of General Manager, it has been decided to hold a LDCE for selection and forming a panel against 02 vacancies (UR-01, SC-01 & ST-Nil) for the post Assistant Material Manager (Group 'B',) against 30% quota over E.C. Railway as per details given below:-

| Selection      | UR | SC | ST  | Total | Cut off date |
|----------------|----|----|-----|-------|--------------|
| AMM(Gr.'B' 30% | 01 | 01 | Nil | 02    | 01.07.2016   |

- TENTATIVE PROGRAMME OF WRITTEN EXAMINATION & VIVA –VOCE:-** Will be notified in due course.
- ELIGIBILITY: ( As on 01.07.2016)**
  - All permanent Group-“C” staff working in Stores Department including those working in other Railways/on deputation having lien and seniority on East Central Railway who have completed a minimum of 05 years of non-fortuitous service in Level- 6 of Pay Matrix (Pay Band ₹ 9300-34800 (PB-2) with Grade pay ₹ 4200/- as per 6<sup>th</sup> CPC) & above (including non-fortuitous service rendered in the corresponding pre-revised grades) as on 01.07.2016 are eligible to volunteer to appear in the selection against LDCE. However, service rendered in Grade Pay 4200/- or above in PB-2 (9300-34800/-) under ACP/MACP will not be counted for eligibility purpose.  
The cut-off date for eligibility of candidates for 30% LDCE is 01.07.2016, which is same as in the earlier part selection of 70% Quota.
  - As per Railway Board's letter No. E(GP)2005/2/74 dt 13.03.08 (RBE 40/08), in case of persons transferred at his own request in the same category of posts, and assigned bottom seniority in the new unit, the service rendered by them in the previous Unit may be reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition, subject to the condition that the length of service which is so allowed to be counted does not exceed the length of service of their immediate senior in the new Unit.
  - Candidate who has come on own request transfer/mutual transfer from other Railway/Unit and joined to this Railway/New Unit **after cut-off date i.e. 01.07.2016 will not be eligible to appear in the selection.**
- Eligible staff who desire to volunteer for the above LDCE may submit their application through proper channel to their respective Personnel Branch where they hold their lien and seniority.
- Eligible staff working in the Construction/Project Organization or in training or in any Ex-Cadre post who desires to volunteer for the above LDCE may also submit his application through respective Personnel Branch, where they hold lien and seniority. The Personnel/Controlling officers of the concerned Division/Unit are advised to transmit the notification to the staff, who are on deputation through their Divisions/Units.

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5. When an employee is holding an Ex-Cadre post, details of his post in regular cadre with the grade and date of entry as a regular measure should be furnished. This may also be brought to the notice of all concerned. It may be ensured that wide publicity is given to this notification amongst all the eligible concerned staff. It is the personal responsibility of the Personnel/Branch officers of the Division/Unit to ensure that the Notification reaches to all the eligible employees well in time.
6. All the volunteers who fulfill the above mentioned conditions of eligibility will get the chance to compete in the said LDCE, without any restriction to the number of candidates to be allowed for appearing in the examination.
7. The above selection will be based on the candidate's performance in the Written Examination, Viva-Voce & Records of Service. Only the candidates, who qualify in the Written Examination and found medically fit as prescribed in Indian Railway Medical Manual will be called for Viva-Voce test. The placement of the candidates in the panel will be based on their performance in Written Examination, Viva-Voce & Record of Service as per extant instructions of Railway Board.
8. Syllabus:
- (i) The Written Examination for selection to the post of AMM(Gr.'B') 30% will consist of TWO PAPERS with maximum marks of 150 and qualifying marks of 90 in each paper. Out of 150 marks, Professional Subject will carry 100 marks. In terms of Railway Board's letter no. Hindi-2010/OL-1/10/4 dt. 14.12.2016, question(s) worth 15 marks out of a total of 150 marks in paper-I will be on the subject of official language policy and rules, which will not be compulsory to attempt.

(ii) Total marks & qualifying marks are indicated below:-

| Paper    | Subject   | Maximum Marks | Qualifying marks | Time Duration |
|----------|---|---------------|------------------|---------------|
| PAPER-I  | Professional subject, General Knowledge &/ Rajbhasha. | 150 *         | 90               | 03 Hours      |
| PAPER-II | Professional subject, Establishment & Financial Rules | 150 *         | 90               | 03 Hours      |

(Since AMM is a non-safety category post, relaxation as per rule shall be admissible to candidates of reserved communities).

| (iii) Head          | Maximum Marks | Qualifying marks                                   |
|---------------------|---------------|--|
| Record of service - | 25            | 30 (With at least 15 marks for Record of Service). |
| Viva-voce Test -    | 25            |  |

9. The question paper will be bi-lingual, i.e. both in Hindi and English. It will be candidate's choice to write in any one of these languages. The candidate should clearly indicate his/her choice of language in the space of the application format.
10. A copy of syllabus of AMM (Gr."B") relating to Professional Subject and Financial Rule circulated by Railway Board vide RBE No. E(GP)2018/2/1 dt. 22.05.2018 is also enclosed as ANNEXURE-"A" for wide circulation amongst the eligible candidates.
11. (a) The Controlling Officers should give wide publicity of this Notification amongst the eligible employees under their control and ensure submission of applications given by the candidates in the prescribed proforma (specimen copy enclosed as Annexure-"B") within the stipulated time. The last date for submission of application by the candidates duly countersigned by their controlling officer is 08.04.2019.
- (b) The filled-up applications should be scrutinized properly by associated Personnel Branch verifying the details from the Service Record to avoid any factual errors and future complications. The applications should also be signed by the Controlling Officer with seal and should have the counter signature of the concerned 'P' Branch Officer. All the applications received by the Controlling Officer/Personnel Branch Officer through Controlling Officers should be sent in the bunch so as to reach to PS-II to Dy.CPO/Gaz./ECR/HJP, on or before 12.04.2019 positively. Applications forwarded after 12.04.2019 will not be entertained. It may please be noted that application other than in prescribed proforma, having incomplete information or without signature of Controlling Officer and countersigned by Personnel Branch Officer will not be entertained.

In case the service particulars furnished by the volunteers and certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteer will be cancelled at any stage and suitable departmental action will be initiated against him/her.

12. ACTION TO BE TAKEN ON RECEIPT OF APPLICATION BY CONCERNED PERSONNEL OFFICERS/CADRE CONTROLLING OFFICER:-

- The Personnel Officer/Controlling Officer will check the correctness of all the particulars of the applications with the Service Records and other relevant records and certify the correctness of each items of the application. Without such certification, applications will summarily be rejected and the responsibility will be fixed for incorrect or incomplete certification against the authority who will certify/verify the same. The Personnel Officer/Cadre Controlling officer should invariably write "Checked and verified" on each and every application after checking and verifying the details with signature and date of certification (the date of certification should invariably put on the application).
- In case, the Personnel/Cadre Controlling Officers do not put the date after certification or merely forward the application without checking and verifying the details, the matter would be brought to the notice of PCPO or concerned PHOD for taking suitable action.
- It may please be noted that Controlling Officers/Heads of the Units have no discretion to entertain any application beyond the last date. The applications of the employees who are eligible only, should be forwarded after verifying the other relevant particulars and the application of those ineligible should not be forwarded.
- The Personnel Officer/Cadre Controlling Officer should forward the scrutinized and checked applications in one bunch together under one covering letter furnishing the details in the following proforma addressed to Dy.CPO/Gaz./HQ/HJP by 12.04.2019 positively indicating therein the total number of applications forwarded. The details should be sent in soft copy in MS Excel format also. The applicants whose applications are rejected should be intimated individually giving reasons thereof.

| 1       | 2                    | 3                         | 4   | 5   | 6             | 7                    | 8                                      |           | 9  |      |       |      |
|---------|----------------------|---------------------------|-----|-----|---------------|----------------------|--|-----------|--|------|-------|------|
| Sl. No. | Name of the employee | Desig. & place of posting | DOB | DOA | Working under | Community (UR/SC/ST) | Date of regular promotion to Grade pay |           | Total service in Rs. 4200/- (GP) & above in Stores Deptt. as on 01.07.2016 |      |       |      |
|         |                      |                           |     |     |               |                      | GP-4200/-                              | GP-4600/- | As on  | Year | Month | Days |
|         |                      |                           |     |     |               |                      |  |           | 01.07.16   |      |       |      |

13. TRAINING OF SC/ST CANDIDATES:

In terms of Railway Board's letter no. E(MPP)96/3/23 dated 21.07.2000, SC/ST candidates are required to undergo pre-selection training for 03 weeks (21 working days). PCMM/ECR/HJP will organize pre-selection training to all the candidates belonging to SC/ST. If any SC/ST candidate refuses to undergo pre-selection training, a written undertaking should be obtained from him/her and sent directly to PCMM/ECR/HJP. The Controlling officer should ensure that the SC/ST candidates under their control are spared without fail well in time for pre-selection training. The SC/ST candidates are also advised to insist their controlling officer in their own interest, to spare them to undergo the said training. No appeal to this effect will be entertained by GM(P)/ECR/HJP after completion of the pre-selection training. After completion of such coaching, the in-charge of the pre-selection coaching will give a written report along with all supporting documents/papers including attendance sheet of SC/ST participants to Dy.CPO(Gaz.) within 03 days after completion of training for records and further action.

- The eligible staff should also be advised that no absentee written examination would be held for the absentee candidate under any circumstances. As per rule, there is no provision for absentee exam in LDCE,
- The Controlling/Authorized Officer should ensure to issue individual sparing letter/identity slip duly attesting specimen signature of the candidate on the sparing letter/identity slip. The candidates without proper sparing letter/identity slip will not be allowed to appear in the examination.
- Concerned Personnel Branch Officer & Controlling Officer should ensure submission of service records and ACRs/APARs of last 05 years and DAR/Vig.-clearance in respect of staff declared qualified for the Viva-voce in due course immediately after publication of the result of Written Examination through special messenger to PS-II to Dy.CPO/GAaz./ECR/HJP.

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17. Instructions and Master Circular No. 68 governing Rules for promotion from Gr. 'C' to Gr. 'B' have been issued by Railway Board. The said master circular is available on website [www.indianrailways.gov.in](http://www.indianrailways.gov.in)... Railway Board.... Establishment.... E(GP) Master circular. The Department/Division/Unit should ensure the compliance of instructions of item 15 of Master Circular 68.

18. Application received after the target date should not be entertained and the same should be disposed off at the Divisional/Extra Divisional level by rejecting them on account of late receipt under advice to this office.

Please acknowledge receipt.

Hindi Version will follow.

DA :- i) Annexure 'A'  
ii) Annexure 'B'

  
11/3/2019  
(Dilip Paswan)

Senior Personnel Officer/Gaz  
For General Manager (P)

(4)

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

**PAPER - I**

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

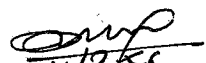
**Part-II**

**Purchase Management:**

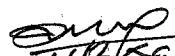
1. Organisation of Stores Dept. on Zonal Railway & Production Units.
2. Objectives of Stores Dept. in brief.
3. Functions of the Principal Chief Material Manager (PCMM) & other officers assisting him.
4. Cannons of Financial Propriety & its application to Stores Matters.
5. Delegation of Powers
  - (i) 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

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- (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.

  
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**PAPER - II**

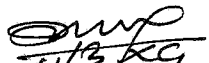
|   |                            |
|---|----------------------------|
| <b>Maximum Marks:150</b>                  | <b>Qualifying Marks:90</b> |
| <b><u>Part-I</u></b>                      |                            |
| <b>Establishment and Financial Rules:</b> | <b>50 Marks</b>            |
| <b>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

**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.

  
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**B: LABOUR RELATIONS AND WELFARE:**

**UNIONS AND THEIR ROLE.**

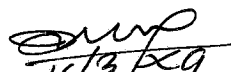
- a) Important recognized Trade Union in Railways, Role of unrecognized unions and methods of dealing with them.
- b) Industrial disputes and the Legislative Framework, causes of Industrial Disputes, basic remedies, the Industrial Dispute Act 1947. Strikes, Lock out and Lay Offs, handling of Grievances 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.

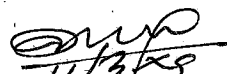
  
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- d) Works Programme, Financial justification of work surveys, preparation of estimate, capital budget control over capital expenditure.
- e) Financial control over stores expenditure, purchase and stores keeping procedure, Inventory control and A.B.C. 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.

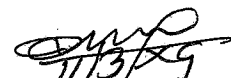
**Part II**

**Depot Management**

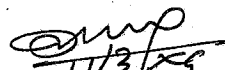
- 1. Stores Depots
  - a) Location
  - b) Functions
  - c) Typical Layout of a stores depot
- 2. Design Aspects of a Typical Stores Depot/Warehouse:
  - a) Important parameters to be considered for design
  - b) Space Management
    - i) Buildings, Yards, Roads
    - ii) Various types of storage arrangements
  - 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

  
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- 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

  
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- b) Road contract and its Management
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

  
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- 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

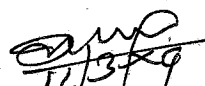
- a) Types of inventories
- b) Various Inventory models:
  - i) The Basic (EOQ) Model: Constant Demand & Lead Time
  - ii) Variable Demand but constant Lead Time
  - iii) JIT Inventory Model
- c) Computer as an aid to inventory control & inventory management
- d) Periodical prints from computer & its' 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

  
11/3/19  
SPO/LAZ

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

amp  
11/3/29  
SPO/GAT.

**PROFORMA OF APPLICATION TO BE FILLED UP BY THE VOLUNTEER FOR SELECTION OF  
AMM/Gr. ('B') AGAINST 30% QUOTA ATTACHED WITH THIS OFFICE NOTIFICATION NO.  
ECR/HRD/GAZ/254/AMM (Gr.B)/30%/2019 Dated.- 11.03.2019**

1. Full Name (in Block Letters) :-
2. Designation and station :-
3. Working under :-
4. Date of Birth :-
5. Date of appointment (Post with Grade pay and Department):-
6. Divn/Unit where lien/seniority held :-
7. Dt. of Joining in Present lien/seniority unit & Grade Pay:-  
(Please mentioned:-Direct Rectt. /Own request transfer/Mutual transfer/Administrative ground)-
8. PF/NPS No. :-
9. Educational Qualification :-
10. Whether the candidate belongs to SC/ST :-  
Community (if yes, a copy of caste Certificate duly attested by a Gazetted Officer should be enclosed.)
11. Date of appointment/promotion to the following grade on regular basis (7<sup>th</sup> CPC) in Store Deptt. :-

| Pay-Band & Grade-Pay  | Days | Month | Year |
|---|------|-------|------|
| (a) Level 6 in 7 <sup>th</sup> CPC (PB-II, GP- 4200 in 6 <sup>th</sup> CPC) |      |       |      |
| (b) Level 7 in 7 <sup>th</sup> CPC (PB-II, GP- 4600 in 6 <sup>th</sup> CPC) |      |       |      |

12. Length of non-fortuitous service (Regular Promotion) in the following grade in present lien/seniority unit (store deptt.) as on **01.07.16** .

| Pay-Band & Grade-Pay  | As on    | Year | Month | Days |
|---|----------|------|-------|------|
| (a) Level 6 of Pay Matrix (PB-II, GP- 4200 in 6 <sup>th</sup> CPC)          | 01.07.16 |      |       |      |
| (b) Level 7 in 7 <sup>th</sup> CPC (PB-II, GP- 4600 in 6 <sup>th</sup> CPC) | 01.07.16 |      |       |      |

13. Present pay, scale & date of promotion to present scale /Grade Pay:-

14. Choice of language to answer the questions (English /Hindi). :-  
(The candidate should indicate his/her choice)

15. **DECLARATION OF THE CANDIDATE:-**

- (i) I..... do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that any above entry is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

**SIGNATURE OF THE CANDIDATE**

- (A) Forwarding the application (filled-up) submitted by the candidates to the cadre controlling officer (Personnel Branch) by his/her controlling officer:-

The application is in prescribed proforma duly filled-up by the Shri /Smt. \_\_\_\_\_ Designation \_\_\_\_\_ received within the target date is hereby forwarded to his/her respective cadre controlling officer (Personnel Branch) for verification with the service record and also for onward transmission to the General Manager (P)/ECR/HJP.

**SIGNATURE OF CONTROLLING OFFICER**  
(With office seal & date)

- (B) Certificate to be furnished by the cadre controlling officer (Personnel Branch):-

If the volunteer come under the circumstances mentioned in item no. (b) of para 2 of the notification, the service rendered by immediate senior employee as on 01.07.2016 should be indicated invariably in the following format:-

| Sl. No | Name (S/Shri) of immediate senior | Desig. | Pay Band (II) & GP  | Year | Month | Day |
|--------|-----------------------------------|--------|---|------|-------|-----|
|        |                                   |        | Level 6 in 7 <sup>th</sup> CPC (PB-II, GP- 4200 in 6 <sup>th</sup> CPC) |      |       |     |
|        |                                   |        | Level 7 in 7 <sup>th</sup> CPC (PB-II, GP- 4600 in 6 <sup>th</sup> CPC) |      |       |     |

It is certified that the service particulars/Bio-Data furnished by Shri/Smt. ....  
Designation..... in the prescribed proforma have been verified with his/her service record and found correct The above mentioned candidate is eligible to appear in the said selection, accordingly the same is hereby forwarded to GM(P)/Hajipur for further necessary action.

**SIGNATURE OF THE CADRE ('P' BRANCH) OFFICER**  
(With office seal & date)

**Note:- The application with any column unfilled will be summarily rejected.**

*[Handwritten Signature]*  
SPG/K.S.H.