

Syllabus for 30% LDCE for promotion to Group 'B' post of AMM in Stores Department

PAPER- I

Maximum Marks:150

Qualifying Marks:90

Part-I

I. General Knowledge : 50 Marks (including official language and policy*)

*NOTE: Optional questions to the extent of 15 marks on official language and policy will be included in the topic of General Knowledge.

Part-II

Professional Subject – 100 Marks

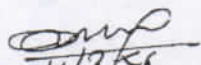
Part-II

Purchase Management:

1. Organisation 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

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- (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/paperless working
 - (xv) Composite contracts and strategic procurement
7. Purchase through Centralized agencies like:
- (i) Railway Board, PCMM's of DLW, CLW, CORE etc.
8. Procedure of purchase from Govt. Dept. in brief
9. Govt. Policy of Preference
- a) Purchase/Price Preference
 - i) Small scale industries
 - ii) Items reserved for procurement from SSIs (Gr. IV items)
 - b) Purchase Preference as per Make in India Policy
 - c) Special benefits available to NSIC firms, KVIC & Handloom Sector
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)


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- viii) Settlement of Disputes
 - (a) Arbitration Clause in IRS Conditions
 - (b) Arbitration & Conciliation Act 1996 including Amendment Act, 2015
 - (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
 - (a) FOB, CFR, CIF & DDP
 - 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)

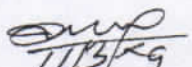
- 12. Concept of Strategic Sourcing (Rational Source Selection)
 - a) Registration of firms on Railways and IREPS
 - b) Vendor performance evaluation: Vendor rating: Penal Action against vendors. Alternatives available with Railways, Pus
 - c) Registration by RDSO
 - d) Supply chain concept – relevance 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) Yard sticks 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:
 - i) Procedure for obtaining the certification & subsequent compliance for continuation of the same:
 - (a) For Purchase Officer,
 - (b) For stores depot

- 16. Paperless Working
- 17. Online acceptance of tenders
- 18. Procedure for keeping/retention/destruction of official records.


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PAPER - II

Maximum Marks:150	Qualifying Marks:90
<u>Part-I</u>	
Establishment and Financial Rules:	50 Marks
<u>Part-II</u>	
Professional Subject:	100 Marks

Part-I

I- Establishment Rules: 25 Marks

A: PERSONNEL MANAGEMENT

- a) Organisation of the Personnel Department in the Railways. The objectives of the Personnel Department, functions and policies of the Personnel Department in the Headquarters and on the Divisions.
- b) Classification of services – recruitment to the different services Group 'A' to 'D' – Recruitment of artisan staff, special reservation in Railway services – Role of the Railway Service Commission in recruitment, Recruitment other than through usual channels, promotion policy and methods.
- c) Personnel Supervision, leadership styles, formal and informal leadership, leadership qualities, different leadership styles, democratic or participative leadership style, advantages of participation, Count Councils of management, Negotiating Machinery scheme at zonal and Divisional corporate Enterprises groups.
- d) Inspections of Loco sheds, C&W Depots, Stations, Engineering offices.

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B: LABOUR RELATIONS AND WELFARE:

UNIONS AND THEIR ROLE.

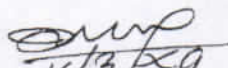
- a) Important recognized Trade Union in Railways, Role of unrecognized unions and methods of dealing with them.
- b) Industrial disputes and the Legislative Framework, causes of Industrial Disputes, basic remedies, the Industrial Dispute Act 1947. Strikes, Lock out and Lay Offs, handling of Grievances at Divisions and in the Headquarters, handling of grievances by Labour Enforcement Officers.
- c) The hours of Employment regulations, overtime, job-analysis and its mechanics.
- d) The factories Act, Special Rules for workshop staff in the Railways.
- e) The workmen's compensation Act, Ex Gratia payment, Incentive, Bonus Schemes.

C: WELFARE

- a) Pass Rules, leave rules
- b) Retirement benefits under the Provident Fund, Pension scheme and NPS, Final settlement.
- c) Welfare for the whole family of railway-men concept and practice obtaining on the Railways.

II- FINANCIAL RULES: 25 Marks

- a) Parliamentary control over Railway Finance, Public accountability of finance propriety.
- b) Financial Planning and Budgeting Budgetary and financial reviews / appropriation accounts.
- c) Rules of allocation, classification of Expenditure, Control over expenditure, Responsibility / accounting performance Budgeting, Exchequer control, financial results of working.

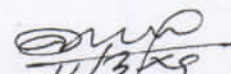

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- d) Works Programme, Financial justification of work surveys, preparation of estimate, capital budget control over capital expenditure.
- e) Financial control over stores expenditure, purchase and stores keeping procedure, Inventory control and A.B.C. analysis.
- f) Financial and cost control in railway workshops.
- g) Rules and procedure relating to Tenders and contracts for execution of works, procurement of stores.
- h) Procedure for processing and finalizing the Audit objections and draft paras.
- i) Delegation of powers.
- j) Losses, Frauds and embezzlements.

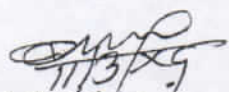
Part II

Depot Management

- 1. Stores Depots
 - a) Location
 - b) Functions
 - c) Typical Layout of a stores depot
- 2. 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


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- 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
3. Depot Organization
- a) Functions/Responsibilities of Depot Officer & Subordinate Staff
 - b) Various sections of stores depot, its functions & working procedures
4. 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
5. 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
6. Sampling for Inspection:
- a) Sampling Methods
 - b) Indian Standards relating to Sampling
7. Testing Methods of common materials used by Railways like Steel, Rubber, PVC Items, Rexin, Oils, Paints, Non-ferrous items.
8. 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
9. Properties & Preservation of stores such as:
- a) Rubber Items, chemicals, explosive/inflammable items
10. Imprest Stores :
- a) Procedure for issue and supply of Imprest Stores


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- b) Road contract and its Management

- 11. Returned Stores through iMMS
 - a) Its receipt & accountal in the depot
 - b) Valuation of returned stores
 - c) Monthly Credit Summaries

- 12. 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

- 13. Purchase by Depot/Divisional Officers through iMMS
 - a) Purchase Powers- Local & Cash Purchases
 - b) Digital recoupment of cash imprest

- 14. Important Components & its usages:
 - a) In carriages, wagons, diesel loco, electric loco, Metro coaches, TRD & DMU/EMUs

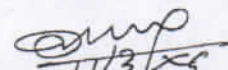
- 15. Dispatch of Railway Materials:
 - a) By Rail, Road
 - b) By Sea & Air
 - c) Safeguards against loss/damage in transit
 - d) Settlement of claims with carriers

- 16. Inter-depot transfers & Clearance of SINT suspense

- 17. Stock Verification
 - a) By Accounts,
 - b) Departmental
 - c) Disposal of Stock Sheets

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

- 19. Codification:
 - i) Stores nomenclature & price lists (Unified & Non-unified)
 - ii) Unified Vendor Code


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- iii) Consignee Code
- iv) Advantages of codification

20. Standardization & Variety reduction

21. 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

22. Inventory Management

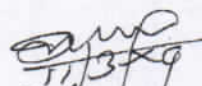
- a) Types of inventories
- b) Various Inventory models:
 - i) The Basic (EOQ) Model: Constant Demand & Lead Time
 - ii) Variable Demand but constant Lead Time
 - iii) JIT Inventory Model
- c) Computer as an aid to inventory control & inventory management
- d) Periodical prints from computer & its use for inventory control
- e) Selective Control Techniques:
 - i) ABC, VED, FSN & XYZ analysis for inventory control 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

23. 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

24. Audit:

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


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25. Accounts:

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

26. M&P, RSP and Works Program

27. Features of MS-Word, Excel, PPT

28. Exception Reports and Action Documents generated on iMMS

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**PROFORMA OF APPLICATION TO BE FILLED UP BY THE VOLUNTEER FOR SELECTION OF
AMM/Gr. ('B') AGAINST 30% QUOTA ATTACHED WITH THIS OFFICE NOTIFICATION NO.
ECR/HRD/GAZ/254/AMM (Gr.B)/30%/2019 Dated.- 11.03.2019**

1. Full Name (in Block Letters) :-
2. Designation and station :-
3. Working under :-
4. Date of Birth :-
5. Date of appointment (Post with Grade pay and Department):-
6. Divn/Unit where lien/seniority held :-
7. Dt. of Joining in Present lien/seniority unit & Grade Pay:-
(Please mentioned:-Direct Rectt. /Own request transfer/Mutual transfer/Administrative ground)-
8. PF/NPS No. :-
9. Educational Qualification :-
10. Whether the candidate belongs to SC/ST :-
Community (if yes, a copy of caste Certificate duly attested by a Gazetted Officer should be enclosed.)
11. Date of appointment/promotion to the following grade on regular basis (7th CPC) in Store Deptt. :-

Pay-Band & Grade-Pay	Days	Month	Year
(a) Level 6 in 7 th CPC (PB-II, GP- 4200 in 6 th CPC)			
(b) Level 7 in 7 th CPC (PB-II, GP- 4600 in 6 th CPC)			

12. Length of non-fortuitous service (Regular Promotion) in the following grade in present lien/seniority unit (store deptt.) as on 01.07.16 .

Pay-Band & Grade-Pay	As on	Year	Month	Days
(a) Level 6 of Pay Matrix (PB-II, GP- 4200 in 6 th CPC)	01.07.16			
(b) Level 7 in 7 th CPC (PB-II, GP- 4600 in 6 th CPC)	01.07.16			

13. Present pay, scale & date of promotion to present scale /Grade Pay:-

14. Choice of language to answer the questions (English /Hindi). :-
(The candidate should indicate his/her choice)

15. DECLARATION OF THE CANDIDATE:-

- (i) I..... do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I further undertake that any above entry is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

SIGNATURE OF THE CANDIDATE

- (A) Forwarding the application (filled-up) submitted by the candidates to the cadre controlling officer (Personnel Branch) by his/her controlling officer:-

The application is in prescribed proforma duly filled-up by the Shri /Smt. _____ Designation _____ received within the target date is hereby forwarded to his/her respective cadre controlling officer (Personnel Branch) for verification with the service record and also for onward transmission to the General Manager (P)/ECR/HJP.

SIGNATURE OF CONTROLLING OFFICER
(With office seal & date)

- (B) Certificate to be furnished by the cadre controlling officer (Personnel Branch):-

If the volunteer come under the circumstances mentioned in item no. (b) of para 2 of the notification, the service rendered by immediate senior employee as on 01.07.2016 should be indicated invariably in the following format:-

Sl. No	Name (S/Shri) of immediate senior	Desig.	Pay Band (II) & GP	Year	Month	Day
			Level 6 in 7 th CPC (PB-II, GP- 4200 in 6 th CPC)			
			Level 7 in 7 th CPC (PB-II, GP- 4600 in 6 th CPC)			

It is certified that the service particulars/Bio-Data furnished by Shri/Smt.
Designation..... in the prescribed proforma have been verified with his/her service record and found correct The above mentioned candidate is eligible to appear in the said selection, accordingly the same is hereby forwarded to GM(P)/Hajipur for further necessary action.

SIGNATURE OF THE CADRE ('P' BRANCH) OFFICER
(With office seal & date)

Note:- The application with any column unfilled will be summarily rejected.

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