

दक्षिण पश्चिम रेलवे
SOUTH WESTERN RAILWAY

प्रधान कार्यालय/Headquarters Office,
"रेल सौधा" / "Rail Soudha"
कार्मिक विभाग/Personnel Department,
हुबली/Hubli-580 020.

सं./No.SWR/HQ/P.607/Stores/70%/2018

दिनांक/Date: 07-08-2018.

**Secy. to GM/SWR/UBL, AGM/SWR/UBL,
PCMM, SDGM, CAO/CN/BNC,
DRMs/UBL, SBC & MYS; CWMs/UBLS & MYSS;
Dy.CMM/CN/BNC; Dy.CMM/GSD/UBL, MGSD/AP, Sr.DMM/SBC, MYS & UBL;
Sr.DPO/UBL, SBC & MYS; Dy.CPO/CN/BNC; WPO/MYSS & UBLS;
Dy.CME/DSL/UBL, Dy.CME/DSL/KJM; SMM/KJM;
PS(Gaz.) to GM/SWR/UBL.**

Sub:- Formation of Gr 'B' panel for the post of AMM/ADMM in Level 8 of pay matrix (GP Rs. 4800/-) in Stores Department against 70% quota.

Willingness are invited from the eligible employees listed in Annexure-'A' within the zone of consideration to hold a selection for formation of panel for promotion to Group-'B' post of AMM/ADMM in Level 8 of pay matrix (i.e.GP Rs.4800/-) in Stores Department against 70% quota as detailed hereunder:-

i. Assessment period : From 15-06-2018 to 14-12-2020.

ii. Number of vacancies :

UR	SC	ST	Total
00	01	00	01

2. As no vacancy against 30% LDCE quota is available, no LDCE Notification will be there in this present Selection.

3. Scheme of examination: The selection envisages Written examination, Medical examination & Viva-voce under 'Seniority -cum-suitability' pattern.

a) The written examination:-

Prescribed Paper	Max. marks	Qualifying marks	Remarks
Paper on professional subjects, Establishment and Finance Rules	150	90	The professional subject carries at least 100 marks out of 150 marks.

Note: There will be questions on Official Language policy and Rules to the extent of 10% of marks assigned to professional ability which shall be optional.

b) Viva-voce and Record of Service:-

	Maximum marks	Qualifying marks
Viva voce	25	30 (including minimum 15 marks in record of service)
Record of service	25	

The employees are required to secure the above qualifying marks in the Written examination to become eligible for Medical examination. Only those employees who are certified fit in the prescribed Medical examination will be allowed to appear Viva- voce.

c) Formation of panel for promotion to Gr.'B' post will be on the basis of 'Seniority-cum-suitability'.


Dy.CPO/Gaz.

Contd...P/2

4. **Field of Eligibility:-** The list of eligible employees within the constituted field based on provisional integrated seniority published vide this office lr.No.SWR/P.612/Stores/Seniority, dtd.06.07.2018 is enclosed as Annexure-'A'. In addition to the Annexure-A, a reserve list of eligible employees is enclosed as Annexure-B will be called for the written examination in the event of drop out of the employees constituting the field i.e. Annexure-A. The list of employees is provisional and will be subject to issue of final integrated seniority list on disposal of representations, if any, received from the employees.
- 5(a) The concerned Controlling/Supervisory official should ensure circulation of the Notification so that it reaches to all the eligible employees working under their control listed in Annexures-'A' & 'B' and acknowledgement should be obtained for receipt of the Notification.
- (b) It is brought to the notice of the employee(s), it is the responsibility of the individual employee that he/she should exercise his/her willingness or unwillingness in the proforma enclosed as Annexure-'D' to appear the selection. Failure to respond the Notification by the employee within the stipulated period will be treated as unwillingness to take the selection on his/her part. It is also made it clear that merely expressing willingness by the employees will not confer the right to appear the selection rather their eligibility to appear the selection will be subject to Board's instructions issued from time to time. Further correspondence will not be entertained on this aspect.
- (c) Employee(s) listed in Annexure-'A', if any is on leave/training/deputation/sick or working in other units etc., intimation regarding this notification should be sent to his/her official/personal address and acknowledgment obtained forwarded to this office for record. The responsibility of sending such intimation to his/her official/personal address and obtaining the acknowledgement rests with the Supervisory/controlling officers.
6. The individual employee listed in Annexures-'A' & 'B' has to exercise his/her willingness or unwillingness to appear for the Selection in writing in the enclosed proforma Annexure-D and submit it to their Controlling/Supervisory official **on or before 21.08.2018 positively.**
7. The concerned Controlling/Supervisory officials, on receipt of willingness/unwillingness in the prescribed proforma(i.e. Annexure-D) should compile the same in one bunch and submit it to the concerned Dy.CPO/Sr.DPO/SPO/WPO/Cadre Controlling officers so as to reach them **on or before 27.08.2018.**
8. The concerned Dy.CPO/Sr.DPO/SPO/WPO/Cadre Controlling Officers should consolidate all the willingness/unwillingness received from the Controlling/Supervisory officials and send to this office in one bunch so as to reach this office **on or before 03.09.2018.**
9. It is reiterated that the willingness/unwillingness received from the employees after the stipulated date should not be entertained and forwarded.
10. The employees may also be advised to note that, if it is found that he/she is not fulfilling the eligibility criteria of the selection, his/her candidature will be liable to cancel at any stage of the selection.

Contd...P/3


Dy.CPO

11. Pre-Selection coaching:- The Pre-selection coaching to the employees belonging to the SC community will be arranged by PCMM. The detailed schedule of the Pre-selection coaching will be advised by PCMM in due course. In case, employees are unwilling to undergo Pre-selection coaching, a written declaration of unwillingness (unconditional) should be obtained from him/her and sent to PCMM. PCMM in turn will forward such unwillingness in one lot to this office for record after completion of the Pre-selection Coaching, along with the list of employees undergone Pre-selection coaching.
12. Syllabus:- The syllabus for written examination is enclosed as Annexure-'C'. As per extant instructions of the Railway Board, the question paper shall also contain question(s) on Official Language Policy and Rules to the extent of 10% of the total marks allotted for professional abilities, which shall be of optional question.
13. The date, venue of written examination will be advised to the eligible employees in due course.
14. The above promotion against the selection will be subject to final outcome of litigation pending in the Apex Court.

(This is uploaded on www.swr.indianrailways.gov.in → For IR Personnel
→ Personnel Department – Headquarters → Gazetted Notification)

Please acknowledge the receipt.

Encl: Annexures-'A', 'B', 'C' & 'D'



(जी.आर.एस.राव/G.R.S. Rao)

उप मुकाधि(राज.)/Dy.CPO(Gaz.)

कृते प्रधान मुख्य कार्मिक अधिकारी

for Principal Chief Personnel Officer

Copy to:-

SPO/T & Secy.to PCPO,

APO/HQ, Ch.OS/Stores/Cadre/HQ,

GS/SWRPOA, GS/SWRMU/UBL & GS/SWRSCCTREA/UBL,

PS to PCPO – for kind information of PCPO,

PCPO's office Notice Board.

List of eligible employees within the Zone Consideration for calling willingness to appear selection for Gr.B post of AMM/ADMM against 70% quota in Stores Department

S.No.	Name of the employee (S/Shri/Smt.)	Comm-unity	Designation	Office/Station
01.	S.Nagamani	SC	Ch.OS	Dy.CMM/MGSD/AP
02.	K.Mohan	SC	CDMS	Dy.CMM/MGSD/AP
03.	Ashutosh Sarkar	SC	CDMS	SMM/O/KJM

(03 only)

Note:- In terms of Railway Board's lr.No.E(GP)85/1/78, dtd.10.09.1986, employees in the zone of consideration who have failed twice and availed opportunity in the earlier selections, the corresponding number of additional employees should be called for the selection. Accordingly, employees S.No.2 & 3 have been considered by extending the field of eligibility.


Dy.CPO(Gaz.)

Reserve List of eligible employees for calling willingness to appear the selection for Gr.B post of AMM/ADMM against 70% quota in Stores Department

S.No.	Name of the employee (S/Shri/Smt.)	Comm- unity	Designation	Office/Station
01.	P.P.Kuchabal	SC	CDMS	Dy.CMM/GSD/UBL
02.	A.Vasanthi Mohan Kumar	SC	Ch.OS	Dy.CMM/MGSD/AP
03.	N.M.Ananthpur	SC	CDMS	Dy.CMM/GSD/UBL

(03 only)


Dy.CPO(Gaz.)

**SYLLABUS FOR THE EXAMINATION FOR SELECTION TO THE GROUP "B" POST
OF AMM/ADMM AGAINST 70% QUOTA - STORES DEPARTMENT**

1. Stores Organization:-
(a) Its function (b) Set up. (c) Orientation of depots and other units.
2. Stores Nomenclature:-
(a) Codification (b) Standardization with special reference to specification.
3. Procurement of stores, policy and Rules:-
(a) By purchase (b) Procurement from other Government Agencies
(c) Manufacture in Railway's workshops.
4. Stores Depots:-
(a) Receipt and inspection (b) Custody - Preventive measures against loss due to theft, fire and (c) deterioration. (d) Issues - Including preventive measures against malafide issues. (e) Accountal, raising of debits and credits summaries (f) Mechanization and computerization, (g) Central of Stocks through modern materials management Aids such as ABC analysis.
5. Stock verification. Departmental as well as accounts.
6. Returned stores - Procedure of Accounts
(a) Repairable (b) Non- Repairable (c) Empties
7. Stores Accountal.
(a) Computer accountal of numerical ledger work (b) Exception reports
(c) Variety reduction.
- (b) Surplus stores and prevention against their accumulation as well as disposal thereof.
- (c) Sale of scrap and other unwanted materials including surplus stores.
- (d) Clearance of important materials and procedure thereof.
- (e) Budget - Stores balance and statement of stores transaction.
- (f) Import substitution and methods evolved therefore.
- (g) Booking of Railway materials and their clearances.

Establishments:-

1. Staff cadres and channels of promotion, selection and non-selection posts trade tests.
2. DAR and confidential reports.
3. Leave, Pass, traveling allowance Rules
4. Preparation of Pay sheets and nominal rolls methods of payment overtime and compensatory off.
5. Payment of Wages Act, Hours of Employment Regulations; adjudication awards, workmen's Compensation Act and Factories Act as applicable to the Stores Branch.

Enclosure to Ir.No.SWR/HQ/P.607/Stores/70%/2018, dtd.07.08.2018.

Annexure-'D'

S.No. _____ in Annexure- 'A'/'B'

DECLARATION

I am in receipt of notification No.SWR/HQ/P.607/Stores/70%/2018 dtd. 07.08.2018 alerting me for the selection against 70% quota for the post of AMM/ADMM in Level 8 (GP Rs. 4800/-) in Stores Department.

I declare that I am fulfilling all the eligibility conditions and I shall abide by all the terms and conditions attached to the selection.

I am WILLING/NOT WILLING to appear for the selection.

I am also aware, that if I fail to give this declaration, it will be deemed that I am not willing to appear for the selection.

I opt/do not opt to write the examination in Hindi.

Signature : _____

Name : _____

Designation/Office : _____

Station : _____

Date : _____

Place : _____
