Corrigendum

North Eastern Railway

Office of the General Manager (Personnel) - 273012

File No. NER-HQ0PERS(SELE)/11/2024-DY CPO/GAZ/HQ/NER (123944) Date- 25.11.2024

1. Secretary/Establishment & Director/Vigilance/Railway Board, New Delhi
2. Secretary/General Manager & Additional General Manager, NER, GKP
3. DG/NAIR/Lal Bagh/Vadodra, Director/RDSO & General Manager/BLW/BSB
4. Secretary/All PHODs & HODs, NER, GKP
5. All DRMS, ADRMS, CPM/Gati Shakti, Sr.DMMs, Sr.DPOs, NER
6. All Officers of Personnel & Stores Department, NER
7. Railway Website Copy.

Sub:- Selection for the post of **AMM-70%** Group-B for the vacancy cycle of year 2025-2026.

Ref:- 1. Railway Board's letter no. E(GP)2024/2/28 dt. 27.09.2024, 08.10.2024 & 06.11.2024.
2. GM(P) Notification Even No. dated 15.11.2024.

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In reference to Railway Board's letter no. E(GP)2024/2/28 dt. 27.09.2024, 08.10.2024, and 06.11.2024, it is proposed to conduct selection through CBT mode and Viva-voce for 03 UR posts of AMM (Level-08) against 70% of vacancies for the vacancy cycle 2025-26. The details of which are as follows:-

1. Vacancy:-

Post	UR	Reservation required as per Roaster		Total	PwBD	PwBD Classification
		SC	ST			
AMM	03	00	00	03	01	LD-OA/OL, Leprosy Cured, Acid attack victims, H & HI(HH).

2. Timeline for date of submission of Application and Statements:-

1.	Last date for submission of Application to the Controlling Officer	30.11.2024
2.	Applications to be forwarded by the Controlling Officer to the concerned Personnel Officers of HQ/Divisions/Units concerned for Verification/ Scrutinizing of service particulars/eligibility of the employee for selection etc.	02.12.2024
3.	Concerned Personnel Officers should forward all the Applications **(in Soft & Hard copy)** with a remark (Eligible or Non-Eligible) in the consolidated list in proforma (**Annexure-III**) to Gaz. Section, PCPO Office/GKP.	04.12.2024

3. Mode of Submission of Application for Regular Selection:-

Willing Candidates are required to fill-up his 'Basic Details' in **Annexure-I.** It is mandatory and hence all the columns need to be filled.

4. Eligibility:-

a. In terms of Railway Board's letter no. E(GP)2019/2/25 (RBE No. 216/2019) dt. 27.12.2019 and Para 6.2.1 of master circular no. 68, Group-C employees working in Level-6 (7th CPC) Pay Band- 02 Rs. 9300-34800 with Grade Pay- Rs. 4200 and above in pay Matrix with 3 years of non-fortuitous service in level 6 and above in in pay matrix including non-fortuitous service rendered in the corresponding pre-revised grade pay as on 01.01.2025 will be eligible.

b. In terms of Railway Board's letter no. E(GP)2024/2/28 dt. 08.10.2024 [RBE no. 93/2024] (Attached as Annexure-IV), it has been decided by Board that henceforth, in respect of selection (70%) to Group 'B' posts in all departments, all employees who are eligible and who volunteer for the selection should be considered without any limitation of number, as is being done in case of Selection to the Group 'B' posts of Assistant Personnel Officer.

c. In terms of Railway Board's letter no. E(GP)2024/2/28 dt. 14.10.2024, an employee who has been medically de-categorized should have rendered the requisite eligibility service in the relevant grade(s) after absorption in the alternate post for being eligible for promotion to Group-B posts. These instructions pretend only to reckoning eligibility for promotion to Group-B posts.

d. In terms of instructions contained in Railway Board's letter no. E(GP)2005/2/74 dt. 13.03.2008 (RBE No. 40/2008), in case of employees transferred own request to a new unit in the same category of post and assigned bottoms seniority therein, the service rendered by them in previous unit maybe reckoned for determining their eligibility wherever a minimum length of service is prescribed as a condition, for promotion in new unit, subject the condition that the length of service which is so allowed to be counted does not exceed the length of service of the immediate senior in the new unit. This is also applicable for promotion to Group-B posts also.

e. Further the service rendered by Group-C staff in Grade Pay- Rs. 4200 (Level 6) of pay Matrix 7th CPC in MACP, grade will not be considered for reckoning the period of service.

f. In terms of Board's letter no. E(NG)I-93/PMI/4 dt. 18.01.1993, the time spend by the Railway Servant under training immediately before appointment to service will be counted as service for the purpose of Group-B Selection/LDCE.

Selection to Group-B posts of AMM-

Supervisor (Ministerial and Non-Ministerial) working in Stores Department on regular basis in Group-C who have rendered not less than 3 years of non-fortuitous service as on 01.01.2025 in PB-02, Rs. 9300-34800 with Grade Pay- Rs. 4200 of 6th CPC/ Pay Matrix Level-6 of 7th CPC and above and having lien in Store Department of this Railway are eligible to appear in the Selection as per RBE No. 216/2019 and in terms of RBE No. 93/2024.

Group-C Ministerial employees of Stores are required to give an option for advancement to Group-B posts either in their own department or APO within 30 days of the result of the Selection/LDCE by the employee in writing and option once exercise should be treated as final.

5. Scrutiny of Application:-

The Personnel Department of concerned HQ/division/unit are requested to scrutinize the application and verify the eligibility as per the Service Records maintained by them and certify their eligibility or otherwise in the application of each candidate. After scrutinizing the applications HQ/ Divisions/Units should forward the list of Eligible Candidates along with the applications in the prescribed proforma as in **Annexure-III** and forward the same to Gaz. Section of PCPO Office/GKP in hard copy. **It is the responsibility of the HQ/Divisions/Units to certify the eligibility of candidates concerned.**

6. Pre-Selection Training:-

As per Railway Board's letter no. E/(GP)2010/2/39 & RBE No. 142/2019 dated 28.08.2019, no pre-selection training is to be given for this selection.

7. Scheme of Examination:-

In terms of Railway Board's letter No. E(GP) 2022/2/24 dt. 07.10.2022, the written examination for AMM (Regular-70%) selection will be held through Centralized Computer Based Test (CBT) which shall comprise of One Paper which shall have 100% Objective Type Multiple Choice Question Only. The paper will be 100 marks and the distribution of marks will be as under-

a.	Professional Subject including Optional Question of 10 Marks on Official Language Policy and Rules	70 Marks
b.	Establishment Matters and Financial Rules	30 Marks
c.	Qualifying Marks	60 Marks
d.	Duration	02 Hours
e.	There shall be No Negative Marking in written examination held as part of Selections (70%), where the final panels are made on Seniority Basis in terms of RBE No. 93/2024.	
f.	Assessment of record of service and Viva-voce will be conducted in terms of para 10.4 of Master Circular No. 68, dt. 08.07.2019.	

The Candidates have the option to give answers in Hindi or English in the written tests (CBT) as well as in Viva-voce.

The mark prescribed for qualifying in the CBT/Written Examination is 60%. Such passed candidates will be directed for medical examination for selection to Group-B post of AMM as Para 530(b) of IRMM for selection of Group-B post of AMM. On passing the prescribed medical examination, such candidates will be called for Viva-voce test in terms of Railway Board's letter no. E(GP)2024/2/28 dt 08.10.2024 (RBE No. 93/2024).

The marks allotted in Viva-voce and record of service along with qualify marks are as under:-

Record of Service	25 (maximum marks)
Viva-voce (The Viva-voce consists of personality address, leadership and academic and technical qualifications of the candidates)	25 (maximum marks)
Qualifying Marks	30 (including minimum of 15 marks of the record of service)

8. Syllabus:-

As per Railway Board's letter no. E(GP)2022/02/04 dt 07.11.2022 is enclosed as **Annexure-II** to this Notification.

9. Other Instructions:-

a. It is the personal responsibility of the concerned Officer-In charge and Unit-In charge of the respective HQ/Division/Unit to ensure that this notification is circulated amongst the employees working under respective HQ/Division/Unit so as to enable the eligible employees to apply for appearing for Group-B Selection in time. Also a Copy of the said Notification may be placed on Notice Board, Training Centre and Other important places.

b. The Office concerned from where the employee has proceeded on deputation must inform the staff who are on deputation or who are working with other Department/ Ministries well in time. Their application must be routed through 'Personnel Branch' of their parent office and the same may be sent to this office after verification of their eligibility.

c. Dy.CPO/Sr.DPO/DPO/SPO/APO should certify that all the employees of their HQ/Division/Unit, working on deputation to other units are informed well in advance to submit their application in time.

d. APARs of the employees as per the eligibility list notified for above selection for the last five years to be kept ready by the concerned HQ/Divisions/Units. It may be ensured that representations, if any, received from the said employees within the stipulated period, have been disposed of immediately.

e. All controlling Officers should relieve the eligible employees as per the eligibility list, who will be notified in due course, who are willing to appear in the above selection and nobody should be held back under any circumstances from appearing in the selection.

f. The employees applying for appearing in the selection shall mention the personal/active mobile number registered in his/her HRMS account. The respective HQ/Division/Unit shall check and ensure that the mobile number mentioned by the employee has been updated in his/her HRMS account as the OTP will be received on the same mobile number for the downloading of Admit Card, etc. This should invariably be ensured.

g. All the HQ/Division/Units and applicants are advised to regularly visit NER website for any updates in the matter. This notification is being issued as per existing provisions/instructions of selection of Group-B post. In case any changes in the existing provisions/instructions are issued by Railway Board, the same will be uploaded in the Railway's website in due course.

10. Regarding Supplementary Examination:-

The supplementary examination will be conducted subject to the following condition and that to with the approval of competent authority –

a. Only those candidates, who are detained on administrative account for appearing in the main examination, will be allowed to appear in the supplementary examination after Dy.CPO /Sr.DPO / Unit-Incharge gives categorical reason with regards to candidate's failure to appear in the main examination.

b. The candidates who are under sick during the examination and are continuing so since the date well before the examination date, will be allowed to take supplementary examination only after MD/CMS/DMO's certificate to this effect duly forwarded by the Dy.CPO/Sr.DPO/Unit-Incharge concerned.

Please ensure compliance and acknowledge receipt of this Notification.

This issues with the partial modification of this office's Even No. dated 15.11.2024.

DA- As Above

25.11.24

For General Manager (P)

Annexure-I

File No. File No: NER-HQ0PERS(SELE)/11/2024-DY CPO/GAZ/HQ/NER (123944) dt-25.11.2024

Attested recent Photo

Application cum proforma for Selection to the Group 'B' post of AMM/NER against 70% quota vacancies for the year 01.01.2025 to 31.12.2026

1.	Name (with full initials in Block letters)	
2.	Father's name/ Husband's Name	
3.	Present designation/holding lien on	
4.	Station of posting/division/unit	
5.	Controlling Officer Designation	
6.	Date of Birth	
7.	Category (UR/SC/ST), please write clearly	
8.	Date of initial appointment to service with designation/grade	
9.	Qualification	
10.	Employee Number (11 digit Employee ID, In case there are no 11 digits, put 0 first) attach Pay-Slip	
11.	Mobile No. (Registered with HRMS ID)	
12.	Email ID	
13.	HRMS ID	
14.	Whether PwBDs, if yes please write & specify category	
15.	Whether scribe required in case of PwBDs (Enclose valid medical certificate)	
16.	Date of regular appointment/promotion in Grade Rs.9,300-34,800, Grade Pay Rs.4,200/4,600/- (Pay Matrix Level-6/7) Note: Ad-hoc/ MACP/ fortuitous service will not be counted.	
16.	(i) Whether Staff came on transfer from other Seniority Unit/Other Railway, if yes indicate length of service in present Seniority unit as per service record. (ii) Date of joining on North Eastern Railway (if joined from other Zone/PU)	
17.	Length of non-fortuitous service in present Gr.9,300-34,800, Grade Pay Rs.4,200/4600 (Pay Matrix Level-6/7) as on 01.01.2025	

18. Date of regular promotions

Grade	Dt. Of Promotion on regular basis	Designation	Length of Non-fortuitous service as on 01.01.2025		
			Y	M	D
Rs.5000-8000/Rs.5500-9000, Rs.9300-34000+GP 4200/- (Pay Matrix Level-06)					
Rs.6500-10500/ Rs.7450-11,500, Rs.9300-34800+4600/- (Pay Matrix Level-07)					

I,……..…S/o/D/o……do hereby declare that I have gone through the instructions in GM/P's letter No NER-HQ0PERS(SELE)/11/2024-DY CPO/GAZ/HQ/NER (123944) and I declare that the above particulars given by me are correct to the best of my knowledge and for any wrong declaration I am liable to be held responsible for that.

Date:

Signature of applicant
Name-
Designation-

Certificate to be recorded by the respective Personnel Branch Officer who verified the service particulars of the applicant from the service record available in his office:

1. It is certified that the above service particulars of Sh/Ms……S/o/D/o Sh ……..……. have been checked and verified form the service record available in this office and have been found to be correct.
2. Sh./Ms…….…… S/o/D/o Sh…… is eligible/ineligible the general conditions of eligibility as on 01.01.2025 as stipulated in GM/P letter No- NER-HQ0PERS(SELE)/11/2024-DY CPO/GAZ/HQ/NER (123944) dt:-25.11.2024
3. It is certified that no Ad-hoc/MACP/fortuitous service has been taken into account for computing the eligibility service as on 01.01.2025 in Gr. Rs.5000-9000/9300-34800+4200/4600. In case of any variation in the service particulars this office will be held responsible.

Signature of Controlling Officer
Name of Officer/Designation/Seal

Signature of Personnel Officer
Name of Officer/Designation/Seal

Annexure - II

Syllabus

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

M Saluja
07/11/22

(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, Cannons 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 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
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)

North Eastern Railway

Annexure-III

SI. NO.	RAILWAY/ UNIT	POST NAME	NAME OF THE APPLICANT	IPAS NO.	HRMS ID	DESIGNATION	MOBILE NUMBER	EMAIL ID	PLACE OF POSTING	DIVISION/ WORKSHOP/ UNIT	CONTROLLING OFFICER	DOB DD/MM/YY	CAT. (UR/SC/ST)	PwBD OR NOT (YES/NO)	IF YES, PwBD CATEGORY	IF A PwBD, WHETHER ENTITLED TO SCRIBE (YES/NO)	WHETHER ELIGIBLE OR NOT ELIGIBLE

Signature of Concerned Personnel Officer with Stamp

NOTE:- The above information may also be provided in Soft Copy either in Google Sheet or Excel Sheet.

Annexure - IV
Railway Board's
Letter

RBE No. 93 /2024

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2024/2/28 New Delhi, dated: 08.10.2024

The General Managers,
All Indian Railways & Production Units.

[Kind Attn.: PCPO / PFA / Dy. CPO (G) / Dy. CAO (G)]

Sub.: Promotions from Group 'C' to Group 'B' posts - Centralized CBT.

In terms of Para 203.4 of Indian Railways Establishment Manual Vol. I, the Zone of Consideration of eligible candidates for Selections for promotion to Group 'B' posts is determined in accordance with sliding scale in the order of seniority. In this regard, it has been decided by Board that henceforth, in respect of Selections (70%) to Group 'B' posts in all departments, all employees who are eligible and who volunteer for the Selection, should be considered without any limitation of number, as is being done in case of Selection to the Group 'B' post of Assistant Personnel Officer.

2. It has further been decided that in partial modification of Board's letter no. E(GP)2018/2/31 dated 19.03.2019, there shall be no negative marking in written examinations held as part of Selections (70%) where the final panels are made on seniority basis. However, negative marking @1/3rd of a mark for every wrong answer in the LDCEs (30%) where panels are prepared on the basis of merit shall continue.

3. The aforesaid instructions would apply to Selections / LDCEs notified after the date of issue of these instructions. Any Selection which has already been notified should be dealt with in terms of existing instructions only.

4. These instructions should be widely circulated.

5. Please acknowledge the receipt.

6. Hindi version will follow.

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