

भारत सरकार
परमाणु ऊर्जा विभाग
केंद्रीकृत काडर अनुभाग

अणुशक्ति भवन
सी.एस.एम.मार्ग,
मुंबई - 400 001

सं. 9/1/2017-CCS/12445

सितंबर 18, 2025

कार्यालय ज्ञापन

विषय : क्रय अधिकारी और भंडार अधिकारी के पद पर अभ्यर्थियों के चयन के लिए पाठ्यक्रम और परीक्षा के पैटर्न में संशोधन के संबंध में।

अधोहस्ताक्षरी को क्रय अधिकारी और भंडार अधिकारी के पद के लिए परीक्षा पैटर्न और पाठ्यक्रम के संबंध में भर्ती नियम - 2013 में संशोधन के संबंध में पठुवि के दिनांक 04.10.2017 के कार्यालय ज्ञापन संख्या 9/1/2017-CCS/12867 और उसके बाद दिनांक 07.12.2017 के कार्यालय ज्ञापन संख्या 9/1/2017-CCS/15738 (प्रतियां संलग्न) का संदर्भ लेने का निदेश दिया गया है।

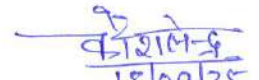
2. यह सूचित किया जाता है कि विभाग ने परमाणु ऊर्जा विभाग में क्रय एवं भंडार संवर्ग के ग्रुप 'सी' और 'ए' पदों के लिए दिनांक 24.02.2025 के कार्यालय ज्ञापन संख्या 19/9/2021-CCS/2705 के तहत नए भर्ती नियम जारी किए थे।

3. क्रय अधिकारी और भंडार अधिकारी के पद के लिए नए भर्ती नियमों के अनुसार, पात्र अधिकारियों को लिखित परीक्षा और उसके बाद साक्षात्कार में शामिल होना होगा और लिखित परीक्षा में प्राप्त अंकों को विभागीय पदोन्नति समिति द्वारा पैनल में शामिल करने के लिए नामों की सिफारिश करते समय ध्यान में रखा जाएगा।

4. विभाग में लगातार विस्तार और विविधतापूर्ण गतिविधियों के साथ कार्यबल को दैनिक आधार पर आने वाली चुनौतियों से निपटने और अनुकूलित करने के लिए उच्च स्तर की प्रतिस्पर्धात्मकता और नेतृत्व गुणों वाले अधिकारियों की आवश्यकता एक पूर्वापेक्षा बन गई है। सरकार के नियमों और विनियमों से संबंधित विषय-वस्तु के अलावा यह भी महसूस किया गया है कि अधिकारियों की भावनात्मक क्षमताओं और संप्रेषण कौशल को प्रभावी ढंग से ध्यान में रखा जाना चाहिए। यह महसूस किया गया कि वस्तुनिष्ठ परीक्षा को क्रमशः वर्णनात्मक और वस्तुनिष्ठ प्रश्नों के संयोजन के साथ संशोधित करके मौजूदा पाठ्यक्रम / पैटर्न को अन्य परीक्षाओं के समान नया रूप देना आवश्यक है। विभाग में इस मामले की जांच की गई और सक्षम प्राधिकारी ने क्रय अधिकारी और भंडार अधिकारी के पद के लिए लिखित परीक्षा के संशोधित पाठ्यक्रम और पेपर पैटर्न को मंजूरी दे दी है और इसे अनुलग्नक - I, II और III के रूप में संलग्न किया गया है।

5. इसे सभी संबंधितों के संज्ञान में लाया जाए।

संलग्नक:- यथोपरि


18/09/25
(कौशलेन्द्र कुमार)
अवर सचिव (कैडर)

- निदेशक, क्रय एवं भंडार निदेशालय (क्रभनि), मुंबई - अनुरोध है कि इसे क्रभनि की सभी संबंधित क्रय एवं भंडार इकाइयों में प्रसारित करने की व्यवस्था की जाए।
- प्रमुख, सीआईएसडी, पठुवि, मुंबई - अनुरोध है कि पठुवि की वेबसाइट पर अपलोड कराएं।

क्रय अधिकारी	
क्र.सं.	संशोधित पाठ्यक्रम
(i)	केंद्रीय सिविल सेवा (छुट्टी) नियम
(ii)	केंद्रीय सिविल सेवा (आचरण) नियम
(iii)	सामान्य वित्तीय नियम
(iv)	वित्तीय शक्तियों का प्रयोग (डीईई) नियम, 1978, समय-समय पर संशोधित
(v)	भारत का संविधान
(vi)	परमाणु ऊर्जा विभाग तथा परमाणु ऊर्जा आयोग की गतिविधियों की डोमेन जानकारी
(vii)	परमाणु ऊर्जा अधिनियम
(viii)	राजभाषा अधिनियम और नियम
(ix)	सूचना का अधिकार अधिनियम
(x)	सांगठनिक व्यवहार (a) संप्रेषण कौशल (b) विवाद तथा समाधान (c) भावनात्मक बौद्धिकता (d) प्रशासन में नैतिकता
(xi)	डीपीएस की संगठनात्मक संरचना
(xii)	वस्तु प्रापण मैनुअल - 2024
(xiii)	दिनांक 19.04.2024 का संशोधित "सरकारी प्रापण आदेश 2017"
(xiv)	डिजिटल भारत पहल
(xv)	प्रापण को नियंत्रण करने वाले अधिनियम
(xvi)	डीपीएस द्वारा किए अनुबंध
(xvii)	आयात तथा क्लियरेंस
(xviii)	अनुबंध पश्चात अनुवर्ती कार्रवाई
(xix)	सीवीसी दिशानिर्देश
(xx)	प्रापण अनुबंध की ऑडिटिंग

भंडार अधिकारी	
क्र.सं.	संशोधित पाठ्यक्रम
(i)	केंद्रीय सिविल सेवा (छुट्टी) नियम
(ii)	केंद्रीय सिविल सेवा (आचरण) नियम
(iii)	वित्तीय शक्तियों का प्रयोग (डीआई) नियम, 1978, समय-समय पर संशोधित
(iv)	भारत का संविधान
(v)	परमाणु ऊर्जा विभाग तथा परमाणु ऊर्जा आयोग की गतिविधियों की डोमेन जानकारी
(vi)	परमाणु ऊर्जा अधिनियम
(vii)	राजभाषा अधिनियम और नियम
(viii)	सूचना का अधिकार अधिनियम
(ix)	सांगठनिक व्यवहार (a) संप्रेषण कौशल (b) विवाद तथा समाधान (c) भावनात्मक बौद्धिकता (d) प्रशासन में नैतिकता
(x)	भंडार प्रक्रिया का विश्लेषण
(xi)	तुलनात्मक अध्ययन के साथ सामान्य वित्तीय नियम और भंडार प्रक्रिया
(xii)	सामग्री का प्रावधान और मांगपत्र - अवसर और चुनौतियाँ
(xiii)	दिनांक 19.04.2024 का संशोधित "सरकारी प्रापण आदेश 2017"
(xiv)	विभिन्न की प्रयोज्यता भंडार प्रबंधन में इन्वेंट्री सिद्धांत
(xv)	माल की निकासी और सामग्री का परिवहन
(xvi)	रणनीतिक वस्तुओं का संचलन
(xvii)	सामग्री की प्राप्ति और निर्गमन
(xviii)	इन्वेंट्री का संहिताकरण और लेखांकन
(xix)	माल का भंडारण और संरक्षण
(xx)	अधिशेष, अप्रचलित, अनुपयोगी और स्कैप का निपटान, जिसमें पर्यावरण-अनुकूल निपटान भी शामिल है
(xxi)	अग्नि सुरक्षा सहित भंडारों की सुरक्षा
(xxii)	सामग्री का प्रेषण
(xxiii)	भंडार इकाई का प्रबंधन
(xxiv)	इन्वेंट्री प्रबंधन में जाँच और संतुलन
(xxv)	स्टॉक सत्यापन
(xxvi)	धीमी गति से चलने वाली/न चलने वाली वस्तुओं की प्रभावी समीक्षा
(xxvii)	सरकारी ई-मार्केटप्लेस
(xxviii)	लेखा परीक्षा
(xxix)	बीमा दावे

अनुलग्नक - III

क्रय अधिकारी और भंडार अधिकारी के पद के लिए लिखित परीक्षा का संशोधित पेपर पैटर्न					
पद	कुल अंक	समयावधि	वर्णनात्मक प्रश्न	वस्तुनिष्ठ प्रश्न	
क्रय अधिकारी	100	3 घंटे	40% (40 अंक)	60% (60 अंक)	वस्तुनिष्ठ प्रश्नों के लिए, प्रत्येक सही उत्तर पर 1 अंक मिलेगा और गलत उत्तर पर 0.5 अंक काटे जाएँगे। किसी प्रश्न का उत्तर न देने पर शून्य अंक दिए जाएँगे।
भंडार अधिकारी			(चार प्रश्न, प्रत्येक 10 अंक का)	(साठ प्रश्न, प्रत्येक 1 अंक का)	
साक्षात्कार : लिखित परीक्षा के बाद साक्षात्कार होगा। लिखित परीक्षा में प्राप्त अंकों को विभागीय पदोन्नति समिति द्वारा अभ्यर्थियों का चयन करते समय ध्यान में रखा जाएगा।					

Government of India
Department of Atomic Energy
Centralised Cadre Section

Anushakti Bhavan
C.S.M. Marg,
Mumbai - 400 001

No.9/1/2017-CCS/ 12445

September 18, 2025

OFFICE MEMORANDUM

Subject : Revision of the syllabus and the pattern of examination
for selection of candidates to the post of Purchase
Officer and Stores Officer – Reg.

The undersigned is directed to refer to DAE O. M. No. 9/1/2017-CCS/12867 dated 04.10.2017 and subsequent O.M. No. 9/1/2017-CCS/15738 dated 07.12.2017 (copies enclosed) regarding amendment to the Recruitment Rules - 2013 in respect of the examination pattern and the syllabus for the post of Purchase Officer and Stores Officer.

2. It is informed that the Department had issued new Recruitment Rules for the Group 'C' and 'A' posts of Purchase & Stores Cadre in the Department of Atomic Energy vide O.M. No. 19/9/2021-CCS/2705 dated 24.02.2025.

3. As per the new Recruitment Rules for the post of Purchase Officer and Stores Officer, the eligible officers are required to appear for written examination followed by interview and the marks obtained in the written examination shall be taken into consideration by the Departmental Promotion Committee while recommending the names for empanelment.

4. With the ever expanding and diversified activities in the Department, need for officers with higher level of competitiveness and leadership qualities to drive the workforce to handle and adapt to the challenges encountered on a daily basis has become a pre-requisite. Apart from the subject matter pertaining to the rules and regulations of the Government, it was also felt that the emotional faculties and communication skills of the officers need to be addressed effectively. Keeping this in view, it was felt that it is necessary to revamp the existing syllabus/pattern on par with other examinations by modifying the objective test with a combination of descriptive and objective questions respectively. The matter was examined in the Department and the Competent Authority has approved the revised syllabus and paper pattern of the written examination for the post of Purchase Officer & Stores Officer and the same are enclosed as Annexure-I, II & III.

5. This may be brought to the notice of all concerned.

Encl. :- As above.


(Kaushalendra Kumar)
Under Secretary (Cadre)

1. Director, Directorate of Purchase & Stores (DPS), Mumbai – With a request to arrange to circulate to all concerned Purchase and Stores Units of DPS.
2. Head, CISD, DAE, Mumbai - With a request to upload on DAE website.

Purchase Officer	
Sr. No.	Revised Syllabus
(i)	CCS (Leave) Rules
(ii)	CCS (Conduct) Rules
(iii)	General Financial Rules
(iv)	Exercise of Financial Powers (DAE) Rules, 1978 as amended from time to time
(v)	Constitution of India
(vi)	Domain knowledge of DAE and AEC activities
(vii)	Atomic Energy Act
(viii)	Official Languages Act & Rules
(ix)	Right of Information Act
(x)	Organizational Behaviour (a) Communication skills (b) Conflict & Negotiation (c) Emotional Intelligence (d) Ethics in Governance
(xi)	Organizational setup of DPS.
(xii)	Manual of Procurement of Goods – 2024
(xiii)	Revised “Public Procurement Order 2017” dated 19.04.2024
(xiv)	Digital India Initiative
(xv)	Acts Governing Procurement
(xvi)	Contracts concluded by DPS
(xvii)	Imports & Clearance
(xviii)	Post Contract Follow-up
(xix)	CVC Guidelines
(xx)	Auditing of Procurement Contracts

Stores Officer	
Sr. No.	Revised Syllabus
(i)	CCS (Leave) Rules
(ii)	CCS (Conduct) Rules
(iii)	Exercise of Financial Powers (DAE) Rules, 1978 as amended from time to time
(iv)	Constitution of India
(v)	Domain knowledge of DAE and AEC activities
(vi)	Atomic Energy Act
(vii)	Official Languages Act & Rules
(viii)	Right of Information Act
(ix)	Organizational Behaviour (a) Communication skills (b) Conflict & Negotiation (c) Emotional Intelligence (d) Ethics in Governance
(x)	Analyzing Stores Procedure
(xi)	General Financial Rules and Stores Procedure with comparative study
(xii)	Provisioning and indenting of material – opportunities and challenges
(xiii)	Revised "Public Procurement Order 2017" dated 19.04.2024
(xiv)	Applicability of various Inventory theories in stores management
(xv)	Clearance of consignments and transportation of material
(xvi)	Movement of strategic goods
(xvii)	Receipt and issue of material
(xviii)	Codification and accounting of inventory
(xix)	Storage and preservation of goods
(xx)	Disposal of surplus, obsolete, unserviceable and scrap including eco-friendly disposal
(xxi)	Security of stores including fire security
(xxii)	Dispatch of materials
(xxiii)	Management of stores unit
(xxiv)	Check and balances in inventory management
(xxv)	Stock verification
(xxvi)	Effective review for Slow Moving/Non Moving items
(xxvii)	Government eMarketplace
(xxviii)	Audit
(xxix)	Insurance Claims

Annexure –III

Revised paper pattern of the written examination for the post of Purchase Officer and Stores Officer					
Post	Total Marks	Time Duration	Descriptive Questions	Objective Questions	
Purchase Officer	100	3 hours	40% (40 marks)	60% (60 marks)	For objective questions, each correct answer carries 1 mark and an incorrect answer lead to deduction of 0.5 marks. Answer with no response will be awarded zero marks.
Stores Officer			(Four questions of 10 marks each)	(Sixty questions of 1 mark each)	
Interview: The written test will be followed by interview. The marks obtained in the written test will be considered by the Departmental Promotion Committee while selecting the candidates.					

Government of India
Department of Atomic Energy
Centralised Cadre Section

Anushakti Bhavan,
C.S.M. Marg,
Mumbai- 400 001.

No. 9/1/2017-CCS/15738

December 7, 2017

OFFICE MEMORANDUM

Subject:- Amendment to Recruitment Rules 2013 for the post of
Purchase Officer and Stores Officer Level 11 in Pay
Matrix – reg.

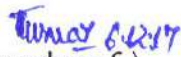
.....

Reference is invited to OM No.9/1/2017-CCS/12867 dated 4.10.2017 regarding amendment to Recruitment Rules-2013 for the post of Purchase Officer and Stores Officer.

2. As per the above said OM dated 4.10.2017, written objective test has been prescribed for the eligible officers before interview for promotion to the post of Purchase Officer and Stores Officer in level 11 of Pay Matrix. The maximum marks for the objective test will be 200 marks and the duration will be 4 hours. The syllabus prescribed for the objective test for the post of Purchase Officer & Stores Officer is as per annexure attached.

3. This issues with the approval of Secretary, DAE.

Encl: As above.


(Jayashree S.)
Under Secretary

Director,
DPS,
Mumbai

SYLLABUS FOR SELECTION TO THE POST OF PURCHASE OFFICER.

1. DAE as an Organisation.
 - Its objectives and functions.
 - Key drivers for major programmes
 - Various Units of DAE and their functions in brief.
2. Organisational set up of DPS.
 - Formation of DPS.
 - Present status of DPS.
 - Role of DPS.
3. General Financial Rules -2017.
 - General Principles relating to expenditure and payment of money.
 - Rules for Procurement of Goods.
 - Inventory management.
 - Contract Management.
4. Manual for Procurement of Goods – 2017.
 - Policies & Principles of Procurement
 - Need assessment, formulation of Specification & Planning of Procurement
 - Supplier relationship Management.
 - Mode of Procurement and bidding System.
 - Preparation of bid documents, publication, receipt and opening of bids.
 - Forms of Securities, Payment terms and Price variations.
 - Evaluation of Bids and award of Contract.
 - Rate Contract and other Procurement with Special features.
 - Contract Management.
5. Public Procurement Policy
 - Preference for MSEs& SC/ST Entrepreneurs
 - Items reserved for procurement from MSEs.
 - Drugs purchase policy.
 - Procurement from Central PharmaPSUs
 - Preference for domestically manufactured electronics items.
 - Make in India initiative
 - Previlages to start up enterprises.
6. Digital India Initiative.
 - e Procurement.
 - About CPP Portal
 - Government e Market Place (GeM).
7. Acts Governing Procurement.
 - Indian contracts Act, 1872.
 - The Sale of Goods Act, 1930.
 - Arbitration & Conciliation, Act, 1996.
 - Goods and Services Act, 2017
8. Contracts concluded by DPS
 - Different Types of Contracts.
 - Formulation of Contracts.
 - Pre- auditing.
 - Issue of Contract

9. Imports & Clearance.

- FE Orders.
- Terms & Conditions.
- Different type of payment in FE.
- Import – Different modes
- Procedure for Clearance of Consignment.
- CHA Contract.
- Insurance contract.
- Classification of Goods- Payment of Custom duty.

10. Post contract Follow-up.

- Order Acknowledgement.
- Security deposits
- Inspection & shipping release
- Bank guarantees- Scrutiny, acceptance & claims.
- Delivery period Extension.
- Payment.
- Maintenance, weeding out & destruction of records.

11. CVC Guidelines

- Formulation of Specification.
- Need assessment/ Planning.
- Cost estimate
- Drafting of NIT.
- Bidding process.
- Evaluation criteria.
- Receipt, Opening & Postponement of Tenders.
- Bid evaluation & award of contract.
- Post Tender negotiations.
- Bank guarantees & Interest on Advance payments.

12. Delegation of Financial Powers (DAE) for procurement.

- Exercise of Powers.
- Powers of DAE
- Head of the Units of DAE and Powers delegated to them.
- Powers delegated to Director, DPS

13. Auditing of Procurement Contracts.

- Different types of Audit.
- Pre-audit by DPS accounts
- Auditing by Internal Inspection Wing (IIW), DAE.
- Concurrent Auditing by CAG resident Audit team in DPS.
- Performance audit by Special team deputed by the Director of Audit for Scientific departments.
- Preliminary memos,, Audit Queries/ Paras, Factual statements, Audit report, Action Taken Notes, etc.,

14. Computerisation in DPS.

- Work flow of indent to DPS from various units.
- Processing of Indent and Tendering.
- Data transfer & integration.
- Purchase recommendation & award of Contract online.
- Vendor enrolment
- Inventory Management

15. Knowledge of Computer : Hardware, Software& Peripheral Devices

- Understanding of Hardware and Software.
- Basics of Operating System.(Need for operating system, Functions of Operating System, types of operating system)
- Office automation tools: Spreadsheet, Word processing, Presentation.
- Multimedia (Images, Audio, Video)
- Information Technology
- E-Commerce
- Working of the Internet. (WebPages; Hyper Text Markup Language (HTML), eXtensible Markup Language(XML); Hyper Text Transfer Protocol (HTTP); Domain Names; URL; Website, Web browser, Web Servers; Web Hosting)
- Web Browsers, E-mail Clients and Messenger Utilities.
- Security, Privacy and Control.
- Intellectual Property Rights
- Safe practices on Social networking.
- Database Concepts and interaction – Types, Relationships, Queries, Reports
- Commonly encountered problems(Monitor: No display, KB/Mouse not responding, monitor giving beeps, printer not responding, check for virus, Delete temporary files if system is slow, adjust mouse speed).
- Evolution of computers, Basics of computer and its operation: (Functional Components and their inter-connections, concept of Booting, Use of Operating System for directory listing, hierarchical directory structure, renaming, deleting files/folders, formatting floppy, copying files, concepts of path and pathname, switching between tasks, installation/removal of applications.)
- Software Concepts: Types of Software - System Software, Utility Software and Application Software;
- Evolution of Networking: ARPANET, Internet, Interspace;
- Data Communication terminologies: Concept of Channel, Baud, Bandwidth (Hz,KHz, MHz) and Data transfer rate (bps, kbps, Mbps, Gbps, Tbps);
- Transmission media: Twisted pair cable, coaxial cable, optical fiber, infrared, radio link, microwave link and satellite link.
- Network devices: Modem, RJ45 connector, Ethernet Card, Hub, Switch, Gateway;
- Different Topologies- Bus, Star,Tree; Concepts of LAN, WAN, MAN;
- Protocol: TCP/IP, File Transfer Protocol (FTP), PPP, Internet, Wireless/Mobile Communication, GSM, CDMA, WLL, 3G,SMS, Voice mail, Chat, Video Conferencing;
- Network Security Concepts: Cyber Law, Firewall, Cookies, Hackers and Crackers;

16. English:

- Comprehension
- One Word Substitution
- Sentence Completion (Effective words, phrases, prepositions, conjunctions etc.)
- Active and Passive Voice
- Common Errors

17. Constitution of India:
(General knowledge of the constitution with special reference to the Chapter on Articles relating to Services, Property, Contracts, Finance, Comptroller and Auditor General, Public Service Commission)
18. General knowledge of Service Rules:
Viz. Leave Rules, LTC, Conduct Rules, Pay
19. Right to Information Act 2005
20. Knowledge of current affairs

SYLLABUS FOR SELECTION TO THE POST OF STORES OFFICER.

Sr.No.	Subject
1	Vision and missions of DAE
2	Electric power scenario of nation
3	Organisational structure and policies of DAE
4	Important programs of DAE
5	DAE Contribution to nation building
6	Mandate of DPS
7	DPS contribution to various DAE units
8	Leveraging IT in improving the efficiency and effectiveness of DPS functions
9	Present challenges faced by DPS as a whole and stores in particular
10	Analysing Stores Procedure
11	GFR and Stores procedure – a comparative study
12	Provisioning and indenting of material – opportunities and challenges
13	Public Procurement Policies
14	Applicability of various Inventory theories in stores management
15	Clearance of consignments and transportation of material
16	Movement of strategic goods
17	Receipt and issue of material
18	Codification and accounting of inventory
19	Storage and preservation of goods
20	Disposal of surplus, obsolete, unserviceable and scrap including eco friendly disposal
21	Security of stores including fire security
22	Dispatch of materials
23	Management of stores unit
24	Check and balances in inventory management
25	Stores as a service organisation
26	Stock Verification
27	Effective review for Slow Moving / Non Moving items
28	Government eMarketplace
29	Audit
30	Insurance Claims
31	English: • Comprehension • One Word Substitution • Sentence Completion (Effective words, phrases, prepositions, conjunctions etc.) • Active and Passive Voice • Common Errors
32	Constitution of India: (General knowledge of the constitution with special reference to the Chapter on Articles relating to Services, Property, Contracts, Finance, Comptroller and Auditor General, Public Service Commission)
33	General knowledge of Service Rules : Viz. Leave Rules, LTC, Conduct Rules, Pay
34	Right to Information Act 2005
35	Knowledge of current affairs

Syllabus for Computer

Introduction to Computers –

Introduction to Computers, Computer System, Uses of Computers, Hardware, Software, Peripheral Devices

Input and Output Devices –

Monitor, Keyboard, Mouse, Joystick, Printer and Plotter & Scanner.

Storage Media –

HDD, CD, DVD, Pen Drive & Cloud Computing

Printing Devices – Printer & Plotters

Operating System –

MS WINDOWS & LINUX

PC software and Office Automation -Office System and Procedure, the need for office automation, Electronic Capture, Storage, Electronic Data Interchange.

Workplace Productivity Tools- Microsoft Office (Word, Excel, Power Point), Open Office, Using these tools in English and official Indian languages (Windows, Linux and Unicode Fonts), Exchange of Files across these platforms.

Social Media – The “Open Government” initiative, by the Government of India focuses on bringing “Transparency” in various processes and systems. This includes sharing information with the public, improve the quality of Government services and enable greater citizen engagement, elevate public services and much more. In order to engage with citizens, share information and deliver services more quickly and effectively, government agencies are increasingly using social media. With a purpose to create awareness and promote various e-Governance schemes and programmes in the country, Digital India social media team was set up in July 2014. In a short time, the social channels (**Facebook (link is external)**, **Twitter (link is external)**, **Google+ (link is external)**, **YouTube (link is external)**, **Instagram (link is external)** and **LinkedIn (link is external)**) of Digital India have gained a massive following.

Online Shopping Marketplaces - Government e-Market Place (GeM) - Public Financial Management System (PFMS), Flip kart, Amazon & Snap deal

Current affairs Information Technology industry & Current affairs on Computer area -

Banking – E-Banking, Online Banking, Mobile Banking

Internet – E-commerce, M-Commerce, Internet Banking, E-mail, Mobile Computing, Cyber Security, Digital Signature (Encryption & Decryption), Hacking, Web Communicating using the Internet, Web Browsers, Uploading in Web Page & Downloading from Web Page xml.

Virus – Type of viruses

Antivirus – Type of Antiviruses

E-mail – Govt of India & Govt of state of India whereas private email service providers email address ends with @.com.

Govt. India email address provider- National Informatics Centre (NIC),

Email address end with @ (ministry, dept. name).gov.in,

Free Email Service Providers - G-mail, outlook.com, mail.com & Yahoo! Mail,

Free private email service providers email address ends with @.com.

E-mail alert & update for vendor and Indenting officer.

Importance of communication using government owned email system.

SMS– SMS alert & update for vendor and Indenting officer (other than BARCtrombay).

Bulk SMS Service - Bulk SMS is a process of sending a large number of SMS messages to a large group of people at once.

IVR (Interactive Voice Response) - IVR (Interactive Voice Response) is an automated telephony system that interacts with callers, gathers information and routes calls to the appropriate recipient. IVR solutions are typically intended to service high call volumes, reduce cost and improve the customer experience.

Web Browsers – Mozilla Firefox, Safari, Chrome & Opera

Operating System types – Single user -MS Windows,

Multi user, Multitasking, & Multiprocessing – Linux &UNIX.

Database - DB2, MySQL, Oracle, PostgreSQL, SQLite, SQL Server, Sybase.

Government of India
Department of Atomic Energy
Centralised Cadre Section

Anushakti Bhavan,
C.S.M. Marg,
Mumbai- 400 001.

No. 9/1/2017-CCS/12867

October 4, 2017

OFFICE MEMORANDUM

Subject: Amendments to the Recruitment Rules for the post of Purchase Officer and Stores Officer (Level 11 in Pay matrix)

Reference is invited to Notification No. 22/1(1)/2010-CCS/vol.II/2046 dated 20.2.2013 notifying Recruitment Rules for various post of Purchase and Stores Cadre in Department of Atomic Energy.

2. Competent Authority in the Department has approved the amendment to the Recruitment Rules for the following post of Purchase and Stores Cadre to the extent indicated below.

Column 11 of the RR will be modified as under:

Name of the post	Level in Pay Matrix	In case of recruitment by promotion/ deputation/ absorption grade from which promotion/ deputation/ absorption to be made
Purchase Officer	Level 11	Promotion: Promotion by selection from amongst Assistant Purchase Officers in Level 8/9 in Pay Matrix six years of qualifying service in the grade. Note: Eligible officers are required to appear for objective test before interview. The marks obtained in objective test will be taken into consideration by the Selection Committee while recommending the names for empanelment.
Stores Officer	Level 11	Promotion: Promotion by selection from amongst Assistant Stores Officers in Level 8/9 in Pay Matrix six years of qualifying service in the grade. Note: Eligible officers are required to appear for objective test before interview. The marks obtained in objective test will be taken into consideration by the Selection Committee while recommending the names for empanelment.

3. Action to incorporate the above amendments in the existing Recruitment Rules and to notify the same under Article 309 is being taken separately.


(Jayashree S.)

Under Secretary to the Govt. of India

All Administrative Heads of Units