

पश्चिम मध्य रेल ,
प्रधान कार्यालय
कार्मिक विभाग, जबलपुर-482 001



West Central Railway
Headquarters Office
Personnel Department
Jabalpur-482 001

No WCR/PHQ/GAZ/Selection/AMM/Gr 'B'/LGS/2022

Dated 08.12.2022

**PCMM, CMM, SDGM, PCSO /WCR/JBP, DRM-JBP,BPL,KOTA
Sr.DPO-JBP, BPL, KOTA, Dy.CMM-CRWS/BPL, WRS/KOTA
SMM/Diesel/Electrical-NKJ, ET, TKD, DMM-JBP,BPL,KOTA
Dy CPO(HQ), APO(Admin)HQ/WCR,**

**Sub: Notification for Selection to the post of AMM, Group 'B' level 8/GP- 4800 Pay Band 2
— Stores Department. 70% LGS quota.**

Applications are hereby invited for promotion to AMM Group 'B' posts against LGS Quota (70% Selection). LDCE(30%) notification shall follow.

Selection (70%LGS) for promotion from Group 'C' to Group 'B' for the post of AMM, [Level-8] against 70% LGS quota in Stores Department shall be carried out as per selection procedure laid down in Railway Board's letter no. E(GP)88/2/111 dt. 20.08.1991, E(GP)2019/2/5 dt.08.07.2019 (Master Circular 68), E(GP)/2018/2/31 dt. 19.03.2019, letter No. E(GP)2022/2/4 Dt 07.10.2022 and extant provisions.

1. Vacancies & Reservation-

The particulars of the number of vacancies assessed for the cycle of 01.01.2023 to 31.12.2024 for Promotion to the Gr. 'B' Post of AMM in level-8 are given below:

Post	UR	SC	ST	Total
AMM(70%-LGS)	01	00	00	01
AMM(30%-LDCE)	01	00	00	01

2. ELIGIBILITY CONDITIONS:

- Group C' Ministerial/Non Ministerial staff of Stores Department holding the post in Level-6 and above in pay matrix, with three years regular service as on 01.01.2023 in Level-6 and above in the 7th CPC pay matrix(including non-fortuitous service rendered in the corresponding pre-revised grades.{Ref:- Railway Board's letter no.- E(GP)99/2/22 dated 29.03.2010/ RBE No 54/2010) are eligible. Fortuitous Service will not be counted.
- Those Group C staff working in level 6 or 7 (PB-2 Rs.9300-34800 with Grade Pay Rs.4200 or Rs.4600) under MACP Scheme will not be considered. Their position in substantive grade will only be considered.
- Staff whose lien is maintained in W. C. Rly are only eligible.
- Eligible staff on Deputation/ training and any Ex-cadre Organization and having lien and seniority in

WCR, who desire to volunteer for the above selection may submit their application through proper channel i.e. their respective Stores Establishment officer, where they hold lien. The concerned Division /Unit/Depots should send copy of notice to the staff who are on deputation after being released from last Division/Unit.

(v) Those employees who have been transferred on own request/Mutual transfer & Join in WCR after the cut off date 01.01.2023 shall not be eligible for the selection.

2.1 The initial list of 05 eligible candidates arranged in the order of integrated seniority is enclosed herewith as **Annexure-'A'** & also an additional list of 15 candidates next in order of seniority of Stores department are enclosed as Standby list as Annexure-'B'. Both Annexure 'A' and Annexure-'B' may be circulated and to be noted by all concerned employees positively. This must be ensured by nominated coordinating officer of concerned department i.e ; Dy CMM/Wagon/HQ.

The list of candidates at Annexure-'A' and Annexure-'B' has been prepared on the basis of the final Integrated Seniority list published/circulated by Dy CPO/HQ vide letter No.WCR/PHQ/ES/LGS (70%)/Seniority List Dt.10.11 .2022 .The details of court case if any against seniority/substantive status of employee mentioned in Annexure-'A' & 'B' may also be advised separately to this office.

2.2 Willingness /Unwillingness

The employees indicated in Annexure 'A' & "B" should be advised individually of the proposed Selection with clear stipulation that they should exercise their willingness/ unwillingness to take the Selection before the cut off date in the Proforma prescribed in **Annexure 'C'** on receipt of this notice.

It is the employees' responsibility to advise the concerned unit about his willingness/ unwillingness to take the examination and failure to respond or provide intimation within the period will be treated as unwillingness on his part to take the selection. **Option once exercised will be final.**

2.3 In case any candidate is on leave/sick or on deputation to other Railway/Units/Offices, the Controlling officers 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 without fail and acknowledgements obtained should be sent to HQs when called for. The candidates should not send their options directly to this office. These have to be forwarded by the concerned controlling officer/ Personnel officer well within last date. **Forwarding of piecemeal option to the HQs should be avoided by the concerned controlling officer/Personnel officer.**

2.4 It would be personal responsibility of nominated nodal officer [Dy CMM/Wagon/HQ/JBP] that the notification is noted by all the employees given in Annexure 'A' & 'B' and Willingness/Unwillingness so obtained reach this office within the cut off date .Dy CMM/Wagon/HQ is nominated co-ordinating officer for all purposes at Zonal level.

2.5 The controlling officer has no discretion to accept the application after cut off date.

3. APPLICATION PROCESS & SCRUTINY:

3.1 Willing candidates should apply in 03 copies (Triplicate).



3.2 The unit in-charge(concerned stores officers dealing with establishment matter in the unit) through nominated supervisors will arrange to register the application so received. Out of the 3 copies of applications received, one copy will be retained with the concerned unit and remaining 2 copies will be forwarded to concerned Establishment Stores officer (In charge of the Cadre) per bearer along with **soft copy in Excel Sheet** as per the **proforma enclosed as Annexure-D** and with covering letter mentioning names of candidates applied for.

3.3 The concerned Stores Establishment officer in the unit will thoroughly scrutinize the correctness of service particulars as per service Record maintained by them and eligibility as per notification. **After scrutinizing the applications, the concerned Stores Establishment officer will send one copy of the eligible application only to HQ Personnel Department in one bunch along with the list in the prescribed proforma in excel Sheet {Hard & Soft copy} before the due date and ensure that these applications reach Dy.CPO(G)/JBP/ HQ Office/WCR by 27.12.2022.**

Any application received after the cut- off date should be summarily rejected by the Establishment Officer concerned.

3.4 Names of those staff who have not fulfilled the eligibility criteria as mentioned above, need not be forwarded.

3.5 A list of not eligible candidates should be prepared by the units showing the reasons for ineligibility and the same should be duly communicated and modification, if any, on this account may be communicated before **28.12.2022**.

3.6 Under no circumstances, applications will be accepted after the due date.

3.7 It may also be noted that application other than in prescribed Proforma, having incomplete information or without signature of controlling officer and countersigned by Establishment officer of Stores Department will not be entertained. Further, incomplete statements furnished by the HQ/divisions/units will not be entertained.

4. PRE- SELECTION TRAINING:

As per para 2(ii) of RBE No. 142/2019 Pre Selection training is not required if there is no reserved vacancy and candidates are appearing in selection/LGS against unreserved vacancies.

5. SCHEME OF EXAMINATION:

The examination will consist of

- (A) Written examination **through(Centralized Computer Based Objective type Exam – CBT by NAIR)(Railway Bd's L.N. E(GP)2022/2/4 Dt 07.10.2022 & 18.10.2022).**
- (B) Medical test as prescribed in Para 530(b) & 532(2) of IRMM Vol.1 2000(III Edition)
- (C) Viva-Voce

A. FORMAT OF WRITTEN EXAMINATION (AS PER RBE No. 53/2019 Dt. 19.03.2019, RBE No 115/2019 dt. 16.07.2019 & E(GP)2022/2/4 Dt 07.10.2022)

1. Selections against 70% quota in Organized Services and 100% Selection in Miscellaneous Cadres:-



The written examination shall comprise of one Paper which shall have 100% Objective type Multiple Choice Question 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

II. Ten percent of the 100 marks prescribed for Written examination held as part of Selection should be set apart for question on Official Language policy and Official Language rules. While the employees should be encouraged to attempt the question on Official Language Policy and Official Language Rules, the question should not be compulsory.

Thus, there will be question for 110 marks in all, including question for 10 marks on Rajbhasha Policy and Rules.

III. There shall be negative marking for incorrect answer. One third of the marks allotted for each question will be deducted for every wrong answer.

IV. The duration of written test will be 2 hours in terms of letter No. E(GP)2022/2/4 Dt 07.10.2022

V. The panel will be formed in terms of Para 204.8 & 204.9 of IREM Vol-I. and other instructions issued by Railway Board from time to time in this regard.

VI. In terms of Railway Board's letter No.E(GP)6/2/96 of 03.06.1977 & 03.08.1977 the employees placed on LGS panel will rank senior to those placed on LDCE panel for this assessment.

VII. Selection/ promotion will be subject to the outcome of main SLP (C) 4831 of 2012 and Contempt Petition (C) No 314 of 2016 filed in the same SLP pending before the Hon'ble Apex Court and Railway Board orders & WCR's L.No. WCR/PHQ/ RP/1350/Promotion/Policy/SC/ST Dated 20.7.2021 & 20.9.2021

B. RECORD OF SERVICE AND VIVA-VOCE

	Max. Marks	Qualifying Marks
1) Viva-Voce	25	30 (Including at least 15 marks in the record of service part)
2) Record of service	25	

(Railway Board's letter No E (GP)/2005/2/69 dated 05.01.06)

C. MEDICAL FITNESS:

The candidates who qualify in the written test will be subjected to Medical examination as per para 530(b) & 532(2) of IRMM Vol.1 2000(III Edition) and only those candidates who are found medically fit will be allowed to appear for Viva-Voce, as per Railway Board's letter No.E(GP)80/2/8 dated 31.10.1991.

6. Syllabus as prescribed by Railway Board's L.No.E(GP)2022/2/4 Dt 07.11.2022 (Copy enclosed as A-E).

7. SUPPLEMENTARY WRITTEN EXAMINATION:

Normally there should not be occasion for supplementary examination. If required a supplementary written examination will be conducted subject to the following conditions: -

- a. Only the candidates who are detained on administrative account for appearing in the main examination will be allowed to appear in the supplementary examination after controlling officer/Unit in-charge gives categorical reason with regard to candidates failure to appear in the main examination.
- b. The candidates who are under sick (RMC) during examination or otherwise and are continuing so since the date well before examination date will only be allowed to appear in the supplementary examination after MS/DMO's Railway Certificate to this effect and duly forwarded by the concerned Establishment officer of Stores Department and Unit In-charge. If any employee is issued Sick Memo on his request due to sickness, it may please be ensured that in Red Ink it should be clearly mentioned in Sick Memo that the employee concerned has to appear in the written examination for the post of AMM on the specific date.
- c. Candidates who are absent for main written examinations will not be allowed to appear for supplementary written examination except as mentioned in (a) and (b) above.
- d. It would be personal responsibility of the candidates covered under condition (a) and (b) to inform Dy CPO(Gaz) through their controlling officer within 3 days failing which they will not be allowed to take the supplementary examination.

8. TENTATIVE CALENDAR:-

Date of notification	08.12.2022
Last date of submission of application in units	20.12.2022
Last date of receipt of application in Establishment officer of Stores Deptt(In charge of the cadre)	22.12.2022
Last date of receipt Of application in HQ	27.12.2022
Issuing of Final Eligibility List	30.12.2022
Date of written test	22th January. 2023
Supplementary	29 th January, 2023
Duration of Examination	2 Hours
Venue	Will be intimated later

9. Other IMPORTANT INSTRUCTIONS :-

- (i) The original updated SRs and APARs for the last five years duly enclosing the acknowledgement having received the copies of APAR for each year of the employees may be kept ready by concerned Establishment officer of Stores department for immediate transmission to this office whenever called for.
- (ii) **No leave of any kind should be granted to these employees which may result in their absence in the examination.** They should also not sent on line Duty on the date of Examination.
- (iii) If any of the eligible employees are on deputation and working under Central/State Government, undertaking and whose lien is maintained in this Railway, their Controlling Officers should be advised to inform the candidates regarding the examination provided they fulfill the requisite conditions.
- (iv) The concerned Stores Establishment officer & Controlling Officers should ensure the submission of service records and ACRs/APARs of last 05 years and DAR/SPE/Vigilance clearance in respect of staff declared qualified for the Viva-Voce

immediately after publication of the result of main examination through special messenger to Dy. CPO (Gaz.)/ WCR/JBP

If any DAR/Vigilance/SPE case is pending/penalties are in operation/pending against anybody, the details thereof may be advised immediately to this office by the concerned Officials.

- (v) The concerned Stores Establishment officers /Executives are advised to give wide publicity to this notification at all major Units under their jurisdiction. The Divisions/Units are advised to submit an undertaking that the notification has been served at all major units where eligible staff are available.
- (vi) To ensure that the eligible staff avails of the opportunity for appearing for the LGS, wide publicity should be given by pasting a copy of the notification on the notice Board of the HQ/Division/Unit Office as well as the subordinate offices. Supervisor-in-charge should bring to the notice of the staff working under them about this LGS.
- (vii) Copies of this notification should also be given to local branches of both the recognized Unions and Associations for their information.
- (viii) Staff should keep themselves in readiness for the written examination, even at a short notice.
- (ix) This notification can also be seen on the WCR website with the address 10.150.2.19. All the Divisions/Units & applicants are advised to regularly visit WCR website (address 10.150.2.19) for update in the matter.

Please acknowledge receipt of this letter.

- Encl. : 1. Syllabus
2. Form 'A' & 'B'
3. Annexure A to Annexure D


08/12/2022
(A K Sinha)
APO/Gaz/WCR
For PCPO/WCR/JBP

Secretary (E) Ministry of Railways, Railway Board, New Delhi.

Secy. to GM/WCR & PS-I AGM/WCR:- For information.

Genl. Secy./WCRMS, WCREU- For information

Zonal Genl. Secy. All India SC/ST & OBC Employees Association JBP :- for information.

**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 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.

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 Cautions 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:

1042847/2022/O/o Dy.CPO(Gaz.)/WCR

- 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)

FORM 'A'**WEST CENTRAL RAILWAY****FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE/UNIT OF THE IMMEDIATE/ NOMINATED SUPERVISOR REGARDING 70% LGS OF STORES DEPARTMENT.**

(Ref: PCPO/WCR/JBP's L.No- WCR/P-HQ/GAZ./Selection/AMM/Gr. B/LGS/2022 Dt. 08.12 .2022)

Sr.No.	Name of the employee	Designation	Place of work	Letter No.,Sr.No. & Date under which the application has been sent to the Stores Establishment officer (ref column 5 of Form B	Sr.No. & Date of the registration of the application in the office of the Stores Establishment Officer (ref.Column 1 & 6 of Form B
1	2	3	4	5	6

WEST CENTRAL RAILWAY**Form ' B'****FORM OF REGISTER TO BE MAINTAINED IN THE OFFICE OF THE STORES ESTABLISHMENT OFFICER**

(Ref: PCPO/WCR/JBP's L.No- WCR/P-HQ/GAZ./Selection/AMM/Gr. B/LGS/2022 Dated-08,12.2022)

Sr.No.	Name of the employee	Designation	Place of work	Letter No, & Date under which the application has been received in the office from the concerned Unit (Ref Column 5 of Form A)	Date of receipt of the application in the office of the Stores Establishment Officer (Ref Column 6 of Form A)	Sr.No.& Date of the registration of the application in the office of PCPO/WCR
1	2	3	4	5	6	7



Initial Integrated Seniority List of eligible candidates for Selection of AMM (70% LGS) Gr 'B' (L-8) - Stores Deptt										
Annexure -A							Annexure -A			
SN	Name	Design	Category	Working Place	Lien	Date of Birth	Date of Apptt.	Date of Regular	Date of Apptt./ Promotion in GP- 4200(L-6)	Date of Apptt./ Promotion in GP- 4600(L-7)
1	M C Sahu	CDMS	UR	Sr. DMM/BPL	Dy. CMM/ CRWS/BPL	27-03-1964	13-07-1987	13-07-1987	13-01-1988	01-10-1996
2	M A Ansari	CDMS	UR	GSD/BPL	Dy. CMM/ CRWS/BPL	10-01-1967	11-02-1992	11-02-1992	11-02-1992	01-11-2003
3	Devi Singh Muvel	CDMS	ST	PCMM/JBP	NKJ UNIT	19-12-1971	25-08-1998	25-08-1998	31-07-2001	02-12-2004
4	Narendra Kumar Upadhyay	CDMS	UR	SMM/ELS/NKJ	NKJ UNIT	30-12-1964	03-12-1985	03-12-1985	01-01-1997	21-02-2005
5	Mangi Lal Meena	ChOS	ST	ELS /TKD	Kota Stores Unit	07-01-1963	22-07-1983	05-07-1991	18-11-1995	12-04-2005



Further Integrated Seniority List for Selection of AMM (70% LGS) Gr 'B' (L-8) - Stores Deptt										Annexure-B	
SN	Name	Design	Category	Working Place	Lien	Date of Birth	Date of Apptt.	Date of Regular	Date of Apptt./ Promotion in GP-4200(L-6)	Date of Apptt./ Promotion in GP-4600(L-7)	
1	Mangati Ram Gupta	CDMS	UR	WRS/Kota	Kota Stores Unit	29-05-1968	22-01-1992	03-08-1992	03-08-1992	05-08-2005	
2	S.J.Mahto	Ch.OS	ST	HQ	HQ	08-12-1965	22-06-1983	22-06-1983	19-10-2004	11-03-2006	
3	N.K.Dattatreya	ChOS	UR	WRS/Kota	Kota Stores Unit	02-01-1965	25-08-1986	25-08-1986	01-03-1993	01-04-2006	
4	V V Thakre	Ch. OS	UR	CRWS/BPL	Dy. CMM/ CRWS/BPL	07-02-1963	18-07-1986	18-07-1986	11-03-1996	01-11-2007	
5	Sanjeev Sahagal	CDMS	UR	ELS /TKD	Kota Stores Unit	10-03-1967	01-02-1991	01-02-1991	31-03-2001	31-03-2008	
6	Sandeep Yadav	CDMS	UR	PCMM/JBP	NKJ UNIT	24-05-1978	14-08-2002	14-08-2002		13-06-2008	
7	Ku Madhavi Shende	CDMS	SC	DSL/ET	Dy. CMM/ CRWS/BPL	05-10-1971	07-07-1995	07-07-1995	25-09-1999	28-08-2008	
8	Sashi Prakash Singh	CDMS	UR	SMM/DSL/NKJ	NKJ UNIT	02-09-1964	04-10-1999	04-10-1999	01-11-2003	28-08-2008	
9	Prakash Kumar Singh	CDMS	UR	SMM/ELS/NKJ	NKJ UNIT	02-02-1971	04-04-2000	04-04-2000	01-11-2003	28-08-2008	
10	Satyendra Choudhary	CDMS	SC	SMM/DSL/NKJ	NKJ UNIT	14-11-1974	15-10-1996	15-10-1996	01-11-2003	28-08-2008	
11	Ashol Kumar Gupta	Ch.OS	OBC	HQ	HQ	14-08-1968	20-10-1997	20-10-1997	11-11-2005	28-11-2008	
12	Ajay Kumar	Ch.OS	OBC	HQ	HQ	12-05-1968	24-10-1997	24-10-1997	11-11-2005	28-11-2008	
13	Uttam Kumar Sarkar	Ch.OS	SC	HQ	HQ	16-05-1970	05-11-1997	05-11-1997	03-11-2006	28-11-2008	
14	Vikas Kumar Soni	CDMS	OBC	DSL/ET	Dy. CMM/ CRWS/BPL	18-01-1977	18-12-2008	18-12-2008	/	18-12-2008	
15	Satish Kumar	CDMS	SC	PCMM/JBP	NKJ UNIT	15-08-1978	22-09-2001	22-09-2001	01-11-2003	18-05-2009	

(Signature)

WEST CENTRAL RAILWAY**Annexure 'C'****(It is mandatory to fill each and every column with correct information.)**Application for **AMM- Group 'B' 70% LGS Examination in the Stores Department**

(Ref: PCPO/WCR/JBP's L.N.- WCR/P-HQ/GAZ./Selection/AMM/Gr. B/LGS/2022 Dt. 08.12 .2022)

My name appears at Serial No in Annexure(A/B).

1	NAME IN FULL (BLOCK LETTER)	
2	Designation, Present Grade & Working Under	
3	Divn. /Unit where lien held	
4	PF No./IPAS No.	
5	Date of Birth	
6	Date of Appointment to Railway Service a) Designation & Grade Rs. (RSRP)	
7	Length of service in Level-06 and Level-07 (As on 01.01.2023)	
8	Date of appointment/promotion to grade Rs. 5000-8000/ GP 4200/Level-6.	
9	Date from which working in regular basis Rs. 5000-8000 / GP 4200 / Level 6 (As on 01.01.2023)	
10	Date of appointment/promotion to grade Rs. 6500- 10500/GP 4600/Level 7 on regular basis	
11	Community (SC/ST/UR)	
12	Mobile Number & E Mail ID	
13	In case of transfer from other Railway to WCR, please specify the date of joining in WCR	

14. I am -----(Willing/Unwilling) to appear for the examination. I am aware that willingness once exercised will be final.

15. Details of the participants appeared in earlier Written Examination for AMM (LGS only)

No.	Date of Written Examination Held	Pass	Fail

16. The seniority position shown in the Annexure A/B is correct.

If not agreed, the reason.....

Signature of the applicant: _____

Date:- _____

Name of the applicant: _____

Memo No.
(Forward Controlling Officer)**Paste Passport
size Photograph
here (Photo
Attested with
Controlling
officer.)**

Office of _____

Place :

Signature of the
Immediate Supervisor with date

Place :

Date :

Memo No.

Office of _____

Place :

Forwarded to Principal Chief Personnel Officer, West Central Railway, Jabalpur. The particulars given above by the employee have been scrutinized and found correct as per Service Record & the above named employee is eligible to appear for the **AMM, 70% LGS** as per the condition laid down in the notification.

Date:- _____

**Signature of the
SMM/ Dy CMM
Concerned Stores Establishment Officer**



Annexure-D

Centralised CBT for Gr-B Selection against 70% LGS quota.															
Particulars of eligible applicants															
Sl. No.	Name of the applicant (MS/Smt./S/Shri)	IPAS No.	Designation	DOA	DOA in Level-6	DOA in Level-7	Personal Mobile No.	Email ID	Place of posting	Division/ workshop/ Unit	Controlling officer	DOB (DD/MM/YYYY)	Community (UR/SC/ST)	Whether a PwBD requiring scribe (OH/VH/HH)	Remarks
[11]	[12]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]

The particular furnished above have been verified with the application submitted by the employee and SR of the employee and certified as correct.

Total No of Application received-

No of eligible candidates-

No of Non-Eligible Candidates-

Signature-

Name-

Designation

Date-