

South Eastern Railway

Office of the
General Manager (P)
Garden Reach; Kolkata – 43

No.SER/P-HQ/GAZ-CON/260/13/AMM(70%)/21

dated 11.11.2021

The PCMM/PCPO/SDGM -SER

The CMM (Sales)/ CMM (S&T)/CMM(M)/CMM (Loco)- SER/GRC,

All Dy.CMM-SER/Dy.CMM (W/S), Dy.CMM(GSD)/SER-KGP,

The SPO (M&EL)/APO(Co)/GRC, APO (Stores)/KGP

The DRM (P)/Sr. DMM- KGP/ADA/CKP/RNC.

The AMM-TPKR, AMM-SNY (W/S) , AMM (DLS)/BNDM, AMM(ELS)-BKSC& TATA

Sub: Selection for formation of a panel of AMM(Group-B) against 70 % vacancies
of Stores Department for the assessment year 01.01.2021 to 30.06.2023.

It has been decided by the Competent Authority that the written test for formation of a panel of 01 (UR-01) vacancy of AMM (Group-B) against 70% vacancies, for the assessment year 01.01.2021 to 30.06.2023, of Stores Department will be held shortly. Accordingly, a provisional list of 05 senior most willing and eligible candidates from integrated seniority list, who are coming within the zone of consideration, as received from SPO(M&EL)/GRC's letter no. SER/P-HQ/ES/260/AMM/ Group 'B'/70% dated 27.09.2021, is furnished below for the above selection.

Srl.	Name (S/ Sri)	Designation	Position in the integrated seniority
1.	Narendra Kumar	CDMS/ KGP	6
2.	Manas Banerjee	CDMS/ SRC/ KGP divn.	8
3.	S. Bhattacharya	CDMS/SRC/ KGP divn.	10
4.	Arabinda Biswas, SC	CDMS/ KGP	19
5.	Akhilesh Kumar	CDMS/ KGP	22

NOTE:

1. If any discrepancy is noted in the integrated seniority list of candidates, the same should be informed to this office within 15 days from issue of this letter. If no intimation is received within the prescribed period, the list will be treated as Final and selection will be processed accordingly.
2. If any candidate is subsequently found ineligible for the above selection at any stage, his/her candidature will be rejected.
3. Efforts may be made to ensure acknowledgement of this Zone of Consideration among the candidates concerned. In case any candidate is on leave or on deputation to other Railways / Units or on sick list, the Controlling Officer concerned 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.

SCHEME OF EXAMINATION:

A) In terms of Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019(RBE 53/2019) the written examination will comprise of one Paper which will have **100% Objective type Multiple choice Questions** with negative marking; @1/3 of the marks allotted for each question will be deducted for each wrong answer. The paper will be of **100 marks** and distribution will be as under:

- i. Technical Subject including Official language policy : 70 marks
(NOTE: There will be 10 marks on Official Language Policy, which shall be optional in nature).
- ii. Establishment and Financial Rules : 30 marks
- iii. **Qualifying marks: : 60** (out of 100).

(Contd.....2)

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The successful candidates in the written examination will be called for viva-voce test subject to being found medically fit in the prescribed medical standard.

B) Record of Service and Viva-voce:

	Max. Marks	Qualifying marks
1. Record of service (Assessment of APARs)	25	30 (Including minimum 15 marks in record of service)
2. Viva-voce	25	

Syllabus: A copy of syllabus is enclosed herewith for guidance of the candidates.

Pre-selection training is not applicable, as the vacancy is for UR.

Date of written test: will be notified shortly.

The Controlling Officers, Sr.DPOs /DPOs should ensure that the ACRs of the candidates who have volunteered for the above examination, for the last 5 years complete in all respects is available with him and be sent to Dy.CPO(Gaz) at a short notice. It is the responsibility of the Controlling/Staff Officer that if any adverse remarks or the point below the bench mark in the ACR of any candidate is detected, the same should be informed to the candidate and dispose the representation, if received, immediately.

Please acknowledge receipt.

Encl: Syllabus.

NOTE: This is also being uploaded on www.ser.indianrailways.gov.in. Candidates have to check the website for any further update.



(Ravi Kumar)

Dy. Chief Personnel Officer(Gaz)
for Pr.Chief Personnel Officer.

Syllabus for PAPER

- 1) Organization of Stores Dept. On Zonal Railway & Production Units.
- 2) Objectives of Stores Dept. in brief.
- 3) Functions of The Principal Chief Materials Manager & other officers assisting him.
- 4) Cannons of Financial Propriety & its' application to Stores Matters.
- 5) Delegation of Powers
 - a) Its need & necessary safeguards
 - b) Powers of PCMM & other officers for :
 - i) Purchase. (b) Sale. (c) Write off. (d) Other misc. matters.
- 6) Purchase of Stores
 - a) Important Stages in purchase cycle
 - b) Purchase Policy & Rules of IR
 - c) Channels & procedures of purchase of indigenous stores
 - d) Modes of tendering & their advantages/ limitations. Tender Conditions, Eligibility criteria, Tender Committee, Finalisation of Tenders
 - e) Emergency Purchase, Spot Purchase.
 - f) Tender consideration :
 - (a) Price determination (Reasonability/Workability)
 - (b) Negotiations, Cartel Formation & related instructions
 - (c) Concept & constitution of Tender Committee
 - g) Emergency Purchases
 - h) Basics of iMMIS (Purchase, Depot & EDP Modules), GeM, Reverse Auction, IREPS & e-Procurement
 - i) E-RA
- 7) Ledger Section Working
 - a) Provisioning of Material through Estimate Sheet, Computer generated recoupment
 - b) Average Annual Consumption, Buffer Stock.
- 8) Purchase through Centralized agencies like :
 - a) Railway Board, COS of DLW, CLW, CPORE etc.
- 9) Broad guidelines for Public Procurement : as given in General Financial Rules 2017 – GFR in brief.
 - a) IRS Conditions of Contract
 - b) IR GCC NOVEMEBR 2018
- 10) Govt. Policy of Preference

- a) Purchase/Price preference -Small scale industries
 - b) items reserved for Procurement from SSIs(Gr IV items)
 - c) Purchase preference to Central PSUs
 - d) Special benefits available to NSIC firms, KVIC & Handloom Sector
- 11) Supply Contracts
- a) Important provisions of INDIAN CONTRACT ACT and SALE OF GOODS ACT
 - b) IRS Conditions of Contract, DGS & D General Conditions of Contract
 - c) "Force Majeure Clause"
 - d) Rate/Running & Fixed Quantity Contracts
 - e) Special Conditions of Contract, followed by
 - (a) Railways, RB & DGS&D
 - f) Procedure for Tender Opening
 - g) Late & Delayed Offers, Un-solicited offer
 - h) EMD & SD,
 - i) PO Draft/ Numbering Scheme & Vetting Considerations
 - j) Contract Management
 - 1) Extension of DD/Modification of PO
 - 2) Penalties for Breach of Contracts (Liquidated damages, Risk Purchase, General Damages)
 - k) Settlement of Disputes
 - i) Arbitration Clause in IRS Conditions
 - ii) Arbitration & Conciliation Act 1996
 - iii) Dispute resolution between two Govt. Deptt. or (CPSU)
- 12) Other types of Contracts
- a) AMC
 - b) Service Contracts
 - c) TPC
 - d) Fabrication Contracts – Important conditions and safeguards
- 13) Import of Material
- a) Direct import by Zonal Railways/Production Units
 - b) Import through Railway Board
 - (a) Types of Import Contracts: FOB, FAS, CIF & FOR
 - c) Modes of Payment, Letter of Credit & its types
 - d) Sea & Air freighting of Railway Materials & Insurance Covers
 - e) Port clearance of imported consignments
 - f) Claims settlement
- 14) Concept of Strategic Sourcing (Rational Source Selection)
- a) Registration of firm on Railways as approved suppliers
 - 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
- 15) Reading of simple drawings, IR IRS, BSS and DGS&D specifications, understanding their implications while tendering, ISI marketing scheme.
- 16) Important Statistics on Stores matters
- a) Submitted to Railway Board, periodically
 - b) Included in Railway Board's annual report & GM's Narrative Report
 - c) Yard sticks to measure efficiency of Stores Dept.
- 17) Printing & supply of
- a) Railway Card Tickets, SPT Tickets, Money Value Forms
 - b) Other Books & Forms for use on Railways
- 18) Supply of uniforms to Railway Staff
- a) Eligibility, (b) Periodically of supply, (c) Working of Clothing Factory & Handicraft Centres.
- 19) 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)
 - f) Financial Rules
- 20) ISO Certification
- a) Procedure for obtaining the certification & subsequent compliance for Continuation of the same;
(a) For Purchase Office, (b) For Stores Depot.
- 21) Future Trends
- 1. Rate Contracts
 - 2. Long Term Contracting
 - 3. Make in India
 - 4. indigenous versus imported stores,
 - 5. Procurement from GeM (Government e-Market Place)

22) STORES DEPOTS

- a) Location
- b) Functions
- c) Typical Layout of a Stores Depot.

23) Design Aspects of a Typical Stores Depot/Warehouse:

- a) Important parameters to be considered for design
- b) Space Management
 - i) Building, Yards, Roads
 - ii) Various types of storage arrangements
- c) Materials Handling
 - i) Equipments
 - ii) Unit piling, container/pallet systems
 - iii) Vertical storage system
- d) Disaster management – Firefighting & First Aid. Safety Policy Issues, Duties in case of fire, Important Fire Safety aspects & Latest fire fighting Techniques, Mock drill, Accidents like spilling of acids, burst of gas cylinders. First aid. System of issues at the time of accidents on line, floods.
- 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
- f) Procedure for locking & sealing of wards/godowns in a depot and depositing/collecting the keys
- g) Gate Pass.

24) Depot Organization

- a) Functions/Responsibilities of Depot Officer & Subordinate Staff
- b) Various sections of stores depot, its functions & working procedures

25) Receipt & accountal of materials :

- a) Procedure for receipt & accountal in a depot
- b) Consequent clearance of purchase suspense
- c) Accounts checks on suppliers' bills

26) 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, Ground rent on rejected material.
- 27) Sampling for Inspection:
- a) Sampling Methods
 - b) Indian Standards relating to Sampling.
- 28) Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Cloth, Rexin, Oils, Paints, Non-ferrous items.
- 29) Receipt & Issue of Stores:
- a) Procedure for accountal of receipt from attached W/Shops & debiting the W/Shop for stores issued to them
 - b) Procedure of issue of materials from stores depot to consumers other then attached workshops & debiting the indentors for stores issued.
- 30) Procedure of receipt & issue of serviceable items
- 31) Properties & Preservation of stores such as :
- a) Rubber Items, Timber, Chemicals, Explosive/inflammable items
- 32) Shop Manufactured items :
- a) System of recoupment of items manufactured in workshops
 - b) Different types of manufacturing processes in workshops.
- 33) Imprest Stores:
- a) Procedure for issue & supply through stores delivery vans.
- 34) Returned Stores :
- a) Its receipt & accountal in the depot
 - b) Valuation of returned stores
 - c) Monthly Credit Summaries
- 35) 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 MotorVehicle)
 - d) Procedure for sale by tender
 - e) Procedure for disposal of scrap by E-auction sale
 - f) Sales to Employees
 - g) Location and layout of scrap yard
 - h) Formation of Lots, Lot Register, Survey of Scrap and other Materials, Preparation of survey sheets
 - i) Bid Sheet, Issue of Delivery Order
 - j) General & Special conditions of sale
 - k) Reclamation of scrap
 - l) Sale Suspense
 - m) Recent changes in system of scrap disposal. e-Auction

36) Purchase by Depot Officers

- a) Purchase Powers – Local & Cash Purchases
- b) Procedure for recoupment of cash Imprest

37) Important Components & its usages :

- a) In carriages, wagons, diesel loco, electric loco & DMU/EMUs.

38) 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.

39) Inter-depot transfers & Clearance of SINT suspense

- 40) Stock Verification: (i) Frequency and object of verification of stock items instores department.
(ii) Stock Verification a) By Accounts, (b) Departmental, (c) Disposal of Stock Sheets and discrepancies.

- 41) Classification of Heads of Accounting & Various Suspense Heads relating to Stores.

42) Stores Computerization : Exception reports & action documents.

43) Codification in Stores Department:

- i) Stores nomenclature & price lists (Unified & Non-unified) ii) Unified Vendor Code, (iii) Allocation code, Depot code, Consignee Code, (iv) Advantages of codification.

45) Standardisation & Variety reduction

46) Provisioning & Recoupment of Stores

- a) Maxima Minima Method (Q System)
- b) Annual Review Method (P System)
- c) Main Depot – Sub depot arrangement
- d) Economic Order Quantity (EOQ)
- e) Lead time & Safety/Buffer Stock
- f) Computerized forecast of demand/consumption for stock-recoupment (Generation of Estimate Sheet)
- g) Various forecasting statistical techniques

47) Inventory Management

- a. Types of inventories
- b. Various Inventory models;
 - i. The Basic (EOQ) Model: Constant Demand & Lead Time
 - ii. Variable Demand but constant Lead Time

iii. JIT Inventory Model

- c. Computer as an aid to inventory control & inventory management
- d. Periodical prints from computer & its' use for inventory control
- e. Selective Control Techniques:
 - i) ABC, VED, FSN & XYZ analysis for inventory control & improvement service levels
 - ii) Related multi-criteria matrix.
- g) Inventory performance indices on IR
- h) Over stock, Inactive & Surplus Stores
 - i) Definitions, (ii) Reasons for accrual & its disposal, (iii) Steps for prevention

48) 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.

49) Future Trends - Warehousing

Better Warehousing by use of ASRS (Automatic Storage and Retrieval System)

50) Recent trends : User Depot Module (UDM)

51) Audit:

- a. Narrative Reports, Special Letters, Factual Statements, Draft Paras & its disposal, Audit Paras & its disposal.

52) Accounts:

- a. Accounts Objections, Special Reports, Stock Sheets, Inspection Reports Pt.I & II

53) M&P, RSP and Works Program

54) Official Language : Raj bhasha rules. Different areas.

- a. Official Language Act. 1963
- b. Official Language Rules, 1976
- c. Raj bhasha promotion schemes.

55) Establishment