

INTEGRAL COACH FACTORY, CHENNAI-600038.

No.PB/S1B/5/334

Office of the CPO,
Dated: 01/08/2016

NOTIFICATION

COS, CMM/S&F, Dy.CMM/SD & FD,

Sub: Selection to the post of Depot Material Superintendent in pay band Rs.9300-34800 + 4200 GP.

It is proposed to conduct a 'General Selection' for filling up 2 (UR) vacancies of Depot Material Supdt in pay band Rs.9300-34800 + 4200 GP in Stores Department.

2. Eligibility conditions:

2.1 Senior Clerk of Stores Department who are in pay band Rs.5200-20200 with Rs.2800 GP are eligible to volunteer.

2.2 **Service Condition** : The volunteers should have minimum two years service in cadre in pay band Rs.5200-20200 + 2800 GP. The two years of qualifying period will be reckoned as on the date of issue of this circular.

3. **Mode of Selection:** Selection will consist of a written test and scrutiny of record of service and the distribution of marks would be as indicated below:

Factors/Headings	Maximum Marks	Qualifying Marks	Remarks
Professional Ability Written test	50	30	Question paper would be set for 100 marks and the marks secured converted for 50.
Record of service	30		
Total	80	48	

Syllabus for the written test is given as Annexure-A.

4. **How to apply & Last Date:** Application should be submitted in the proforma as in Annexure 'B' to their controlling Officers/Supervisors well in advance and the supervisory officials will forward the applications to APO/Gaz in one lot so as to reach this office on or before **19/08/2016** certain. Applications received after the last date will not be entertained under any circumstances.

5. **Written test :-** The written test will be held on **16/09/2016** at **Technical Training Centre/ICF** between at **10.00 Hrs and 13.00 Hrs**. **No supplementary examination will be conducted to cater to the needs of the absentees.**

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5.1 Employees desirous of writing the written test in Hindi language, should exercise their option in writing along with the application.

6. **Empanelment:** In terms of 219 (j) of IREM, those who score 60% marks in the written test will be declared as qualified in the written test. Service records of such employees alone will be assessed for awarding marks against Record of Service. Final panel would be drawn up in the order of merit based on aggregate marks of 'Professional ability' and 'Record of service' and there would be no classification as 'OUTSTANDING'.

This Circular may please be circulated to all eligible Senior Clerks of Stores seniority unit including those who are on leave/sick/ML/CCL etc.



सहायक कार्मिक अधिकारी /राज
Assistant Personnel Officer/Gaz

Copy to :-

Chief OS/COS/Shell, Chief OS/CMM/Fur., CDMS/G/SD & FD.
Ch.OS/CON.

ANNEXURE-A

Syllabus for Depot Material Supdt in pay band Rs.9300-34800+4200 GP

GENERAL

- a) General Organisation of the department and the location and purpose of the various depots on the Railway and the area covered by each.
- b) Classification of Stores Stocked on the Railway.
- c) Stores Nomenclature lists.
- d) Different types of specifications.
- e) Nature of stocks held on the Depots and the purpose of each, Ordinary, Special, Emergency, Custody, Overstocks and Surplus stores.
- f) Accountal – Raising of debits and credits summanes.
- g) Mechanisation and computerization.
- h) Control of stocks under modern materials management aids such as ABC Analysis.
- i) Purchase policy and rules.

WARDS

- a) Wards Organization
- b) Duties and responsibilities of each of the ward staff.
- c) Requirements of storage racks, types of racks, marketing of bins.
- d) Responsibilities of ward keeper for safe custody of stores entrusted to them.
- e) Handling of valuable materials strong room.
- f) Marketing of Iron and Steel bars with different colours.
- g) Care of materials, against deterioration, theft, and fire.
- h) General rules for opening and closing of wards.
- i) Registration and check of requisitions.
- j) Ward Inspections.
- k) Records and Registers necessary for ward work and maintenance of “Tools and Plant”.

STOCK RECOUPMENT

- a) Basis of recoupment.
- b) Last consumption.
- c) Maximum and Minimum.
- d) Factors determining the fixation of maximum and minimum.
- e) Recoupment formula.
- f) Estimating of specific periods.
- g) Stock recoupment memos and tabulated statements (AES).

RECEIPTS

- a) Sources of receipts.
- b) Different kinds of orders and their disposal.
- c) Progressing of supplies.
- d) Inspection of Materials.
- e) Receipts of samples from vendors and arranging for testing.
- f) Weighment of materials.
- g) Tallying of receipts and granting of receipts notes.
- h) Rejection and disposal of rejected materials rejection advice.
- i) Records and registers necessary for receipts branch work.
- j) Clearance of material, receipt and inspection and issue, distribution and accountal of stores.

ISSUES

- a) Different kinds of indents in use.
- b) Scrutiny and disposal of indents
- c) Offering of alternative materials.
- d) Various kinds of vouchers and which stores can be paused.
- e) Out of the gate and the check maintained at the gate.

ISSUES OF STORES BY VANS

- a) Duties and responsibilities of the stores van clerks, Travelling stores keepers.
- b) Delivery of Stores to outstation stores van service and its utility.
- c) Collection of empties and stores returned by parties on line and the correct delivery of such stores at the depots on returns.
- d) Stores refused by the consignees or stores damaged in transit.
- e) Maintenance of Records and Registers.
- f) Accident to the personnel and the stores vans.

VERIFICATION OF STORES

- a) Accounts and departmental verification – its scope and frequency.
- b) Factors leading to discrepancies of stock taking adjustment of difference revealed.
- c) Stock sheets and their disposal.
- d) Accountal of Stores.
- e) Methods of investigation and explaining difference types of discrepancies.
- f) Duties of the stores representative

CONSIGNMENT – RECEIPT AND DESPATCH OF

- a) Receipt of consignment wagon loads, smalls and parcels and their disposal Railway Receipts and credit notes.
- b) Insured or damaged consignments – Missing consignments and submission of claims.
- c) Despatch of consignments and the various despatch vouchers.
- d) Different types of goods wagons loading different types of materials, method of packing.

RETURNED STORES AND SCRAP

- a) Classification of returned stores, ferrous and non-ferrous scrap tally of materials and Disposal of vouchers valuation and pricing.
- b) Reclamation and utilization of scrap – repairable stores.
- c) Empty receptacles – sorting and accounting.
- d) Survey Committee.
- e) Surplus stores and prevention against their accumulation as well as disposal thereof

SALES

- a) Sales of stores to foreign Railways, Public bodies and staff.
- b) Sale of stores by contract, auction and tender.
- c) Delivery of stores sold.

TALLY BOARD

- a) Functioning of the Tally Board Section.
- b) Maintenance of Tally Boards.
- c) Submission of various kinds of recoupment advices, tabulated statements.
- d) Standardization of stores.

ESTABLISHMENT

- a) Attendance Registers and Muster Rolls
- b) Distribution of Labour – Ticket Boards.
- c) Leave – Promotion and Discipline Rules.
- d) Staff Welfare – Medical Aid, Pass and PTOs, TA Bills,
- e) Hours of Employment Regulations.
- f) Preparation of musters sheets and salary bills.
- g) Power to impose penalty at various levels.

MISCELLANEOUS

- a) Sub-stores object of maintenance procedure for receipts and issues.
- b) Out depots – functions – Disposal of receipt and issues vouchers – shuttle vans and container trucks.
- c) Receipts, Tally, Accountal, Custody and issue of Timber long slabs and scantlings.
- d) Clearance of imported materials and procedure thereof
- e) Budget – Stores balances and statement of stores transactions.
- f) Imprest substitution.
- g) Suspense balance and accountal aspects of inventory management.
- h) Vigilance matters.

OFFICIAL LANGUAGE POLICY AND RULES

Statutory and constitutional provisions with regard to Rajbhasha, various committees, monitoring the implementation of the same, incentives available for learning and using Hindi for official purposes, Annual Programme.

ANNEXURE - B

APPLICATION FOR THE POST OF DMS IN SCALE RS.9300-34800 + 4200 GP

1. Name (in Block letters) :
2. Emp.No. :
3. Whether belong to reserved community :
- 4: Designation :
5. Present Shop/Unit :
6. Date of regular promotion to pay
Band Rs.5200-20200 + 2800 GP :
7. Educational Qualifications. :
8. Cell Number :

Signature of the employee

Forwarded to APO/Gaz

SSE/OS/DMS