

भारत सरकार / Government of India
दक्षिण रेलवे / Southern Railway

मुख्यालय/Headquarters Office
कार्मिक शाखा/Personnel Branch
अयनावरम / Ayanavaram, चेन्नै/ Chennai -600 023

न : No.P(S)608/V/3/Insp/Vol.V

दिनांक : Date 23-08-2023

Secy to PCMM, Dy.CMM/CN/MS, Dy.CMM/CSD/PER,
Dy.CMM/GOC, , Sr.DMM/MAS, Sr.DMM/SA,
DMM/TPJ, DMM/PGT, SPO/RE/MS, SPO/Project/MMC,
AMM/P & S/RPM, SMM/GSD/PER,
SMM/MSD/PER, BS/AJJ, AMM/AVD, TBM, SA,
AMM/PTJ, AMM/TNP, ERS, TVC, ELSD/ED, DSD/ED,
& Principal/ZRTI/TPJ.

Sub: Selection to the post of **Instructor/Stores (Ex- Cadre)**
in pay Matrix Level-7 (GP Rs.4600) at **MDZTI/TPJ**.

It is proposed to conduct a selection for filling up the "**ONE**" vacancy of **Instructor/Stores [Ex-cadre post]** in Pay Matrix Level-7 [GP Rs.4600] at **MDZTI/TPJ** by calling volunteers from Pay Matrix Level-7 (GP Rs.4600) of **7th CPC Pay Matrix**.

ELIGIBILITY CRITERIA

Who can apply	Ministerial Staff and Ward Keeping staff of Stores Department (other than Typist & Stenos)
Eligible staff from Stores Department to be called for	CDMS/Ch.OS in Pay Matrix Level-7 in 7th CPC (GP Rs. 4600) <u>Exchange of Posts:</u> In the event of CDMS/Ch.OS in Level-7 from Field Unit / Division/Workshop having been selected to the post of Instructor/ Stores at MDZTI/TPJ in Level-7, then the posting as Instructor/ Stores in Level-7 will be made by exchange of posts between Unit/Division/Workshop and Institute for the entire tenure period of the CDMS/Ch.OS selected as Instructor [i.e.] Pay Element of Level-7 from Field Unit / Division/Workshop exchanged will be in force till the tenure of the incumbent at the Institute is completed.
Experience	Minimum 3 Years of experience in Stores Department.
Age Limit	55 years on the date of notification.
Tenure	Minimum 3 years maximum 8 years
Other conditions	12% of Basic Pay (as per Board's letter No.E(MPP)2012/3/28 dated 06-10-2017) Employees who have already worked in another Ex-cadre post should have completed minimum 2 years in the cadre on repatriation to Stores Department. Serving employees already working in another Ex-cadre post need not apply as per CPO's letter No.P@608/P/Ex-Cadre dated 25-05-2005(PBC No.72/2005)

2.0 SELECTION PROCEDURE

The selection consists of Written test for 75 marks and Classroom Lecture Trial for 25 marks. Thus the above selection process will evaluate the knowledge as well as communication skill of the candidates as both are required for the post of Instructors.

i) In terms of PBC No. 263/2018 and 46/2019, the Written Examination shall comprise of 100% Objective Type multiple choice questions.

iii) In terms of PBC 264/2019, there shall be negative marking @ 1/3rd mark reduced for every wrong answer.

iv) In terms of Railway Board's letter No. Hindi/87/OL/1/10/3 dated 03-11-1988, there will be questions in Official language policy & rules for at least 10% of the total marks prescribed which is optional.

i) 3.0 GENERAL INSTRUCTIONS FOR SUBMITTING APPLICATIONS:

i) Applications should be submitted through online mode only at <https://nofications.srhqpb.in> duly adhering to the procedures and instructions envisaged in PBC No.150/2022 dated 30.08.2022.

ii) The link for the web portal will be made available from 28-08-2023 to 15-09-2023 in the Personnel Department Internet notification <https://nofications.srhqpb.in> and also, in the Railnet website of Southern Railway.

iii) The employees willing to apply for the above selection have to submit their applications through the above mentioned website in online mode only. **Applications received from any other mode will be summarily rejected.**

iv) The employees should upload the requisite documents in the above mentioned website in PDF format as a single file only.

v) After submission of the application by the employee, Cadre Officer at Unit Level will download the application and certify the correctness of the application and upload it for further processing at Stores Headquarters/PER.

vi) The 'Syllabus' for the selection is annexed herewith for information to the applicants.

vii) If there are no volunteers for the proposed selection of Instructor/Stores, then the Cadre Controlling Officer concerned shall send 'NIL' report on or before 17-09-2023 through e-office certainly to avoid delay in processing of the selections.

viii) Wide publicity may be given to this letter, duly exhibiting in the office notice boards for information of all staff concerned.

(C. ANJANI KUMAR)

Asst. Personnel Officer

For Principal Chief Personnel Officer

Copy to : PCMM, CMM/Hqrs. – For kind information please
Principal of MDZTI , Notice Board of all Units

ANNEXURE-D

INSTRUCTIONS FOR ONLINE APPLICATION

Link for applying online – www.sr.hqpb.in

Instructions to candidates:-

- (i) The willing employees will have on click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.
- (ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered the employee will not be able to make any change in the application.
- (iii) After registration, a unique application number will be allotted to the employee and the employee should download and take a print of the filled in application from the portal in PDF format.
- (iv) In the print out, latest photograph of the employee should be affixed in the space provided and his/her signature should be affixed in the space provided.
- (v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor/ official.
- (vi) **The application completed in all respect duly forwarded by the Controlling supervisor/ official, any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority approval.**
- (vii) Employee can thereafter login either by using "IPAS number & date of birth" or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.
- (viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/ instructions later on.
- (ix) For any assistance required with regard to the above **Shri.N.Krishna Naik, Ch S&WI** may be contacted in the mobile number **29543** during office hours.

Instructions to Personnel Department Officer-

- (i) The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the unit level of Dealer(s), cadre officer etc.
- (ii) The user rights and passwords already provided may be utilized.
- (iii) The respective cadre dealer / cadre controlling Officer should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, **each online** application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all application should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the website along with the covering letter, the same should be forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of 29.11.2022.
- (iv) The cadre Officer at unit level concerned should reject the ineligible application duly specifying the reason for rejections.

**SYLLABUS FOR THE WRITTEN TEST FOR SELECTION TO THE POST OF STORES
INSTRUCTOR AT ZRTI/TPJ, in PM Level -7 in 7th CPC with GP Rs 4200/-**

The following will be the syllabus for the above post, One paper – 2 Hours -100 Marks Objective type MCQ.

1. Role of the stores Department in the Railways.
2. Set up of the Indian Railways and the Zonal Railways
3. Computers – Description –Applications.
4. Working of the Stores Department:-
 - a) Store keeping and Recoupment in the depots.
 - b) Provisioning and procurement in the Headquarters.
5. Classification and standardisation of Stores –Numerical Coding- Specifications variety reduction etc.
6. Numerical coding system for consignees, allocations – Importance of Avoiding errors in use of codes –check digit.
7. Stores Depots – Various types of transactions –forms used –preparation and filling up of details in receipt Notes, issue Notes etc.
8. Sources of error in processing of transactions-Error in documentation- Error in processing in the Data Centre-Detection and avoidance of errors- Repercussions of errors.
9. Modern concepts in Materials management-Selective centre through A.B.C.Analysis-Need to control inventory –serve level – items going out of stock and the repercussions.
10. Out put reports printed in connection with the Computerisation of stores- Accounts – special reports – frequency phases I,II, III & V –Uses of these reports.
11. Various Exception reports and their uses.
12. Use of the computers in Materials Management – Brief – outline
13. Causes for the inaccuracies in Recoupment sheets - Need for correction and the action therefore –phase-V.
14. Method of account of transaction –Different Heads of accounts reef
15. Recoupment of stores – General principles types of Recoupment etc.
16. Procurement of steel items.
17. Receipts – various sources –inspection of stores by consignee.
18. Preservation of stores - need – sanction – issue – control.
19. Importance to up date of data at regular intervals forms use.
20. Imprest stores – Need - sanction – issue – control.
21. Procurement and supply of stores for Construction organisation.
22. Sample stores – Reasons for accumulation –survey –Disposal action Methods.
23. Legal Aspects in purchase and store keeping.
24. Vigilance Aspects.
25. Suspense heads of accounts and their clearance:-
 - a) Stores in transits account.
 - b) Stock adjustment account –Adjustment of irregular.
 - c) Purchase suspense.
 - d) Sales suspense.
 - e) Miscellaneous advance capital.
 - f) Workshop manufactures suspense.
26. Preparation of Budget and Budgetary control.
27. Delegation of powers in respect of stores matters for purchase officers and Depot officers.
28. Procurement of stores – policy and Rules –procurement through difference Sources'
29. Contracts –Various kinds and operation of the same IRS conditions of Contract.
30. Engineering suspenses stores including Engineering plan Reserve.
31. Sale of Railway materials – scrap, overstocks and surplus stores –Sales by Auction, Tender etc.
32. Annual statements of stores transaction.
33. Stock verification of stores.
34. Account of Empty Receptacles.
35. Official Language policy and rules.
