

EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan
Chandrasekharpur, Bhubaneswar.

No. ECoR/Pers/NG Cadre/09-D/DMS/Selection

Dated 19.03.2021

To
The PCMM/ECoR/BBS
The DRM (P) -KUR, SBP & WAT
The Dy CMM/CRW/MCS
AMM/ELS/WAT, SMM/DLS/WAT, SMM/WSD/WAT
AMM/GSD/MCS at KUR

Sub: General Selection for filling up the post of DMS in Pay Matrix Level-6 (PB-II, GP Rs 4200/- VIth CPC) against 66.67% Departmental promotion Quota - Notification.

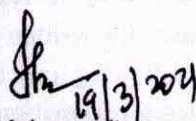
1. **Vacancies:** It is proposed to conduct a General Selection to fill up 15 (i.e. 10-UR, 03-SC & 02-ST) vacancies in DMS cadre in Pay Matrix Level-6 (Scale of PB-II, Rs 9300-34800/- with GP Rs 4200/-) in Depot Cadre of Stores Department of East Coast Railway against 66.67% Departmental promotion Quota from serving Sr Clerks of the Depot Cadre of Stores Deptt. of MCS, DLS/WAT, ELS/ANGL, GSD/MCS at KUR, WSD/WAT and KUR Division Office.
2. **Eligibility Conditions:** (a) All regular serving Sr Clerks in Pay Matrix Level-5 (Scale of PB-I, Rs 5200-20,200/- with GP Rs 2800/-) in Depot Cadre of Stores Deptt. are eligible to apply, since no Sr Clerks are available in Purchase Cadre.
3. Applications are invited from the regular serving Sr Clerks in Depot Cadre of Stores Department in the prescribed format (Annexure-I), who fulfill the prescribed eligibility conditions.
4. **Last date for submission of application is 19.04.2021.** Applications should be routed by the employee through their Controlling Officers. Applications received after 19.04.2021 by the Controlling Officers will not be entertained under any circumstances and will be rejected. The Controlling Officers will send the applications in one bunch to PCPO's office together with a consolidated statement after preliminary scrutiny by 26.04.2021 for further processing.
5. Wide circulation may please be given amongst the staff of Stores (Depot) Deptt./ECoR to avoid any complaints at a later date. A copy of notification must be placed on notice board also for information of all concerned.
6. Staff volunteering for the post of DMS through Departmental Selection (i.e Written Examination followed by scrutiny of SRS/APARs/SPE/Vig/D&A, Reports etc) may also be advised to be in readiness to appear in the written examination. The exact date, time and venue of the written examination will be intimated in due course.
7. The following procedure will be followed in the written test and evaluation of record of service for formation of panel for the post of DMS (Level-6) in Stores Depot:
 - (i) **Written Examination:** In order to bring objectivity to the selection process, it has been decided by Railway Board vide RBE No. 196/2018 that the question paper for the written examination will be 100% Objective Type. All the questions will be of multiple choices only.
 - (ii) Accordingly, written examination will comprise of one Professional Paper of 100 marks as per the prescribed syllabus (Copy enclosed).
 - (iii) The questions on official language policy will be of 10 marks i.e, 10% of maximum 100 marks, but these questions will not be compulsory.

Contd on Page/2

- (iv) All objective type questions should carry equal marks. Every question will have four options numbered as A,B,C, D (only Capital letters) and answers to such questions by the candidates should be marked on the OMR Answer sheet.
 - (v) The OMR answer sheets will be evaluated manually. There will be 110 questions of objective multiple choice type with four answer options and the candidate has to answer a maximum of 100 questions. In case, any candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation and rest will be ignored.
 - (vi) **There shall be negative marking for incorrect Answers. One-third of the marks allotted for each question will be deducted for wrong answers (RBE No.194/2019).**
 - (vii) The question paper for the written test should have practical bias i.e., it should be designed to test the ability of the candidates to tackle the practical problems they are likely to face rather than their theoretical knowledge.
 - (viii) The candidates should get it noted that to ensure the authenticity of the answers to Multiple Choice Questions, no corrections of any type (viz. cutting, overwriting, scoring off a ticked answer & ticking another answer, erasing, modifying the answer in any way) will be permitted. Zero marks will be given for answer having correction/over writing in terms of RBE No. 196/2018.
 - (ix) The candidates are advised to write their names, designations, examination details, etc only on the top sheet i.e in the space provided for in PART-A of the answer sheet and nowhere else. The candidates are also instructed that if they write their names, designations, roll numbers or put any other distinguished symbol/mark any-where else in the answer sheet their candidature will be cancelled without assigning any reason.
 - (x) The duration of the written examination will be of **02 hrs (120 Minutes).**
8. **Empanelment of Candidates:** The SRs and APARs for the last three years of only those candidates will be scrutinized for their empanelment, who secured 60 out of 100 marks i.e. 60% and above marks in the written examination. ***The formation of the panel will be on the basis of 'overall merit'.*** The final panel will be drawn up in the order of merit based on aggregate of marks of 'Professional ability' and 'Record of Service'. However, a candidate must secure a minimum of 60% marks in 'Professional ability' and 60% marks in the aggregate, for being placed on the panel. There will be no classification of candidates as 'Outstanding' (RBE No. 113/2009).
9. Since the panel is to be formed on the basis of merit, **there will be no supplementary selection for the Absentees.**
10. A copy of prescribed Syllabus for Selection of DMS in Pay Matrix Level-6 in Stores Depot/ECOR is enclosed for information of all concerned.

NB: While issuing this notification, if any provision of Railway Board's guidelines is Omitted, that should be valid and operative for formation of panel of DMS in Pay Matrix Level-6, against 66.67% DPQ, in Stores Depot Cadre.

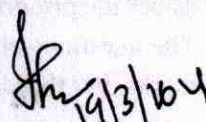
Encl: ANNEXURE-I (Application Format) & Syllabus.


(H.K. Mahanand)

Sr. Personnel Officer-I
For Principal Chief Personnel Officer

Copy forwarded for information & necessary action to:

1. Dy CMM-I/ECOR/BBS - This notification may be faxed to the Depots for immediate circulation and collection of options from willing employees within the cut off date.
- ✓ 2. Sr System Manager/IT/ECOR/BBS is requested for uploading in ECoR website and
3. Copy to Office Notice Board.


For Principal Chief Personnel Officer

ANNEXURE-I

Application form for calling Volunteers from serving Sr Clerks of Stores Depot Cadre/ECOR for filling up of vacancies in DMS Cadre in Pay Matrix Level-6 (Scale of PB-II, Rs 9300-34800/-, with GP Rs 4200/-) in Stores (Depot)/ECOR vide PCPO Office Notification No. ECoR/Pers/NG Cadre/09-D/DMS/Selection Dated 19.03.2021.

To
The PCPO/ECOR/BBS

(Last date for receipt of Applications in PCPO's Office is 26.04.2021)

1	Name	:	
2	Father's Name	:	
3	Date of Birth	:	
4	Present Designation	:	
5	Present Scale of Pay (Not Ad-hoc) (Substantive only)	:	
6	Date of Regular Appointment	:	
7	Date of Regular Entry into Sr Clerk in Stores Depot Cadre	:	
8	Educational qualifications (As entered in the Service Record. If varying from SR attested copy of the certificate to be attached)	:	
9	Office /Station	:	
10	Department	:	
11	Division/Unit	:	
12	Technical qualifications if any	:	

I do hereby declare that I have read the above referred Notification and I am volunteering for the post of DMS in Stores Depot Cadre after agreeing to all the conditions in the said Notification. I am aware that my application will not be considered, if it is not forwarded by the Controlling Officer/Department/Division/Unit to PCPO Office within the stipulated date.

Place:

Date:

Signature of the applicant

Forwarding remarks of the Controlling supervisor:

The above particulars of the employee have been verified and found correct.

Signature

Designation of Controlling Supervisor

Controlling Branch Officer (Concerned)

SYLLABUS FOR DMS in Level-6

~~SYLLABUS FOR DMS in Level-6~~

(29)

(7)

contents		
1		Subjects
2	I	Introduction to Railway and its Organization.
	II	Organization of stores department on zonal level, district level and depot level.
3	I	Purpose of codification. Unification of items, PL Nos, Check digit
	II	Unified PL Groups, Major PL groups, Nominated agency for unification
	III	Standardisation & variety reduction, Advantages of standardisation
	IV	Drawings and specifications, Important Railway specifications
	V	Computerized price ledger
	VI	Unit code, Depot code, consignee code, category of stores code, card code, A R D code and allocation code
4	I	Sources of supply, various agencies for procurement of stores.
	II	Canons of financial propriety.
	III	Purchase powers of Stores department officers.
	IV	Tender system, types of tenders, tender committee, finalization of tenders.
	V	Various preferences in purchase.
	VI	Contract Management, Liquidated damages, Risk purchase
	VII	Local Purchase
	VIII	Earnest Money & Security deposits
5	I	Provisioning of material through estimate sheet.
	II	Recoupment, shop work order, issue order, red signal.
	III	Average annual consumption, buffer stock. Issue orders.
	IV	Maxima, Minima, average annual consumption, buffer stock
	V	Difference between Annual Estimate method and Max-Min method and implications, Other methods of recoupment
	VI	Computer Generated recoupment (Module-II)
6	I	Sources of receipt of material in depot..
	II	Various registers used in receipt section.
	III	Registration of purchase orders, RR, challans, inspection notes.
	IV	Collection of material from parcel office and goods shed, part delivery, open delivery, I Bond, Credit note book.
	V	Accountal of material in weighment registers, material received without document, material received from other depots.
	VI	Inspection of material, inspection agencies, sample.
	VII	Rejection of material, rejection memo, ground rent on rejected material. Joint inspection. Replacement of rejected material.
	VIII	Claim against carriers
7	I	Duties of D M S III, order of posting of receipt and issue vouchers in bin card. Imprest stores. One for one items.
	II	Sub-depot main-depot system. Custody stores. Requisition-cum-issue note. Issue order. Engineering plant reserve.
	III	Issue to workshops. Receipt of shop manufactured items from workshops. Issue of items for fabrication and procedure.
8	I	Various modes of dispatch of material.
	II	Booking of material by parcel, goods. Booking of a full load wagons. Recent policies of Railways for booking wagons & less than wagon parcels
	III	Dispatch of material by registered post parcel. Delivery per bearer, Precautions to be taken
	IV	Procedure of store delivery van. System adopted after stoppage of store delivery vans. Road transport contracts.
9	I	Returned advice note, its valuation, accountal and disposal.
	II	Survey committee, its functions and recommendations. Recent policy instructions issued by railway Board on scrap disposal
	III	Survey sheet, lot register, bid sheet, auctioneer's delivery order. Witnessing of deliveries. Ground rent on scrap material.
10	I	Prevention of inactive, overstock and surplus items.
	II	A B C, F S N and V E D analysis.
		Performance monitoring of stores department.
		Inventory turn over ratio. Inventory valuation
11	I	Frequency and object of verification of stock items in stores department.

By *[Signature]* for DMS-III

[Signature]
21/12

	II	Verification by accounts department and also by departmental officials.
	III	Finalization of stock sheets and discrepancies.
12	I	Objectives, phases and modules of computerization.
	II	Input and output data. Computers printouts. Feeding of stores vouchers as per card codes.
	III	Rejection of vouchers, their rectification.
	IV	Difference between batch mode system & on line system.
	V	Salient features of MMIS
13	I	Duties in case of fire. Prevention of fire. Fire fighting equipment.
	II	Accidents like spilling of acids, burst of gas cylinders. First aid.
	III	System of issues at the time of accidents on line, floods.
14	I	Raj bhasha rules. Different areas.
	II	Raj bhasha promotion schemes.
15	I	Leave rules.
	II	Pass rules.
	III	T A rules
	IV	Pay sheet preparation.
	V	Discipline and appeal rules. Railway Service conduct Rules
	VI	Creation of work-charged establishment. Need, yardsticks D&G changes, value of scrap sales procedure etc.
	VII	Works and M&P Programme, various provisions, GMs powers
16	I	Corporate safety plan
	II	Safety issues identified for materials management
	III	Safety items as suggested by RDSO: Brief overview
	IV	Procurement & stocking of safety items: Differences compared to other items
	V	Life cycle costing based procurement
	VI	Periodic inspection schedule of stores department
	VII	ISO certification of purchase office & stores depots: Purpose & advantag


 15/11
 Dy CMM (Syb.)