

EAST COAST RAILWAY

Office of the
Principal Chief Personnel Officer
Rail Sadan
Bhubaneswar-751017
Dated: 10.11.2022

No.ECoR/Pers/Gaz/Stores/AMM-70%(CBT)/23-24

The PCMM- ECoR/BBS.

The CWM- CRW/MCS.

The Sr. DPO- KUR, WAT & SBP.

The Sr. DMM- KUR, WAT & SBP.

The Dy. CMM- CRW/MCS, DLS/VSKP, ELS/VSKP, WSD/VSKP, ELS/ANGL, GSD/MCS;

The WPO- CRW/MCS.

All Concerned.

Sub: Formation of Gr.B/Stores Panel of AMM against 70% selection quota through CBT for the assessment period 2023-24 in Stores Department/ECoR.

1. It has been decided to hold Centralized Computer based objective type examination (CBT) for formation of Group-B Stores Panel of 01 (UR) post of AMM against 70% selection quota vacancy in Stores Department of East Coast Railway for the assessment period 2023-24.
2. As per Railway Board's letter No. E(GP)2022/2/4 dated 18.10.2022, the Centralized Computer based objective type examination shall be held on 22.01.2023 (Sunday) by DG/NAIR. The time and venue of the CBT will be intimated in due course.
3. **Conditions of Eligibility:**
 - I. As per Recruitment Rules for the Group-'B' post of Assistant Materials Manager published by Railway Board vide Notification No. 2016/E (G)RR/15/2 (Stores) dated 14.05.2019, Group-C staff of Stores Department and are holding the posts in Level-6 and above in the pay matrix with three years of regular service in level-6 and above (including regular service rendered in the corresponding pre-revised grade), are eligible to appear for the selection.
 - II. Where juniors who have completed their qualifying or eligibility service and are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.
 - III. The service will be reckoned as on **01.01.2023.**
4. A provisional list of 07 eligible candidates (05 candidates in order of seniority as per Provisional Integrated Seniority list published vide letter No. ECoR/Pers/09/Stores/Intg. Seniority/Gr.B/126/2022 dated 19.10.2022 in terms of per Para-8.1 of M.C No. 68 and 02 against twice failed candidates) of Stores Department who have completed minimum three years of non-fortuitous service in Pay Level-7 as on 01.01.2023 (Cut off date) and are coming in the zone of consideration for the assessment period of 2023-24 is enclosed at Annexure-A. Also an additional list of 07 Nos. of candidates, next in order of seniority of Stores Department of ECoR who have fulfilled the above eligibility criteria are placed in the Stand-by List at Annexure-B. Against any unwilling candidate of Annexure-A, the willing candidate of Annexure-B may be considered for the CBT to the extent of making good the zone of consideration.
5. 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.

6. The eligible candidates enlisted at Annexure-A & B should submit their options (willingness/unwillingness) **on or before 24.11.2022** in the attached format (Annexure-C) to the concerned Controlling Officers/Personnel Officers and the same should be forwarded to the Dy.CPO (Gaz) **on or before 29.11.2022** positively in a consolidated statement along with the individual options.
7. It is the employee's responsibility to advise his/her willingness/unwillingness to take the selection, and failure to respond or to provide the intimation within the period allowed will be treated as unwillingness on his/her part to take the selection. If willingness/unwillingness is not received within the above mentioned stipulated date, it will be deemed that the candidate has availed of the opportunity of appearing in the selection & it will be treated as his/her unwillingness to take the selection.
8. In case any candidate is on leave or on deputation to other Railways/Units/office or on sick list, the Controlling officer concerned and the offices where he/she last worked should send necessary advice to the authority under whom he/she is working or the Medical Authority as the case may be and an acknowledgement obtained. Options of the staff concerned need not be sent to this office directly. Controlling officers/Personnel officers should ensure that options received by their offices after **24.11.2022** should not be forwarded to this office under any circumstances. All the particulars filled by the applicants at Annexure- C (Option form) should be verified by Personnel Officers before forwarding to HQrs office. Their IPAS numbers, HRMS ID, Mobile numbers and e-mail ID should be verified since the examination will be conducted through CBT and all future correspondences with the applicants will be done with their IPAS, Mobile number and e-mail ID. Names of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded.
9. As there is no reserved vacancy available, Pre-selection Training is not mandatory as per RBE No. 142/2019.
10. **Objective and Scheme of Examination:** The examination aims at a comprehensive assessment of knowledge of the candidates related to their professional ability, Official language policy, Establishment and Financial Rules. ***The formation of the panel will be on the basis of 'Seniority-cum-Suitability'.*** Selection of candidates for empanelment is based on a (i) CBT Examination on a single day in the first shift, (ii) Viva-voce (with prior Medical Fitness test) and Assessment of Record of Service by the Selection Committee vide Para- 10.1 to Para 10.2 of Master Circular No. 68.
11. **CBT Examination:** In order to bring objectivity to the Selection process, it has been decided by Railway Board vide letter No. E(GP)2022/2/4 dtd. 07.10.2022 read with RBE No. 53/2019 that the CBT examination shall comprise of one Paper which shall have 100% Objective type Multiple Choice Questions only. The paper will be of 100 marks with distribution as given below:-
 - 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
 - d) All objective type questions carry equal marks.
 - 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 as per RBE No. 53/2019.
 - f) The duration of the examination for 70% selection through CBT shall be of **02 hours.**

- g) **Syllabus:** The syllabus as prescribed by Railway Board vide letter No. E(GP)2022/2/4 dtd. 07.11.2022 for 70% selection for Group 'B' post of AMM/ADMM including syllabus for Establishment & Financial Rules in Stores Department is enclosed.

12. Viva-voce & Record of Service:

	Maximum Marks	Qualifying marks
1. Viva-voce	25	30 (Including at least 15 marks in the record of Service)
2. Record of Service	25	

13. The Controlling Officers/Sr.DPO/DPO/WPO/SPO of concerned Unit/Division should ensure that the ACRs/APARs of the candidates for the last five years i.e. 2017-18 to 2021-22 completed in all respects, SRs & Personal files are kept ready with them and they should send the same to Dy. CPO(Gaz) when called for.
14. In terms of Railway Board's letter No. E(GP)80/2/8 dtd. 31.10.91 only those candidates who qualify in the medical examination of prescribed standard are eligible to appear in the viva-voce test.
15. The above Notification is uploaded in ECoR website: www.eastcoastrailways.gov.in → Recruitment Info → Recruitment Information → Click Here for HQ Notifications.

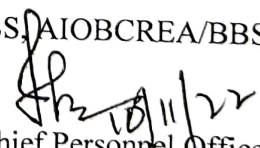
- Encl: (i) List of candidates (Annexure-A & B).
(ii) Application Format (Annexure-C)
(iii) Syllabus


(H.K. Mahahand)

Dy.Chief Personnel Officer (Gaz)
For Principal Chief Personnel Officer

Copy to: (1) Sr. System Manager (IT)/BBS for uploading in ECoR's website.

- (2) The Genl. Secretary- ECoRSC/BBS, ECoRSU/BBS, AISCSTREA/BBS, AIOBCREA/BBS.
(3) Notice Board.


For Principal Chief Personnel Officer

Annexure-A**Provisional list of candidates of Stores Department for AMM-70% Selection 2023-24**

Sl. No.	Name (Shri)	Design.	Comm.	Station	Date of Birth	Effective date of seniority
1	Nit Kumari Ekka	Ch.OS	ST	HQ/BBS	24.03.1963	01.11.2003
2	Rashmi Ranjan Samal	CDMS	UR	HQ/BBS	15.03.1964	03.01.2006
3	Bhabagrahi Mallik	CDMS	UR	HQ/BBS	06.03.1966	27.03.2008
4	Manas Kumar Patra	UR	CDMS	HQ/BBS	10.05.1972	27.03.2008
5	Sambhunath Malik	SC	CDMS	HQ/BBS	08.04.1971	27.03.2008
6	Dhaneswar Dehuri	CDMS	UR	GSD/MCS	01.08.1966	16.07.2010
7	Mrytunjay Nanda	Pur. Supdt.	UR	HQ/BBS	07.05.1965	13.07.2011

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Annexure-B**Provisional List of Standby Candidates of Stores Department for AMM-70% Selection 2023-24**

Sl. No.	Name (Shri)	Design.	Com.	Station	Date of Birth	Effective date of seniority
1	Chandra Sekhar Sahu	Pur. Supdt.	UR	HQ/BBS	10.02.1963	25.11.2011
2	Sonaram Hembram	Pur. Supdt.	ST	HQ/BBS	12.01.1968	25.11.2011
3	Laxmidhar Nayak	Ch.OS	SC	HQ/BBS	12.02.1965	10.02.2012
4	Ratnakar Soren	Pur. Supdt.	ST	HQ/BBS	13.02.1969	27.02.2012
5	P.K.S. Chawhan	CDMS	UR	ELS/ANGL	07.07.1987	12.06.2013
6	Harihar Mohanty	CDMS	UR	CRW/MCS	15.08.1982	12.06.2013
7	M. Prabhu Prasad	Ch.OS	SC	DLS/WAT	30.08.1968	13.06.2013

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East Coast Railway

**Application for Selection to Group-B post of AMM against 70% selection for
2023-24 (CBT)**

OPTION: Whether Willing/Unwilling

1. Name of the Applicant :
2. Designation :
3. Place of posting :
4. Community (UR/SC/ST) :
5. Date of Birth (DD/MM/YYYY) :
6. IPAS/PF No. (in 11 digits) :
7. HRMS ID :
8. Controlling Officer :
9. Unit/Division :
10. Mobile No. :
11. Email ID (in capital letters) :
12. Date :
13. Whether belongs to PwBD category : YES / NO (please tick)
 - (i) If yes, please specify the category with %age
 - (ii) Whether Scribe is required : YES / NO (please tick)

Signature of the candidate

Counter signature of the controlling officer:

(With Designation and seal)

(Note: Willingness/Unwillingness to be submitted on or before 24.11.2022)

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, Canons 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 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)