EAST CENTRAL RAILWAY
Office of the
General Manager(P)
Hajipur

Secy. to GM/ECR: For kind information of GM
Dy. Secy. to AGM: For kind information of AGM
SDGM/ECR/HJP, General Manager (P)/CORE/Allahabad
General Manager/RITES/NDLS, PCMM/ECR/HJP
CAO(Con)/MHX/ECR/PNBE, CAO/WP/PNBE, CAO/RWP/Bela
CAO(GELF)/ECR/DMH, Chairman/RRB/Patna & MFP, Chairman/RRC
CPD/RE/DNR
DRM/ECR/DNR, DDU, DHN, SEE & SPJ
CWM/PD/ECR/DDU, WS/SPJ& CRW/HRT
Sr.DPO/ECR/DNR, DDU, DHN, SEE & SPJ,
Dy. CMM(Depot)/ECR/GHZ & SPJ
Sr. DMMs/DMMs/ECR/DNR, DDU, DHN, SEE & SPJ
Dy.CPO/HQ/MPP/IR&W/ECR/HJP
Principal/ZRTI/E.C.Rly/Bhuli& MFP,
APO/Rectt, APO/M&E & APO/ESM/HQ/HJP
APO/MPP- For uploading on WEBSITE
All Extra Divisional Units

Sub:-Selection for the post of Assistant Material Manager (Group-'B') in Level-8 of Pay Matrix as 7th PC [Pay Band Rs. 9300-34800/- (PB-2) Grade Pay-Rs. 4800 as per 6th PC] against 70% quota as a Special drive.

*****

With approval of General Manager/ECR, it has been decided to hold a selection for formation of the panel of **05** persons for the post of Assistant Material Manager (Group-'B') against 70% quota over E.C. Railwayas a Special drive through centralized CBT by NAIR in terms of Railway Board letter No. E(GP)2022/2/4 dated 14.12.2023, as per details given below: -

Selection	UR	SC	ST	Total	PwBD (*)
AMM (Gr. 'B') 70%	03 (Three)	01 (One)	01 (One)	05 (Five)	01 (one)

(*)Horizontal reservation for Locomotor Disability (LD)- One Arm (OA)/One Leg (OL), Leprosy Cured, Acid Attack victims as per Rly. Bd's L/No. E(GP)/2022/2/20 dated 18.08.2022 & 14.11.2022.

1. (a) Main Examination through CBT: 25th February, 2024.
(b) Venue &Timewill be notified in due course.
(c) The extra round of Special examination shall be governed by the extant instructions governing promotion to Group 'B' posts. **However, there shall be no Supplementary examination for this special 70% Selection.**

2. Eligibility (As on 01.01.2023)

The list of Group 'C' employees of Stores Department (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), who are eligible to appear in the 70% selection and standby list are enclosed herewith and marked as Annexure- "A" and Annexure- "B" respectively containing 23 names [15employees as per 3X formula + 08against twice failed employees] in the main list and 23 names in the standby list in order of seniority. Candidates are advised to be in readiness to appear for written/main examination to be held soon through Centralized CBT. The notification may be brought to the notice of the employees concerned enlisted in Annexure 'A' and Annexure 'B'.

Contd...2.

(3) The above selection will be based on candidate's performance both in CBT/Written/Main examination, viva-voce and Record of Service. The candidates who qualify in the CBT/Written/Main examination followed by medical test and found fit in the requisite medical category will only be eligible for viva-voce test. The placement of the candidates in the panel will be based on their performance in the CBT/Written/Main examination, viva-voce& Record of service as per extant instruction of Railway Board. The candidature of the candidates is accepted provisionally. In case, any candidate is subsequently found ineligible for the above selection at any stage, his/her candidature will be rejected without any further notice.

(4) The cut-off date of eligibility for candidates is **01.01.2023**.

The main & stand-by list of candidates of Stores Department who are eligible to appear in the selection to the post of AMM (Gr.'B') against 70% quota are enclosed and marked as Annexure- 'A' and Annexure- 'B' respectively in order of seniority. Representation, if any, against the seniority position, omission/commission of any name may be sent to Dy.CPO(IR&W)/ECR/HJP through proper channel with a copy to Dy.CPO(Gaz.)/ECR/HJP within 02 days from the date of issue of this notification. No representation will be entertained after stipulated period in any circumstances.

The controlling officers should give wide publication to this notification amongst the eligible staff under their control and ensure submission of willingness/unwillingness & required details in prescribed proforma (Annexure-C) of all the eligible candidates enlisted.

The willingness/unwillingness with required details/information of all the eligible candidates enlisted in Annexure-"A" and Annexure- "B" may be sent to their controlling officer within the stipulated time. The last date for submission of willingness/unwillingness by the eligible candidates duly countersigned by their controlling officer to Dy.CPO/Gaz/ECR/HJP **is 15.01.2024**.

(5) Sr. DPOs/Personnel Officers of the Divisions/Units are requested to ensure that the Staff Welfare Inspector/Sectional Staff Welfare Inspector are deputed to obtain willingness/unwillingness with required details/information on the prescribed proforma (Annexure- "C") from the candidates(including staff on deputation/leave/sick) of Annexure- 'A' & 'B' and got verified from the concerned 'P' Branch.If any candidate refuses to provide willingness/unwillingness, the deputed Staff Welfare Inspector should submit a written report regarding non-submission of option by the candidates. Such candidates will be treated as unwilling for the above selection.

Above exercise should be completed within the target date and all the relevant papers should reach to Dy.CPO(Gaz.)/ECR/HJP by**15.01.2024** positively, so that a final list of eligible willing candidates may be published.

The controlling officers are also requested to co-ordinate with the Personnel Officers and staff to complete the above exercise within time frame.

(6) **CBT/Written Examination/Main Examination:-** The examination will be conducted as per guidelines/instructions contained in Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019) &E(GP)2022/2/4 dated 07.10.2022. The CBT/Written/Main examination shall comprise of one paper which shall have 100% objective type multiple choice question 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) Total:- 100 marks
d) Qualifying marks:- 60 marks with relaxation as per extant rules.
e) Duration of examination:- 02 Hours.

All Objective type questions will carry equal marks. There shall be negative marking for incorrect answers. One-third of the marks allotted for each question will be deducted for every wrong answer.

Contd……3..

Since AMM is non-safety post, relaxation is admissible to SC/ST candidates as per extant rules.

(7) Viva-voce & Record of service:-

	Maximum Marks	Qualifying Marks
Viva-voce	25	30 (including at least 15 marks in the Record of Service)
Record of service	25	

(8)**Syllabus**:- In terms of Rly. Bd's Letter No. E(GP)2022/2/4 dated 07.11.2022, copy of syllabus for above selection is attached as Annexure-'D'.

(9) **TRAINING OF SC/ST CANDIDATES:**

In terms of Railway Board's letter No. E(GP)2022/2/4 dated 18.10.2022, before conducting CBT/Written/Main examination, mandatory Pre-selection coaching classes of 60 hours/15 working days to all **SC/ST eligible candidates** will be arranged by the department concerned. PCMM/ECR/HJP will nominate the JAG or above officer of Stores Department as an in-charge of pre-selection coaching for the SC/ST candidates. The in-charge of pre-selection coaching will also intimate the date and venue of the pre-selection coaching in due course.

If any SC/ST candidate refuses to undergo pre-selection coaching, a written undertaking should be obtained from him/her and the same may be sent to Dy.CPO(Gaz.)/ECR/HJP as well as PCMM/ECR/HJP.The controlling officers should ensure that the SC/ST candidates under their control are spared without fail on time to participate in such training.

The SC/ST candidates are also advised to insist their controlling officers, in their own interest, to spare them for the said coaching.

(9.1) **Duty of the in-charge of Pre-selection Coaching (To be nominated by the concerned PHOD):**

(i) To inform in writing through special messenger to the eligible SC/ST employee regarding date, time & venue of coaching.
(ii) To obtain in writing unwillingness to attend the training, if any, from the eligible SC/ST employees.
(iii) To co-ordinate and arrange sparing of the eligible candidates and liaison with respective Controlling Officers/Supervisors.
(iv) To chalk out training schedule and adhere to it.
(v) To ensure maintenance of daily attendance of SC/ST candidates on the attendance sheet, who attend the training.
(vi) After completion of such training, the in-charge of thepre-selection coaching will give a written report along with all supporting documents/papers including attendance sheet of SC/ST participants to Dy. CPO(Gaz)/ECR/HJP, immediately after completion of pre-selection coaching for records and further action. On receipt of compliance report of pre-selection coaching, written examination will be conducted.

Contd...4...

(9.2) **Duty of Controlling Officer:-**

To spare the candidates under their control without fail in time with the direction to participate in the pre-selection coaching as well as to appear in the written examination also.

(9.3) **Duty of concerned SC/ST applicant:-**

(i) To arrange their sparing from duty by insisting their controlling officers in their own interest.

(ii) If any problem occurs in sparing, the candidate should report in writing to concerned in-charge of Pre-Selection coaching on the same date. No representation will be entertained in case of failure to report to the concerned in-charge of pre-selection coaching and it will deemed to be refusal for the same.

(iii) Failure of concerned SC/ST employees to avail pre-selection coaching on any account including leave etc. will be considered on their part and no supplementary coaching will be organized in any circumstances.

(iv) No appeal will be entertained by GM(P)/ECR/HJPoffice after completion of pre-selection coaching.

After completion of pre-selection coaching, the in-charge of the pre-selection coaching will give a written report along with all supporting papers including attendance sheet of SC/ST participants to Dy.CPO/Gaz/HJP latest by **16.02.2024** for records and further action.

(10) Concerned Personnel Branch officer & controlling officers should ensure submission of up-dated service records and 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 CBT/Written/Main examination through special messenger to SPO/Gaz/ECR/HJP.

(11) The above selection will be held as per procedure laid down in Master Circular-68, governing promotion from Gr. ‘C’ to Gr. ‘B’ issued by Railway Board and the instructions issued from time to time. The said master circular is available on website www.indianrailways.gov.in....>ministry of railway...>railway board .....> Directorate... >Establishment...>E(GP) Master Circular. The department/division/unit should ensure the compliance of instructions of Master Circular- 68 and other the instructions issued from time to time.

Please acknowledge receipt.

DA : Annexure- ‘A’, ‘B’, ‘C’ & ‘D’

Digitally Signed by Alok Srivastava
Date: 04-01-2024 19:15:35
Reason: Approved

SPO(Gaz.)
ForGeneral Manager(P)

ANNUXURE "A"

Main list of eligible candidates for appearing in the selection to the post of AMM (Gr. "B") against 70% quota

Sl. No.	Name of Staff (S/Shri/Md.)	Comm.	Desig.	Station	Division/ Unit	DOB	DOA
1	Anil Kumar	UR	CDMS	HJP	HQ/HJP	23.6.66	1.2.93
2	Arun Kumar Yadav	UR	CDMS	HJP	HQ/HJP	24.01.70	14.06.97
3	Arun Kumar Sinha	UR	CDMS	HJP	HQ/HJP	6.6.65	3.6.97/ 19.11.97
4	K. K. Rai	UR	CDMS	D/SPJ	SPJ	15.1.64	4.7.87
5	Rajesh Kumar Singh	UR	CDMS	HJP	HQ/HJP	7.12.70	23.10.98
6	N. A. Siddiqui	UR	CDMS	PD/DDU	DDU	10.3.67	26.9.91
7	Dwijendra Kumar	UR	CDMS	HJP	HQ/HJP	23.3.68	26.4.89
8	Ram Dayal Yadav	OBC	CDMS	PD/DDU	DDU	1.1.71	15.1.01
9	Rajesh Ranjan	UR	CDMS	HJP	HQ/HJP	17.1.72	15.1.01
10	Manoj Kumar	OBC	CDMS	HJP	HQ/HJP	24.11.75	24.05.01
11	Arun Kumar	UR	CDMS	HJP	HQ/HJP	28.2.67	25.1.02
12	Naushad Alam	OBC	CDMS	HJP	HQ/HJP	6.10.66	21.10.97
13	Arvind Kumar Sinha	UR	CDMS	HJP	HQ/HJP	01.06.72	21.10.97
14	Devendra Singh	UR	CDMS	HJP	HQ/HJP	10.01.70	24.10.97
15	Suresh Singh	OBC	CDMS	HJP	HQ/HJP	08.05.74	24.10.97
16	Shiv Sagar	OBC	CDMS	HJP	HQ/HJP	05.07.73	24.10.97
17	Surendra Kumar	SC	Ch.OS	HJP	HQ/HJP	6.9.68	28.3.97
18	Anil Kumar Singh	ST	CDMS	PD/DDU	DDU	1.1.68	30.9.89
19	Gauri Shankar Ram	SC	CDMS	TRS/GMO	DHN	25.12.79	17.05.05
20	Ayodhya Nath Singh	UR	Ch.OS	Demused	SEE	05.12.66	14.12.95
21	Ashok Kumar	UR	CDMS	HJP	HQ/HJP	05.10.73	24.01.03
22	Vikash Kumar	UR	CDMS	HJP	HQ/HJP	05.01.70	16.04.91
23	Sanjay Kumar Rajak	SC	CDMS	HJP	HQ/HJP	15.11.78	31.05.05

(Twenty three names only)

Digitally Signed by Alok Srivastava
Date: 04-01-2024 19:16:28
Reason: Approved

SPO(Gaz.)
For General Manager (P)

ANNEXURE 'B'

Standby list of candidates for appearing in the selection to the post of AMM (Gr. "B") against 70% quota against unwillingness of staffs from main list

Sl. No.	Name of Staff (S/Shri)	Comm.	Desig.	Station	Division/ Unit	DOB	DOA
1	Shriniwas Tiwary	SC	CDMS	Boxn/DDU	DDU	20.11.76	12.05.05
2	Dharmendra Kr. Jha	UR	CDMS	Garhara	SEE	19.1.68	28.1.98
3	Sushil Kumar Mishra	UR	CDMS	D/SPJ	SPJ	1.4.64	6.10.87
4	Braj Mohan Yadav	OBC	CDMS	D/SPJ	SPJ	25.1.65	3.8.94
5	Jeevendra Kr. Shrivastava	UR	CDMS	D/SPJ	SPJ	02.01.70	11.08.94
6	Yogendra Chaudhary	UR	CDMS	HJP	HQ/HJP	25.11.66	04.03.92
7	Md. Aquil Anwar	UR	CDMS	HJP	HQ/HJP	06.07.74	22.03.97
8	Surjeet Singh Rathore	UR	CDMS	HJP	HQ/HJP	04.02.69	22.03.97
9	Dhananjay Kumar Singh	UR	CDMS	HJP	HQ/HJP	08.01.70	22.03.97
10	Shatrudhan Prasad Singh	UR	CDMS	HJP	HQ/HJP	22.01.69	27.03.97
11	Arvind Kumar Singh	UR	CDMS	HJP	HQ/HJP	06.02.73	29.03.97
12	Manoj Kumar	SC	Ch.OS	HJP	HQ/HJP	04.02.70	22.03.97
13	Anuj Kumar	UR	Ch.OS	TRS/Gomoh	DHN	28.06.69	13.10.98
14	Raymond Indwar	ST	Ch.OS	HJP	HQ/HJP	08.11.68	19.01.96
15	Rupa Kujur	ST	CDMS	TRS/GMO	DHN	28.03.80	09.06.09
16	Ramlayak Paswan	SC	Ch.OS	TRS/DDU	DDU	02.01.68	04.09.87
17	Sahdeo Mahto	OBC	Ch.OS	SPJ/Depot	SPJ	12.06.67	29.10.86
18	Sanjeev Prasad	UR	Ch.OS	HJP	HQ/HJP	22.01.65	10.02.92
19	Manoj Kumar	UR	Ch.OS	RNCC	DNR	22.09.68	09.05.94
20	Shrish Chandra Pathak	UR	Ch.OS	HJP	HQ/HJP	15.08.64	30.05.89
21	Vinod Kumar Rai	UR	Ch.OS	SPJ/Depot	SPJ	26.05.64	04.07.87
22	S. C. Paswan	SC	Ch.OS	PTRU	DHN	22.02.65	27.01.88
23	Vijay Kumar	SC	CDMS	SPJ/Depot	SPJ	10.12.65	15.03.84

(Twenty three names only)

Digitally Signed by Alok Srivastava
Date: 04-01-2024 19:17:12
Reason: Approved

SPO(Gaz.)
For General Manager (P)

ANNEXURE –'C'

To,

The General Manager (P)
East Central Railway,
Hajipur

Sub: Selection to the post of AMM (Gr.'B') against 70% quota as a Special drive.

Sir,

1. I.....Designation.....Station.....

.....hereby acknowledge the receipt of the above notification.

2. I am .....(willing/unwilling) to participate in the above selection.

3. Other details/information for Gr.'B' Selection are given below;-

Sl. No.	Particular	Filled by candidate
01	Name of applicant	
02	IPASS Number	
03	HRMS ID	
04	Designation	
05	Mobile No.	
06	Email.ID	
07	Place of posting	
08	Division/workshop/unit	
09	Controlling officer	
10	DOB (DD/MM/YYYY)	
11	Community (UR/SC/ST)	
12	Whether belong to PwBD (more than 40%), if yes, chose the correct sub category i.e. LD-OA/OL, Leprosy cured, Acid Attack Victims with a copy of certificate.	
13	Whether a PwBD requiring scribe (Yes/No)	

Your's faithfully

Dated:

Signature of the candidate

Forwarded by

Signature of the controlling officer
Designation:
Stamp:

Signature of concerned (P) Branch officer
Designation:
Stamp:

Digitally Signed by Alok Srivastava
Date: 04-01-2024 19:18:12
Reason: Approved

2331554/2024/O/o Dy.CPO/CON/S/MHX/ECR

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2022/2/4 **New Delhi, dt:07/11/2022**

The General Managers,
All Indian Railways/PUs.

(Kind Attn.:All PCPOs/PFAs/Dy.CPO(G) & Dy.CAO(G)

Sub.: Promotions to Group 'B' posts on Indian Railways - Introduction of Centralized Computer Based Multiple Choice Objective type examination (CBT) in all departments having Organised Services

Board has prescribed syllabus for written examinations held as part of 30% LDCEs for promotion to Group 'B' posts in all Organised Services. Besides this, syllabus for 70% Selection for promotion to Group 'B' post of APO has also been prescribed by Board. Now, in the context of introduction of Centralised CBT for 70% Selections and 30% LDCEs for promotion to Group 'B' posts, Board has prescribed syllabus of 70% Selections and have also modified the syllabus for 30% LDCEs for all Group 'B' posts in Organised Departments. Similarly, syllabus for Establishment & Financial Rules has also been prescribed.

2. A copy each of the Syllabus for professional subjects prescribed by Board for 70% Selections and 30% LDCEs for promotion to Group 'B' posts in all Departments having Organised services along with the syllabus for Establishment & Financial Rules is enclosed for information. These syllabi are applicable for Selections & LDCEs to be conducted w.e.f.1.1.2023.

DA:As above

M Saluja 07/11/22

(Meenakshi Saluja)
Dy. Director, Estt.(GP)-III
Railway Board
Ph. No. 233047250
E.mail ID- meena.1964@gov.in

Syllabus 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 workcharged 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 *Wo*rkshops/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 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
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 auto-generation 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, Rexin, 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)

पूर्व मध्य रेल
(निर्माण संगठन)

कार्यालय
मुख्य प्रशासनिक अधिकारी/निर्माण
पूमरे/महेन्द्रूघाट, पटना

SMM/Con/MHX/Patna.

विषय :– Selection for the post of Assistant Material Manager (Group-'B') in Level-8 of Pay Matrix as 7th PC [Pay Band Rs. 9300-34800/- (PB-2) Grade Pay – Rs. 4800 as per 6th PC] against 70% quota as a Special drive.

संदर्भ :– महाप्रबंधक/कार्मिक/हाजीपुर का पत्र सं.– ECR-HQ0PERS(Gaz)/51/2023 Dated- 04.01.2024

विषयांकित के आलोक में संदर्भित पत्र इस कार्यालय को प्राप्त हुआ है, जिसमें AMM/Gr. B/70% कोटा के विरुद्ध चयन हेतु पात्र कर्मचारियों का Willingness/Un-willingness की मॉग की गई है तथा यह सूचित किया गया है कि उक्त चयन हेतु मुख्य परीक्षा दिनांक 25.02.2024 को CBT के माध्यम से आयोजित होना है।

सुलभ संदर्भ हेतु संदर्भित पत्र की छायाप्रति इस पत्र के साथ संलग्न की जाती है।

अतः सर्व संबंधित नियंत्रक अधिकारियों से अनुरोध है कि आपके अधीन कार्यरत सभी पात्र कर्मचारियों के निर्धारित प्रोफार्मा में Willingness/Un-willingness को इस कार्यालय में दिनांक 11.01.2024 तक भेजा जाना सुनिश्चित किया जाय, ताकि चयन पर अग्रिम कार्रवाई हेतु दिनांक 15.01.2024 तक मुख्यालय/हाजीपुर को ससमय प्रेषित किया जा सके।

AMM/Gr. B/70% कोटा के विरुद्ध चयन हेतु पात्र कर्मचारियों की सूची को मुख्यालय/हाजीपुर एवं इसके अन्तर्गत निर्माण संगठन की वेबसाइट पर निम्नलिखित प्रकार से देखी जा सकती है।

www.ecr.indianrailways.gov.in--HajipurHQ--Personnel--recruitment/selection notification.
www.ecr.indianrailways.gov.in--HajipurHQ--Construction--Personnel.

Digitally Signed by Rupesh Chandra
Date: 08-01-2024 16:33:30
Reason: Approved

(रूपेश चन्द्र)
वरिष्ठ कार्मिक अधिकारी/निर्माण
कृते मुख्य प्रशासनिक अधिकारी/निर्माण

प्रतिलिपि :– निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु सादर प्रेषित।

- महाप्रबंधक(कार्मिक)/पूमरे/हाजीपुर।
- सचिव/CAO/Con/North को CAO/Con/North महोदय के सादर सूचनार्थ।
- सचिव/CAO/Con/South को CAO/Con/South महोदय के सादर सूचनार्थ।
- सचिव/CAO/GLP, Patna को CAO/GLP, Patna महोदय के सादर सूचनार्थ।
- सभी CSWI/Con/MHX.
- CA/Personnel - for uploading on WEBSITE of Construction Organisation.
- Ch. OS/R & D/Pers./Con/MHX.
- नोटिस बोर्ड।