

Eastern railway

No. Estt, (Genl.)/DMS/PRQ/66-2/3%/2025

dated 01.09.2025

Sr.DMM/SDAH
Eastern Railway.

Sub: General Selection for promotion to the post of Depot Material Superintendent (DMS)
Level 6 (GP 4200/-) in Stores Department against 66.67% departmental quota vacancies.

Ref:- RBE No. 117/2006, 161/2009, 17/2014, 196/2018, 97/2019, 194/2019, M.C. 31 and
para157 of IREM Vol.I

1. Number of Vacancies:

Unit	Total Vacancies	UR	SC	ST	PwBD
STORE/SDAH	17	14	02	01	01(HH-01)

2. Applications are invited from the regular serving Sr. Clerks in Store Department in the prescribed format (Annexure-I) who fulfill the prescribed eligibility conditions.

3. Eligibility: The employee working as a Sr. Clerk (Level -5) in the Store Department with two(02) years' regular service in the grade are eligible for apply for the notified vacancies of DMS. (Authority Para 157 of IREM Vol. 1).

4. The cut-off the date for determining the eligibility of staff viz. service condition is the date of issue of this notification i.e. as on 01/09/2025 (Authority RBE No. 117/2006).

5. The last date of submission of application is 15/09/2025. Application should be routed by the employee through their controlling officers. Application received after last of submission by the controlling officer will not be entertained under any circumstances and will be rejected.

6. Wide circulation may please be given among the staff of Store Department, Eastern Railway ,Sealdah Division to avoid any complaint at a later date. A copy of the notification must be placed on the notice board also for information to all concerned.

7. The staff applied for the post of the DMS to departmental selection may also be advised to be in readiness to appear in the written examination. The tentative date of the written examination is 15.11.2025. Venue and time of the CBT will be intimated in due course separately.

8. The following procedure will be followed in written test and evaluation of records of service for formation of panel for the post of DMS (L-6) in Store Department.

(i) Written examination:- In order to bring objectivity to the selection process it has been decided by the Railway Board vide RBE No. 196/2018 that the question paper for the written examination will be 100% objective type. All the questions will be multiple choices only.


01/09/25

ii) Accordingly CBT will comprise one professional paper of 100 marks as per the prescribed syllabus.

(iii) The question on official language policy will be of 10 marks i.e. 10% of maximum 100 marks but this question will not be compulsory.

(iv) All objective type questions should carry equal marks. Every question will have 04 options.

(v) A candidate can attain only 100 questions only.

(vi) There shall be negative marking for incorrect answer. 1/3rd of the marks allotted for each question will be deducted for wrong answer (RBE No. 194/2019).

9. Empanelment of the candidate: The SRs and APARs for the last three years of only those candidates will be scrutinized for their empanelment who secure 60 out of 100 marks i.e. 60% and above marks in the written examination. If sufficient No. of SC/ST candidate does not secure 60% pass marks then SC/ST employee secure 50% and above marks in aggregate will be considered for empanelment against SC/ST vacancies. The panel will be formed strictly in order of merit.

10. There will be no classification of candidates as "Outstanding" (RBE No. 113/2009).

11. Since the panel to be formed on the basis of merit there will be no supplementary selection for the absentees.

12. A copy of the prescribed syllabus for the post of DMS in pay matrix 6 in Store Department is enclosed for information of all concerned.

13. In terms of Master circular 31 para 22 (v) pre-selection/pre-promotional training should be given for safety category for SC/ST communities. Since, the selection for the post of DMS is for non-safety category, pre-selection/pre-promotion training is not necessary.

14. The post of DMS is identified for following categories of PwBD. Other than Following categories of PwBD will not eligible for apply for the post of DMS.

HI	D,HH
LD	OA,OL,LC,DW,AAV
MD	Within the above mentioned categories.

Hence it is requested for Wide circulation of the notification among the staff of Store Department, Sealdah Division. Submission of option after expiry date will not be entertained.


01/09/25
Divisional Personnel Officer
f. Divisional Personnel Officer
Eastern Railway, Sealdah


01/09/25

R
B-Sankar
03/09/25

Annexure-I

**Application form for calling of volunteers from serving Sr. Clerk from
Store Department cadre for filling up the vacancies in DMS cadre
(L-6) in Store Department, Eastern Railway/ Sealdah**

To,
Sr. Divisional Personnel Officer,
Eastern Railway, Kolkata.

1	Name	
2	Father's name	
3	DOB	
4	HRMS ID	
5	Mobile No.	
6	Email Address	
7	Present designation	
8	Present scale of pay(sustentative only)	
9	Date of regular appointment	
10	Date of regular entry in Sr. Clerk in Store Department	
11	Office/Station	
12	Department/Division/Unit	
13	Technical qualification ,if any	

Declaration:-

I do here by declare that I have read the above referred notification and I am volunteering for the post of DMS in Store Department cadre after agreeing to all conditions in the said notification. I am aware that my application will not be considered if it is not forwarded by the Controlling Officers/Department/Divisions/unit to Sr. DPO/SDAH Office within the stipulated date.

Date:-

(Signature of the applicant)

Place:-

Forwarding remarks of the controlling supervisor.

The above particular of the employee have been verified and found correct.

(Signature of controlling supervisor)

(Signature of controlling branch officer)

Syllabus for CBT examination for the post of DMS (L-6)

Contents		
1		Subjects
2	I	Introduction to Railway and its Organization.
	II	Organization of Stores Department on zonal level, district level and depot level.
3	I	Purpose of codification, unification of items, PL Nos., check digit
	II	Unified PL Groups, Major PL groups, Nominated agency for unification
	III	Standardization & variety reduction, Advantages of standardization
	IV	Drawings and specifications, Important Railway specifications
	V	Computerized price ledger
	VI	Unit code, Depot code, consignee code, category of stores code, card code, ARD code and allocation code
4	I	Sources of supply, various agencies for procurement of stores.
	II	Canons of financial propriety
	III	Purchase powers of Stores department officers.
	IV	Tender system, types of tenders, tender committee, finalization of tenders.
	V	Various preferences in purchase.
	VI	Contract Management, Liquidated damages, Risk purchase
	VII	Local Purchase
	VIII	Earnest Money & Security deposits
5	I	Provisioning of material through estimate sheet.
	II	Recoupment, shop work order, issue order, red signal.
	III	Average annual consumption, buffer stock. Issue orders.
	IV	Maxima, Minima, average annual consumption, buffer stock
	V	Difference between Annual Estimate method and Max-Min method and implications, Other methods of recoupment
	VI	Computer Generated recoupment (Module-II)
6	I	Sources of receipt of material in depot..
	II	Various registers used in receipt section.
	III	Registration of purchase orders, RR, challans, inspection notes.
	IV	Collection of material from parcel office and goods shed, part delivery, open delivery. I Bond. Credit note book.
	V	Accountal of material in weighment registers, material received without document, material received from other depots.
	VI	Inspection of material, inspection agencies, sample.
	VII	Rejection of material, rejection memo, ground rent on rejected material. Joint inspection, Replacement of rejected material.
	VIII	Claim against carriers
7	I	Duties of DMS III, order of posting of receipt and issue vouchers in bin card. Imprest stores. One for one items.
	II	Sub-depot main-depot system. Custody stores. Requisition-cum-issue note. Issue order. Engineering plant reserve.
	III	Issue to workshops. Receipt of shop manufactured items from workshops. Issue of items for fabrication and procedure.
8	I	Various modes of dispatch of material.

	II	Booking of material by parcel, goods. Booking of a full load wagons. Recent policies of Railways for booking wagons & less than wagon parcels
	III	Dispatch of material by registered post parcel. Delivery per bearer, Precautions to be taken
	IV	Procedure of store delivery van. System adopted after stoppage of store delivery vans. Road transport contracts.
9	I	Returned advice note, its valuation, accountal and disposal.
	II	Survey committee, its functions and recommendations. Recent policy instructions issued by railway Board on scrap disposal
	III	Survey sheet, lot register, bid sheet, auctioneer's delivery order. Witnessing of deliveries. Ground rent on scrap material.
10	I	Prevention of inactive, overstock and surplus items.
	II	ABC, FSN and VED analysis.
	III	Performance monitoring of stores department.
	IV	Inventory turn over ratio. Inventory valuation
11	I	Frequency and object of verification of stock items in stores department.
	II	Verification by accounts department and also by departmental officials.
	III	Finalization of stock sheets and discrepancies.
12	I	Objectives, phases and modules of computerization.
	II	Input and output data. Computers printouts. Feeding of stores vouchers as per card codes.
	III	Rejection of vouchers, their rectification.
	IV	Difference between batch mode system & on line system.
	V	Salient features of MMIS
13	I	Duties in case of fire. Prevention of fire. Fire fighting equipment.
	II	Accidents like spilling of acids, burst of gas cylinders. First aid
	III	System of issues at the time of accidents on line, floods.
14	I	Raj bhasha rules. Different areas,
	II	Raj bhasha promotion schemes.
15	I	Leave rules.
	II	Pass rules
	III	T A rules
	IV	Pay sheet preparation.
	V	Discipline and appeal rules. Railway Service conduct Rules
	VI	Creation of work-charged establishment. Need, yardsticks D&G changes, value of scrap sales procedure etc.
	VII	Works and M&P Programme, various provisions, GMs powers
16	I	Corporate safety plan
	II	Safety issues identified for materials management
	III	Safety items as suggested by RDSO: Brief overview
	IV	Procurement & stocking of safety items: Differences compared to other items
	V	Life cycle costing based procurement
	VI	Periodic inspection schedule of stores department
	VII	ISO certification of purchase office & stores depots: Purpose & advantage