

सवारी डिब्बा कारखाना, चेन्नै -38
INTEGRAL COACH FACTORY, CHENNAI-38.

मु.का.धि. का कार्यालय,
Office of the CPO,
दिनांक/Date: 13/01/2016

No.PB/S1B/5/238

NOTIFICATION

विषय/Sub: Selection for the post of Stores Inspector
(Ex-cadre) in pay band Rs.9300-34800 + 4600 GP.

It is proposed to conduct a selection to empanel 3 employees (2 UR & 1 SC) for the post of Stores Inspector (Ex-cadre) in pay band Rs.9300-34800 + 4600 GP in Stores Department by calling volunteers.

2. **Nature of Work** : Enclosed as Annexure-A

3. **Eligibility conditions:** Ministerial staff of all departments & Ward keeping staff who are holding identical pay band Rs.9300-34800 + 4600 GP or one grade below in pay band Rs.9300-34800 with Rs.4200 GP are eligible to volunteer.

There shall be a minimum cooling off period of two years between two spells of officiating/working in ex-cadre post as Stores Inspector on identical scales. In other words, those who are already officiating as Stores Inspector of equivalent grade at the time of notification or those who had not completed two years after repatriation from the Stores Inspector's post of identical grade will not be considered for selection. The restriction will not however apply where an employee volunteers from a lower grade ex-cadre post to a higher-grade ex-cadre post.

4. **Mode of Selection:** The selection will consist of a written test for 50 marks (Question Paper for 100 marks and the same will be converted for 50 marks) to assess the professional ability and 30 marks for record of service of the candidates. All staff who apply in response to the Notification and who satisfy the conditions would be subjected to selection and final panel would be drawn up based on merit in terms of Railway Board's letter No.E(NG)I-2008/PM7/4 SLP dated 19/06/2009. Syllabus for the written test is given as Annexure-B.

5. **How to apply & Last Date:** Application should be submitted in the proforma as in Annexure-C to their controlling Officers/Supervisors well in advance and the supervisory officials will forward the applications to APO/Gaz in one lot to reach this office on or before 25/02/2016 certain. **Those who are willing to write the written examination in Hindi are advised to submit their willingness along with the application.** Applications received after the last date will not be entertained under any circumstances.

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6. Date of written examination : A written examination in connection with the above selection duly covering the syllabus would be held on 28/03/2016 at Technical Training Centre, ICF between 10.00 Hrs and 13.00 Hrs. No supplementary examination would be conducted under any circumstances.

7. Tenure: The post of Stores Inspector is an Ex-cadre post and will be filled on tenure basis for a period of three years only. The tenure period may be extended by two more years depending upon the exigencies of service. Employees selected and promoted to officiate against this post will retain their lien in their parent cadre and will seek further promotion to higher grade according to their seniority positions in their parent cadre. They are clearly given to understand that their posting in ex-cadre would not confer on them any right/claim for promotion/seniority or selection in ex-cadre post and administration reserves the right to transfer them back to their parent cadre even before the specified period.

Selected candidates are liable for posting in any of the Ex-Cadre posts i.e. Stores Inspector/Roller Bearing, Stores Inspector/Chasing or Stores Inspector/BHEL. Decision of the Administration to post them in any of the above Ex-Cadre posts would be final.

Contents of the Circular may be given wide publicity.

-Signed-

सहायक कार्मिक अधिकारी/राज
Assistant Personnel Officer/Gaz

Encl: 1) Nature of work - Annexure-A
2) Syllabus - Annexure-B
3) Application Format - Annexure-C

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DUTIES AND RESPONSIBILITIES OF STORES INSPECTORS IN SCALE
RS.9300-34800 + 4600 GP

1. Should have a thorough and detailed knowledge of purchase work and be conversant with the delegation of powers on the subjects as well as all the other rules and regulations relating to procurement work.
2. Processing of important/high valued cases of tender committee involving foreign exchange release or otherwise.
3. Processing and placement of indents.
4. Processing of cases for obtaining foreign exchange sanction from the Railway Board.
5. Processing and settlement of material escalation and wage escalation claims preferred by suppliers.
6. Processing of high valued cases where firms have failed to supply and initiating risk purchase action etc., duly examining the tenability of risk purchase from the legal angle, financial angle, etc.
7. Review cases involving high valued purchase from the budgetary angle and to maintain appropriate inventory control over such items.
8. Maintain appropriate liaison with all departments concerned. Take emergency procurement action in a timely manner wherever required.
9. Should have an overall knowledge of the duties specified for the Stores Inspector/Liaison.
10. Chasing of supplies from firms, Interacting with suppliers at Manger level and discuss with them regarding progress of supplies and should be able to converse with them confidently.
11. Should be effective in interacting with inspecting officers of RDSO, RITES, DOI and expedite inspection.
12. Should be prepared to proceed to outstation on duty immediately without any advance notice for chasing up of supplies/wagons and be prepared to stay for a period of 15 days at outstation whenever required.
13. Should keep in constant touch with Purchase/Depot Offices at ICF/Chennai, when on out station duty to give feed back on the progress made through written communication by post and also through phone. He should be smart enough to get his way through in the other offices of Railways in getting and using these facilities. Should be prompt in submitting the chasing report to the authority who authorized chasing.
14. Should have the knowledge of major items of stores used in the manufacture of coaches.
15. Should be conversant with stores procedure and procedure for booking and dispatch of consignment, expeditious movement of material and also chase them on route if necessary by contacting the officers at appropriate levels. Should have a broad knowledge of purchase and depot functions for which a suitable training of one week will be give to selected candidates.
16. They should also chase the material figuring in GM's meeting and weekly meeting and also update and prepare the weekly meeting minutes and distribute the copies to the various officers concerned. Should be capable to work on the computer for preparing and taking out the various statements.
17. The employee should show adequate initiation to deal with the problems in chasing supplies and be of affable and friendly disposition.
18. Must be fluent in English in written and spoken language. He should also have the fair knowledge of Hindi.

SYLLABUS FOR THE SELECTION OF STORES INSPECTORS IN SCALE
RS.9300-34800+ 4600 GP

- 1.Organisation of Indian Railways in general and Railway Board and attached offices in particular.
- 2.Role of Stores Department and its functions, Material planning and Procurement.
- 3.Procurement Policy, Rules & Procedures relating to procurement work, Procurement through centralized agencies such as Railway Board, DGS&D etc.
- 4.Different Modes of tendering, Evaluation of tender, Tender Committee, Negotiation, Acceptance of tender, Post-contract management, Chasing of materials.
- 5.Risk Purchase action, Arbitration, Liquidated Damages, General Damages, EMD, Security Deposit, Time preference Order.
- 6.Legal aspects of purchasing - Indian Contracts Act, Sales Tax Act, Excise Act, Customs Act, Sale of Goods Act, Arbitration Act.
- 7.IRS Conditions of the Contract.
- 8.Import-Export Policy, Payment procedure of Import, Procedure for getting FE sanction.
- 9.Specification of various Railway materials and alternative materials and their end use.
- 10.Classification and Codification of Stores, Units of accountal, Unified Code etc.
- 11.Computerisation of stores activities.
- 12.Stores Depot, Procedure related to Receipts, Inspection & Issue, Scrap Sales, Booking of material and their clearance from Rail head, Port trust, Air Cargo Complex, Various Claims, Damages, Loss etc.
13. Inventory Management, ABC Analysis, Use of computer for Inventory Control, Value Engineering-variety reduction.
- 14.Schedule of Powers.
15. CVC Guidelines for prevention of corruption.
- 16.ISO-9001, EMS-14001.
- 17.Implementation of Official Language Policy & Rules.
