



पूर्वतटरेलवे/EAST COAST RAILWAY  
मुख्यालय कार्यालय, कार्मिक विभाग, रेलसदन, साउथ ब्लॉक, भुवनेश्वर  
Headquarters Office, Personnel Department, Rail Sadan,  
South Block Bhubaneswar-751017



No: ECoR/Pers/Selection/DMS/DPQ/CBT/Notice

Date-18.11.2025

**NOTIFICATION**

Sub: General Selection for filling up the post of DMS in Pay Matrix Level-6 (PB-II, GP Rs 4200/- Vth CPC) against 66.67% Departmental promotion Quota - Notification.

\*\*\*\*\*

It is proposed to conduct a General Selection to fill up 12 (i.e.10-UR, 01-SC & 01-ST) vacancies in DMS cadre in Pay Matrix Level-6 (Scale of PB-II, Rs 9300-34800/- with GP Rs 4200/-) in the Stores Department of East Coast Railway against 66.67% Departmental promotion Quota.. The details of are given below.

1	No of Vacancy	Details of vacancy position are attached as <b>Annexure-A</b>
2	Pay Scale	Level-06 in 07 <sup>th</sup> CPC
3	Eligibility Conditions	<p>a) In terms of RBE No-161/2009, the notified post is General Selection and post will be filled up on the basis of "Overall merit".</p> <p>b) As it is a General Selection post, all regular serving Sr. Clerks in Pay Matrix Level-5 (Scale of PB-I, Rs 5200-20,200/-with GP Rs 2800/- in the Stores Deptt. are eligible to apply, since no Sr. Clerks are available in Purchase Cadre.</p> <p>c) Accordingly, applications are invited from the regular serving Sr. Clerks in the Stores Department, in the prescribed format (Annexure-C), who fulfill the prescribed eligibility conditions.</p> <p>d) The cut-off date for determining the eligibility is the date of issue of this notification.</p>
4	Zone of Consideration	All regular serving Sr. Clerks in Pay Matrix Level-5 (Scale of PB-I, Rs 5200-20,200/- with GP Rs 2800/-) in the Stores Deptt. are eligible to apply, since no Sr. Clerks are available in Purchase Cadre.
5	Syllabus	Syllabus are enclosed at <b>Annexure-B</b> (Stores Department)
6	Pre-Selection Training	a. The pre-selection training will be provided to eligible reserved employee by their respective unit/division/department in terms of RBE No-142/2019.

*[Signature]*  
18/11/25



		<p>The eligible staff who satisfy the above prescribed conditions of eligibility will be called for selection which will comprise of written examination in CBT Mode followed by scrutiny of Service Record, APARs for the last three years etc.</p> <p><b>Written Examination</b></p> <ol style="list-style-type: none"> <li>In order to bring objectivity to the selection process, it has been decided by Railway Board Vide RBE No. 196/2018 that the questions for the written examination will be 100% objective multiple choice type both in Hindi &amp; English.</li> <li>Accordingly, written examination will comprise of one Professional Paper of 100 marks as per the prescribed syllabus. The question on official language policy will be of 10 marks i.e., 10% of maximum 100 marks, but these question will not be compulsory. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation and rest will be ignored.</li> <li><b>There shall be negative marking for incorrect Answers. One-third of the marks allotted for each question will be deducted for wrong answers (RBE No. 194/2019).</b></li> <li><b>The written examination will be a computer based test (CBT)/Tablet Based Test (TBT) where there will be no physical question paper. All the questions will appear on the Computer/Tablet and the employee will have to mark their responses/answers to the question on Computer/Tablet.</b></li> <li>In terms of RBE No-91/2022, Answer key will be published on the ECoRly website after completion of main written exam and supplementary exam if any.</li> <li>Answer/Response sheets will be evaluated in terms of RBE No-59/2022 &amp; 122/2023 through computerization mode.</li> <li>Both physical and biometric attendance marked at the examination venue.</li> </ol> <ol style="list-style-type: none"> <li>The SRs and APARs for the last three years of only those candidates will be scrutinized for their empanelment, who secured 60 out of 100 marks i.e. 60% and above marks in the written examination.</li> <li>As it is a General selection post, the final panel will be drawn up in the order of merit based on the aggregate of marks of 'Professional ability' and 'Record of Service'. However, a candidate must secure a minimum of 60% marks in 'Professional ability' and 60% marks in the aggregate, for being placed on the panel. There will be no classification of candidates as 'Outstanding' (RBE No. 113/2009).</li> </ol>
	<b>Duration of Examination</b>	<b>The duration of the written exam will be 02:00Hrs (120 Minutes.)</b>
8	<b><u>OBJECTION TRACKER</u></b>	<p>The provisional answer key will be uploaded in east coast railway website [<a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a>] on completion of written exam. The Examinees may submit their representation in the provided link if any, in respect to the provisional answer key within 03 days from the date of written exam. No further correspondence about any wrong answer/question will be entertained after above stipulated period.</p>



*Amk*  
18/11/24

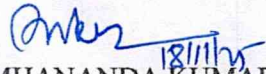


9	Issue of Admit Card	<p>a. RRC/ECoR will issue e-dmit card online (through the website [<a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a>]) to eligible and willing employee for appearing in the CBT/TBT. Examination Venue and time of reporting for the written examination will be there in the admit card. As no physical communication will be made after issue of this vacancy notice, it will be the responsibility of the concerned employees to regularly visit [<a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a>] website for an update and to download the admit card as and when made available by RRC.</p> <p>b. A link will also be made available on the above website [<a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a>] to the employees, explaining as to how the question will be appearing and how to mark the responses/ answers in the actual examination. Employees can practice through that link. (Tentatively four days before main written exam)</p>
10	Tentative Date	<p>1. Date of Pre-Selection Coaching- NA.</p> <p>2. Date of Written Test: Last week of December' 2025</p>
11	Supplementary Written Exam	Since the panel is to be formed on the basis of merit, <b>there will be no supplementary selection for the Absentees.</b>
12	How to Apply	<p>1. <b><u>Last date for submission of application is 08.12.2025.</u></b> Applications should be routed by the employees through their respective Controlling Officers. Applications sent directly to this office without forwarding of controlling officers will be rejected. Applications received after 08.12.2025 by the Controlling Officers will not be entertained under any circumstances and will be rejected. The Controlling Officers will send the applications in one bunch to PCPO's office together with a consolidated statement after preliminary scrutiny by 10.12.2025 for further processing.</p> <p>2. Staff volunteering for the post of DMS through Departmental Selection (i.e. Written Examination followed by scrutiny of SRs/APARs/SPE/Vig/D&amp;A, Reports etc) may also be advised to be in readiness to appear in the written examination.</p>
12	<p><b>Note:</b></p> <p>i. Wide circulation may please be given amongst the staff of Stores Deptt./ECoR to avoid any complaints at a later date. The copy of notification should be displayed on notice board at a conspicuous place. All the Supervisors concerned should ensure the same.</p> <p>ii. It is the responsibility of the supervisor concerned to bring the notification to the notice of all staff who are coming under zone of consideration including the staff who are on deputation/leave/sick under clear acknowledgement.</p> <p>iii. If any complaint is received from the employees for not being notified of the said notification, supervisory staff concerned will be held responsible.</p> <p>iv. This notification is also available in East Coast Railway website at [<a href="https://rrcbbs.org.in">https://rrcbbs.org.in</a>].</p>	
13	Other Conditions	<p>i. Any other provisions of IREM or circular issued by Railway Board regarding terms and conditions of above selection and other conditions applicable if any inadvertently omitted in this notification should be treated as valid and operative.</p> <p>ii. Representation if any against this notification should be submitted to PCPO/BBS on or before 24.11.2025, so that the same will be put up to the competent authority for consideration. Representations received beyond 24.11.2025 will not be entertained.</p>

*Antony*  
18/11/25



- Encl:** 1. Vacancies of DMS(Level-6) (Annexure-A)  
2. Syllabus (Annexure-B)  
3. Application Format (Annexure-C)

  
(NANDIGAM SIMHANANDA KUMAR)  
Assistant Personnel Officer-(HQ)  
For Principal Chief Personnel Officer

Copy to All Concerned

1. PCMM,PFA, PCPO/ECOR/BBS,CPO(Admin).
2. DRM[P]/ECOR/KUR, WAT & SBP.
3. Sr. DMM- KUR, SBP & WAT.
4. Dy.CMM/CRW/MCS, SMM-I/GSD & SD/MCS, AMM/WSD/VSKP.
5. Dy.CPO/RR/ECOR/BBS,WPO/CRW/MCS
6. AMM/DLS/VSKP, AMM/ELS/VSKP & AMM/ELS/ANGL.
7. Ch.OS/Confidential/ECOR/BBS
8. NOTICE BOARD of PCPO Office/ECOR/BBS



**ANNEXURE-'A'**

Department & Name POST	Mode of Filling	HQ(Zonal Cadre)					TOTAL
		U R	S C	S T	Total	Pw BD(VH)	
Depot Material Supervisor(HQ & Depot)	66.67% DPQ	10	01	01	12	01	12
Grand Total		10	01	01	12	01	12

**COMMUNITY WISE VACANCIES FOR SELECTION OF DEPOT MATERIAL SUPERVISOR(LEVEL-6) IN THE STORES DEPARTMENT  
AGAINST 66.67% DEPARTMENTAL PROMOTION QUOTA.**

**Note:** Vacancy shown for PwBDs are included in the total vacancy.

*Pankaj*  
18/11/25





पूर्व तट रेलवे  
East Coast Railway

प्रधानमुख्य सामग्री प्रबंधकका कार्यालय  
Office of the Principal Chief Materials Manager  
दूसरीमंजिल, नॉर्थब्लॉक/2<sup>nd</sup> Floor, NorthBlock  
रेलसदन, Rail Sadan

चन्द्रशेखरपुर, Chandrasekharpur  
भुवनेश्वर/Bhubaneswar-17  
FAX No.0674-2300497

No. MM/ECOR/S-02/Common Syllabus/for CBT/D-1833

Date 17.11.2025

सेवामें/To,  
The Dy. Chief Personnel Officers (Recrtt.),  
East Coast Railway  
Bhubaneswar.

विषय/Sub:- Syllabus for CBT for selection to various categories of selection posts in Stores  
Department/ECOR

संदर्भ/Ref:- Your letter No. ECoR/Pers/9-D/Stores/CBT dt. 10.09.2025.

\*\*\*\*\*

In reference to the above, enclosed herewith syllabus for selection of DMS (Level-6) against 66.67% DPQ as Annexure-B and for selection of Jr. Clerk (Level-2) against 16.67% LDCE as Annexure-C in Stores Department/ECOR for further action for conducting the selection as above posts.

Encl:- Annexure-B & Annexure-C in 02 pages.

(Alok Singh)

मुख्य सामग्री प्रबंधक  
Chief Materials Manager/Con





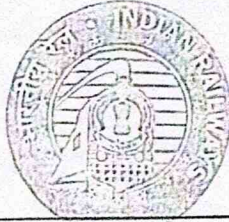
## Syllabus for promotion to the post of Depot Materials Manager in Level-6 of Stores Department.

Subjects		
1	I	Introduction to Railway and its Organization.
	II	Organization of Stores Department on Zonal level, District level and Depot level
2	I	Purpose of Codification, Unification of items, PL Nos, Check digit.
	II	Unified PL Groups, Major PL Groups, Nominated agency for unification.
	III	Standardisation & variety reduction, Advantage of standardisation.
	IV	Drawing and Specifications, Important Railway specifications.
	V	Unit Code, Depot Code, Consignee code, Category of stores code, Card code, A R D code and Allocation code.
3	I	Source of supply, Various agencies for procurement of stores.
	II	Canons of financial property.
	III	Purchase power 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.
	VII	Local purchase.
	VIII	Earnest money & security deposits.
4	I	Provisioning of Material through estimate sheet.
	II	Recoupment, issue order.
	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)
5	I	Sources of receipt of material in depot.
	II	Various registers used in receipt section.
	III	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.
6	I	Duties of DMS, posting of receipt and issue vouchers in bin card. Imprest stores.
	II	Sub-depot main-depot system. Custody stores. Requisition-cum-issue note. Issue order.
	III	Issue to workshops. Receipt of shop manufactured items from workshops. Issue of items for fabrication and procedure.
7	I	Various modes of dispatch of material.
	II	Dispatch of material by registered post parcel. Delivery per bearer, Precautions to be taken
	III	Road transport contracts.
8	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.
9	I	Prevention of inactive, overstock and surplus items.
	II	A B C, F S N and V E D analysis.
	III	Performance monitoring of stores department.
	IV	Inventory turn over ratio. Inventory valuation



*[Signature]*  
mm/Com





10	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.
11	I	Objectives, phases and modules of computerization.
	II	Salient features of iMMS and UDM
12	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.
13	I	Raj bhasha rules. Different areas.
	II	Raj bhasha promotion schemes.
14	I	Leave rules
	II	Pass rules
	III	TA rules
	IV	Discipline and appeal rules. Railway Service conduct Rules
	V	Creation of work-charged establishment. Need, yardsticks D&G charges, Scrap sales procedure etc.
	VII	Works and M&P Programme, various provisions, GMs powers
15	I	Corporate safety plan
	II	Warranty Policy of IR
	III	Procurement & stocking of safety items: Differences compared to other items.
	IV	Life cycle costing based procurement
	V	Periodic inspection schedule of stores department
	VI	Data Handling using MS excel (basic level)
	VII	Basic ideas on AI, LLM (Large Language Model)
	VII	ISO certification of purchase office & stores depots: Purpose & advantage.

*AS*  
CMM/Con



**ANNEXURE-'C'**

**Application form for calling Volunteers from serving Sr. Clerks of Stores Department/ECOR for filling up of vacancies in DMS Cadre in Pay Matrix Level-6 (Scale of PB-II, Rs 9300-34800/-, with GP Rs 4200/-) in Stores Deptt./ECOR vide PCPO Office Notification No. ECoR/Pers/Selection/DMS/DPQ/CBT/Notice. Dated 18.11.2025.**

To

The PCPO/ECOR/BBS

(Last date for receipt of Applications in PCPO's Office is 10.12.2025)

1	Name	:	
2	Father's Name	:	
3	Date of Birth	:	
4	Present Designation	:	
5	Present Scale of Pay (Not Ad-hoc) (Substantive only)	:	
6	Date of Regular Appointment	:	
7	Date of Regular Entry into Sr. Clerk in Stores Department.	:	
8	Educational qualifications (As entered in the Service Record. If varying from SR attested copy of the certificate to be attached)	:	
9	Office /Station	:	
10	Department	:	
11	Division/Unit	:	
12	Technical qualifications if any	:	
13	Mobile/Phone No. with email ID	:	
14	HRMS ID	:	

I do hereby declare that I have read the above referred Notification and I am volunteering for the post of DMS in Stores Department after agreeing to all the conditions in the said Notification. I am aware that my application will not be considered, if it is not forwarded by the Controlling Officer/Department/Division/Unit to PCPO Office within the stipulated date.

Place:

Date:

Signature of the applicant

Forwarding remarks of the Controlling supervisor:

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

Signature

Designation of Controlling Supervisor

Controlling Branch Officer (Concerned)