

NORTH CENTRAL RAILWAY

Headquarters Office,
Prayagraj-211015.

No.: 797-E/Gaz/Gr. 'B' Sele./CBT-Spl/Stores/70%/NCR

Dated: 10.01.2024.

Principal Chief Material Manager,

GM/CORE, CAO/C, FA&CAO/EG, CMM/Sales, CMM/Construction., SDGM, CWM/RCNK/JHS, Sr. DPOs: PRYJ, AGC & JHS, Sr. DMM/PRYJ, AGC & JHS, SPO/JHS/W/Shop, Dy. CMM/JHS/Depot, Dy. CMM/CNB & JHS, CWM STLI & JHS, Dy. CVO/Stores, AMM/RSK/ STLI, AMM/ETD/CNB, SMM/D/GWL, Dy.CPO: IR & HQ, SPO/HQ

Sub: Selection for promotion from Group 'C' to Group 'B' to the post of AMM/ADMM against 70% (PQ) for Stores Department in Pay Matrix Level-8, through Centralized Computer Based Objective Type Examination (CBT) -- Special drive to fill up vacancies.

Ref: Railway Board's letter No. E(GP)2022/2/4 dated 14.12.2023

1. In reference to above, Board has decided that a special Group 'B' Selection drive shall be carried out to fill up the Gazetted vacancies prevailing on the Railways for the vacancy. Accordingly, it has been decided to fill up these vacancies by holding another round of 70% Selection and 30% LDCE through centralized CBT for promotion to Group 'B' posts by NAIR. Examination(CBT) against 70% PQ to be conducted on 25.02.2024 by NAIR/BRC. There shall be no supplementary examination for this special 70% selection

The break-up of vacancies assessed for the Group 'B' post of AMM/ADMM against 70% (PQ) for SOTRES Department are as under:-

Mode	UR	SC	ST	Total	Vacancy reserved for PwBD
70% PQ	3	00	01	04	01

Instructions regarding reservation with benchmark disabilities (PwBDs) issued by DoPT vide their OM No. 36012/1/2020-Estt.(Res.-II) dated 17.05.2022, circulated by Railway Board vide letter No. E(GP)2022/2/20 dated 18.08.2022 is being followed in the selections/LDCEs.

2. Eligibility:-

In terms of Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019, (RBE No. 216/2019), for Group 'B' selections (70% quota), Group 'C' employees working in Level-6 and above in Pay Matrix with 3 years of non-fortuitous service in Level-6 and above in Pay Matrix (including non-fortuitous service rendered in the corresponding pre-revised grade pay) will be eligible. The cut-off date for assessment of eligibility of candidates of this extra round of examination shall be retained as 01.01.2023.

The above is strictly based on integrated seniority list enclosed herewith as Annexure 'A' (Main List) & Annexure 'B' (Reserve List).

A provisional integrated seniority list of eligible employees of Stores Department of this Railway, who are eligible to appear in the selection is enclosed as Annexure 'A' (Main List) and Reserve List as Annexure 'B'. The employees in the Reserve List (Annexure 'B') may please note that they will be considered only to the extent of number of employees from the main list, who expressed unwillingness to attend the selection.

Eligible and willing employees (Annexure 'A' & 'B') must submit their application in prescribed Proforma in Annexure-'C' duly forwarded by immediate supervisor/Officer through proper channel to their respective Personnel Branch Officers concerned indicating their clear willingness / unwillingness to appear in the selection on or before **15.01.2024** and acknowledgement may be obtained. Applications received after **15.01.2024** should not be entertained and summarily rejected. If no application is received by any of the Office/Unit concerned, a certificate should be given to the Personnel Department of HQ/Division/Workshop/Unit concerned that no application has been received in their office.

3. Scrutiny:

The Controlling officers/respective Personnel officers are advised to verify details of the employees of Annexure 'A' & 'B' submitted by them in Annexure 'C' with their clear willingness / unwillingness and certify their correctness while forwarding them to this office. The consolidated statement in respect of such candidates as per the format in Annexure-'D' (in hard copy as well as in soft copy, in excel sheet) together with the individual applications, should be forwarded by the concerned Controlling officers/respective Personnel Officer to Gazetted Section, PCPO's Office/NCR/HQ on or before **17.01.2024**

In case a candidate is found ineligible for the above selection at any stage, his/her candidature will be summarily rejected. The application of the candidates working over head quarter should be submitted through APO/HQ/NCR/PRYJ and candidates working under Construction Organization should be submitted through Dy.CPO/Const./NCR/HQ/PRYJ.

It may be noted that those employees in the main list and reserved list who fail to express their Willingness / Unwillingness on or before **15.01.2024** will be presumed to be Unwilling to take part in the selection and subsequent claim, if any, in this regard will not be entertained under any circumstances.

It is not necessary that all the employees appearing in Annexure 'A' & 'B' from whom Willingness / Unwillingness and twice failed position has been sought will be eligible to be called in the selection. It will totally depend on their position in the final integrated seniority list because employees will be called in the selection as per the sliding scale keeping in view the vacancies available. The final eligible list will be issued keeping in view the willingness/unwillingness and twice failed position given by the employees.

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4. Pre-Selection Training to ST employees:

The ST candidates shown in Annexure-'A' & 'B' are required to be given pre-selection coaching / training to be organised by the concerned department as per extant instruction contained in Railway Board's letter No. E(GP)2010/2/39 dated 28.08.2019 (RBE No. 142/2019). It is not necessary that all ST candidates shown in Annexure 'A' & 'B' who will be imparted pre-selection training will be called in the selection. Calling them in the selection will depend upon their position in the integrated seniority list.

Dy. CMMs/Sr. DMMs/AMMs/ADMMs/Officers-in-charge will be personally responsible to spare the staff for pre-selection coaching/training well in time. In case any ST candidate is not interested for pre-selection coaching/training, his/her written refusal may be obtained and sent to this office in original through special messenger before the date of written examination (CBT). All care has been taken to indicate ST status by this office.

However, it may also be checked at your end and ensured that no ST candidate is left out from pre-selection coaching/training and same may be advised to this office.

On completion of the Coaching/Training a certificate to this effect and schedule of pre-selection coaching containing date, time, venue, name of the lecturer, topics/subjects & attendance sheet of eligible ST employees must be sent to this office. Proforma for sending the information is enclosed herewith as Annexure 'E'.

5. Syllabus:

A copy of the syllabus for 70% selection for promotion to Group 'B' posts of AMM/ADMM in Stores Department, circulated by Railway Board vide letter E(GP)2022/2/4 dated 07.11.2022 is attached as Annexure-'F'.

6. Scheme of Examination:

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

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

7. Written and Viva-Voce:

This selection will comprise of Written/CBT examination followed by viva-voce test. Only those qualify in the Written/CBT examination and pass the prescribed standard of medical examination, as detailed in Railway Board's letters No. E(GP)80/2/8 dated 31/10/91, letter No. 99/H/5/3 dated 21.05.1999, & 18.12.2000, will be called for the Viva-voce test and without medical fitness certificate candidates will not be eligible for attending viva-voce test. In this regard provisions laid down in paras 529 and 530 read with para 503 of IRMM/Volume-I, 3rd Edition 2000, are relevant.

8. Sr. DPOs, Dy. CPOs, DPOs, SPOs, APOs & controlling officers of the employees may personally ensure that this notification has been communicated to the employees enlisted at Annexure- 'A' & 'B', without fail. Displaying of this notification in the prominent Notice Boards of the respective offices of HQ/Divisions/Workshops/Units may also be ensured.


The notification is also available on this Railway's website – www.ncr.indianrailways.gov.in

(About us → Department → Personnel → NCR Gazetted Section → CBT)

Receipt of this notification may please be acknowledged.

Hindi version will follow.

DA: As above


(Rajesh Kumar Sharma)
Dy CPO/Gaz
for General Manager (P)

Copy forwarded for kind information to:-

1. Secy. to GM
2. Secy., Estt. (GP), Railway Board, New Delhi
3. PS-I to PCMM.
4. PCPO, CPO/Admn, PCMD
5. CMSs: PRYJ, AGC, JHS & CNB
6. CPRO

Annexure - 'A'

Main list : Based on provisional inter-se-seniority of Gr. C employees of Stores Department published / circulated vide letter no 797-E/NG/Stores/Inter-C-Seniority/Gr B/2020 Part-II dated 05.01.2024 for selection to the pot of AMM/ADMM against 70% selection PQ for Special Drive of selection.

S.N.	Name	Father's (Shri/Smt)	Grade	Caste	Desig	Station	Div./Depot
1	Shyam Shankar	Uma Shankar	4600	SC	Ch.OS	PRYJ	HQ/NCR
2	Satish Bhatnagar	Triveni Sahay	4600	UR	CDMS	STLI	RSK/STLI
3	Suresh Kumar	Ganesh Lal	4600	SC	CDMS	JHS	GSD/JHS
4	R.K.Sevaniya	Bhagwandas	4600	SC	Ch.OS	JHS	GSD/JHS
5	Abhishek Tiwari	V.K.Tiwari	4600	UR	CDMS	JHS	GSD/JHS
6	Saurabh Ku. Srivastava	Lt. P.K.Srivastava	4600	UR	CDMS	PRYJ	HQ/NCR
7	Ashish Dubey	Lt. B.D.Dubey	4600	UR	CDMS	AGC	Sr.DMM/ AGC
8	Ashish Kumar	Jagdish Prasad	4600	SC	Chos	PRYJ	HQ/NCR
9	Rajesh Gupta	Prem Nath Gupta	4600	UR	CDMS	PRYJ	HQ/NCR
10	S.N. Rao	Shri Balyogi	4600	SC	CDMS	JHS	GSD/JHS
11	Ranvijay Singh	Vijay Kumar	4600	SC	CDMS	PRYJ	HQ/NCR
12	M.K. Srivastava	Swaroop N Srivastava	4600	UR	CDMS	CNB	GSD/CNB



Annexure - 'B'

Reserved list : Based on provisional inter-se-seniority of Gr. C employees of Stores Department published / circulated vide letter no 797-E/NG/Stores/Inter-C-Seniority/Gr B/2020 Part-II dated 05.01.2024 for selection to the pot of AMM/ADMM against 70% selection PQ for Special Drive of selection.

S.N.	Name	Father's (Shri/Smt)	Grade	Caste	Desig	Station	Div./Depot
1	Dinesh Kumar Singh	R.N.Singh	4600	UR	CDMS	PRYJ	HQ/NCR
2	Sanjay Tiwari	S.B.Sharma	4600	UR	CDMS	JHS	GSD/JHS
3	Rajender Singh	Lt. Sri Pooran	4600	SC	CDMS	AGC	DSL/GWL
4	Sanjay Kumar	Chandrika Prasad	4600	SC	CDMS	CNB	GSD/CNB
5	K.K.Saxena	R.K.Sinha	4600	UR	Ch.OS	AGC	Sr.DMM/AGC
6	Ashok Kumar	Manohar Lal	4600	SC	Ch.OS	JHS	GSD/JHS
7	A.P.Singh	Narvada Singh	4600	UR	Ch.OS	JHS	GSD/JHS
8	Ashish Ku. Sharma	Lt. Sri H.S.Sharma	4600	UR	Ch.OS	JHS	Sr.DMM/JHS
9	Pawan Kumar	Lt. N.P.Singh	4600	UR	Ch.OS	CNB	GSD/CNB
10	S.S. Gautam	Lt. Sri Munshi Ram	4600	SC	Ch.OS	CNB	ETD/CNB
11	Vinod Kumar	Lt.Sri Rati Ram	4600	SC	Ch.OS	CNB	ETD/CNB
12	Manju Niberia	Shankar Lal	4600	SC	Ch.OS	JHS	GSD/JHS
13	Divanshu Agnihotri	Sudhanshu	4600	UR	CDMS	JHS	GSD/JHS
14	Anand Kumar	Basantlal	4600	ST	Ch.OS	PRYJ	HQ/NCR
15	Mani Lal Roat	Lt.Sri Deepaji Roat	4600	SC	CDMS	CNB	GSD/CNB
16	R.K.Sharma	Lt.Sri L.D.Sharma	4600	UR	CDMS	JHS	ELS/JHS
17	A.K.Khare	Lt.Sri Shanker	4600	UR	CDMS	JHS	GSD/JHS
18	Sarvesh Shrivastava	P.L.Shrivastava	4600	UR	CDMS	JHS	GSD/JHS
19	Sudama Pd. Rai	Durga Prasad	4600	UR	CDMS	JHS	GSD/JHS
20	Ram Lal Meena	Lallu Ram	4600	ST	Ch.OS	STLI	RSK/STLI
21	Ankur Singh	Pawan Kumar Singh	4600	UR	CDMS	CNB	GSD/CNB
22	Kirodi Lal Meena	Badri Lal Meena	4600	ST	CDMS	CNB	ETD/CNB
23	Ankit Jain	Ajay Ku. Jain	4600	UR	CDMS	CNB	ETD/CNB
24	R.K. Tyagi	R.C.Tyagi	4600	UR	Ch.OS	LKO	RE/LKO
25	D.K.Rathore	Ram Kumar	4600	UR	Ch.OS	JHS	GSD/JHS
26	Kailash Nath	Parmeshari Dyal	4600	SC	Ch.OS	CNB	ETD/CNB
27	R.A.Khan	Habib Ahmed Khan	4600	UR	Ch.OS	JHS	ELS/JHS
28	R.S.Chauhan	M.S.Chauhan	4600	UR	Ch.OS	JHS	GSD/JHS
29	Navneet Kumar Sharma	R.S.Sharma	4600	UR	Ch.OS	AGC	Sr.DMM/AGC
30	Subhash Singh	Mangal Singh	4600	UR	Ch.OS	JHS	GSD/JHS
31	Ankit Saxena	S.K.Saxena	4600	UR	CDMS	CNB	ETD/CNB
32	Santosh Kumar	Mata Prasad	4600	UR	CDMS	PRYJ	Vig./HQ/NCR
33	Ramteerth	Chhakki Lal	4600	UR	CDMS	JHS	ELS/JHS
34	Sanjeev Kumar Meena	Sohan Pal Meena	4600	ST	Ch.OS	CNB	GSD/CNB
35	Anupam Dubey	R.R.Dubey	4600	UR	CDMS	JHS	GSD/JHS
36	Raj Kumar	Lt. Sri Jai Karan	4600	ST	Ch.OS	AGC	DSL/AGC
37	Ratnakar Singh	Vishwanath Singh	Chos	UR	Ch.OS	PRYJ	Vig./HQ/NCR
38	V.P. Singh	Mewa Lal Kureel	Chos	SC	Ch.OS	PRYJ	HQ/NCR
39	K.B.Goswami	Siya Saran	4600	UR	Ch.OS	JHS	ELS/JHS

Handwritten signature/initials

40	Zahid Khan	Abdul Rauf	4600	UR	Ch.OS	JHS	GSD/JHS
41	S.K.Sahu	R.S.Sahu	4600	UR	Ch.OS	JHS	GSD/JHS
42	S.K.Mishra	R.S.Mishra	4600	UR	Ch.OS	JHS	DSL/JHS
43	R.P.Sisodia	Mahaveer Singh	4600	UR	Ch.OS	JHS	GSD/JHS
44	Ashutosh Upadhyay	Sushil Kumar	4600	UR	CDMS	PRYJ	Sr.DMM/PRYJ
45	Mukesh Bhargava	Lt.Sri R.K.Bhargav	4600	UR	CDMS	JHS	Sr.DMM/JHS
46	A.K. Tiwari	Y.N. Tiwari	Chos	UR	Ch.OS	PRYJ	HQ/NCR
47	Chandra Kishor Prasad	P.C. Sah	Chos	UR	Ch.OS	PRYJ	HQ/NCR
48	Ram Kishun	Maharani deen	Chos	SC	Ch.OS	PRYJ	HQ/NCR
49	Rajnish Kumar	Lt. Lakhan Lal	Chos	UR	Ch.OS	PRYJ	HQ/NCR
50	H.N. Yadav	Rajdhari Yadav	Chos	UR	Ch.OS	PRYJ	HQ/NCR
51	Rajendra Pd. Sahu	M.L. Sahu	Chos	UR	Ch.OS	PRYJ	HQ/NCR
52	Arun Kr. Tripathi	Jagdish Tripathi	Chos	UR	Ch.OS	PRYJ	HQ/NCR
53	Anil Kumar Gupta	Awanti Lal Gupta	Chos	UR	Ch.OS	PRYJ	HQ/NCR
54	Sant Pal	Ram Gopal	OS	SC	Ch.OS	GSD/CNB	HQ/NCR
55	Ram Badal	Lachhan	OS	SC	Ch.OS	PRYJ	HQ/NCR
56	Neeraj Kumar	Mohan Prasad Verma	OS	UR	Ch.OS	PRYJ	HQ/NCR

Annexure - 'C'

Declaration to appear in selection to the post of AMM/ADMM (Gr. -'B') against 70% PQ selection, Special drive to fill up vacancies for Stores Department.

(It is mandatory to fill each and every column with correct information)

1	I _____ (Name of employee) S/O Shri _____ appearing at Serial No. _____ in Annexure _____ declare that:-		
2	I am _____ (WILLING / UNWILLING) to appear in the written test (CBT) for selection to the post of AMM/ADMM against 70% PQ selection vide notification No. 797-E/Gaz/Gr. 'B' Sele./CBT-Spl./Stores/70%/NCR dated .01.2024.		
3	I PASS number (11 digit employee ID)		
4	HRMS ID		
5	Designation		
6	Mobile No.		
7	e-mail ID		
8	Place of posting		
9	Division/workshop/unit		
10	Controlling officer		
11	DOB (DD/MM/YYYY)		
12	Community (UR/SC/ST)		
13	PwBD or not (Yes / No)		
14	If yes, PwBD category		
15	If PwBD, whether entitled to scribe (Yes/No)		
16	I had earlier appeared in Written Examination of AMM/ADMM Group 'B' against 70% PQ selection for which details are as under:-		
	SN	Date of written examination appeared earlier	Pass (Yes/No) Fail (Yes/No)
	a)		
	b)		
	c)		
17	I am aware that giving willingness does not entitle me to be compulsorily called in the Written Test (CBT), as it totally depends upon my position in the final inter-se-seniority as well as after finalisation of zone of consideration in terms of Para 3 of notification No. 797-E/Gaz/Gr. 'B' Sele./CBT-Spl./Stores/70%/NCR dated .01.2024		
18	I hereby declare that all the information given above are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information given herein, if found false or incorrect or concealed, my candidature will liable to be terminated and D&AR action can be taken against me for this.		

Affix recent passport size colour photograph of the employee duly attested

(Signature of the employee with date)
Name: _____

File No. _____

Dated: _____

Information furnished in the above table by the employee has been verified & found correct. Forwarded to Dy. CPO/Gaz/NCR/HQ/PRYJ for necessary action.

Signature of Personnel officer/ Controlling officer (with date & office seal)

Annexure - 'D'

PROFORMA OF CONSOLIDATED STATEMENT FOR FORWARDING THE APPLICATIONS FOR SELECTION TO THE POST OF AMM /ADMM (GROUP - 'B') AGAINST 70% PQ SELECTION FOR
SPECIAL DRIVE TO FILL UP VACANCIES OF STORES DEPARTMENT

[illegible]

Note: I-PAS (Column-4) should be of 11 digits. In case the employee ID is less than 11 digits, equal number of zeros may be pre-fixed to make it 11 digit.

Signature of Personnel officer /
Controlling officer (with date & office seal)

Annexure - 'E'

Statement of pre-selection coaching of SC/ST employees for selection to the post of AMM/ADMM (Group 'B') against 70% PQ selection, special drive to fill up vacancies for Stores Department held from

_____ to _____

DATE	Duration/Time		Name of Officer/Lecturer	Venue	Subjects taught
	From	To			

Number of SC/ST candidates who attended pre selection training/coaching : _____

Number of SC/ST candidates who have given refusal to attend pre selection training/coaching : _____.

Number of SC/ST candidates who remained absent during pre selection training/coaching: _____

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


(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, 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)