

1419-1425

Dated the, 22nd December, 2017

CIRCULAR

Sub: Inviting application for the post of Storekeeper Grade-II from amongst Council employees through Limited Departmental Competitive Examination- Reg.

Applications are invited for filling up 04 (Four-UR) posts of Store Keeper Grade-II in the pay scale at Level 04 of the pay matrix as per 7th Central Pay Commission (Pre-revised Pay Band-1 of Rs. 5200-20200+ GP of Rs. 2400) through 25% Limited Departmental Competitive Examination in the Council from amongst the Council employees having not less than **08 years** regular service in the Grade Pay of Rs. 1900/-.

1	Syllabus for written examination	<p>Paper-I Store Keeping and Inventory Management: The Broad area in Paper-I will be concerning receipt, maintenance, issue of stores and their accounting, idea of fixation on order levels and deciding the policy governing these ABC (Always Better Control) analysis, fast moving items, analysis of shipping documents, RRs (Railway Receipt) bills of lading etc.- 100 marks.</p> <p>Paper-II: Purchasing Management: The broad area in paper-II will be concerning procedures, policies, budget of purchasing department, selection of vendors, determining the right quantity, the right quality, the right prices, the delivery schedule etc. The condition in tender /contact documents , legal aspect of purchasing, obsolete materials and their disposals, purchasing capital equipment, purchase research, vendor rating, problem in purchasing, e-procurement, e-bid through NIC portals etc.-100 marks</p>
2.	Whether age and educational qualifications for direct recruits will apply to promotees	<p>Age : } Educational Qualification: } No</p>

Eligibility criteria as per new Recruitment Rules for Limited Departmental Competitive Examination:
"From amongst the Council employees having not less than **08 years** regular service in the Grade Pay of Rs. 1900"

All regular employees of the Council having not less than 08 (Eight) years regular service in the pre-revised pay band-I of Rs. 5200-20200 + Grade Pay of Rs. 1900 (Level 02 of the pay matrix as per 7th Central Pay Commission) may furnish their particulars in the prescribed proforma alongwith attested copies of their Educational/Technical Qualifications and other certificates to the Under Secretary, E.III on or before **05.01.2018**.

Proforma for the application:

- Post applied for:
- Full Name of the applicant (in capital letter)
- Complete postal address
- Date of Birth
- Date of appointment in the present post.
- Whether belongs to SC/ST/OBC/UR/Ex-serviceman/ Physically Handicapped and if so, certificate thereof.
- Educational/Professional qualifications:
- Edn. Qualification _____ Board/University _____
- Professional Qln. _____ Board/University _____
- Department/Section/Units where presently working _____
- Experiences (if any) _____

(Signature of the applicant)

The intending candidates may submit their applications through the Head of Division/Department/Unit/Section with a specific recommendation within the stipulated time limit. Applications received after due date will not be entertained.

Pl. circulate in the website
in below
22/12/2017
(Rajesh Kumar)
Under Secretary, E.III

Copy to:

1. Head, DICT for uploading in the NCERT website.

6072/JD-CIET
22/12/2017