

INTEGRAL COACH FACTORY – CHENNAI – 600038

Office of the Principal  
Chief Personnel Officer

No.PB/S1B/5/317/4

Dated: 27/11/2018.

NOTIFICATION

Sub: Selection for the post of System Administrator (Ex-Cadre) in Level-7  
(PB.9300-34800 + 4600 GP) in Process Planning, Mechanical/Fur.

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It is proposed to conduct a selection to fill up the Ex-Cadre post of System Administrator – ERP in Level-7 to be operated in Process Planning Office, Mechanical Department/Fur.

2. **Nature of work** : i) Creation, updation & Maintenance of Annual Sale orders (Production Batch orders) schedule in co-ordination with Shell Planning, Furnishing Planning, Electrical Planning and Accounts for Generation of Batch order authorization with Accounts Department.

ii) SAP-ERP Master Data creation, changes & maintenance of Material Master, Operation & Description Master, Alteration index Master, product structure maintenance, Dummy run for on before release of every sale order and coordination with all Planning Groups.

iii) Generation of reports viz coverage, unique material list, Build wise material used, unique items, common items, Cost report, Budget report and etc through ERP with IT centre.

iv) Production order changes in ERP for assigning of alternate materials in respective sale orders.

v) Monthly updation of Design Drawings in Railnet Database and Process Planning Office.

vi) Conduct regular Training Classes regarding SAP-ERP for all supervisors both existing staff and New staff of all Functional areas of Furnishing division.

vii) Conduct regular basis (weekly) knowledge sharing session and ERP meeting on for collection of issues from various departments and resolve the same with co-ordination with all functional areas.

viii) Daily issues rising from various depots about material unplanned, excess material planned, uncashed materials, over drawl, unwanted materials planned & drawl etc and to resolve the same through ERP.

ix) Communication of Information about batch order going to be released and released batch order details, etc through CMS.

3. **Eligibility conditions** : The applicant for the above Ex-Cadre post should possess a minimum qualification of Diploma in Mechanical Engineering with sufficient knowledge in the areas described in detail at para 2 above. Qualification and experience in SAP/ERP related subject is desirable.

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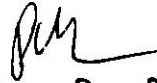
4. **Service Conditions** : Staff holding identical one grade below in Level-6 (Rs.9300-34800 + 4200 GP) i.e. Junior Engineer/Senior Technician.

5. **Mode of Selection** : The selection will be based on viva-voce & perusal of service records. If required, the candidates will have to demonstrate their software developing skills to the committee.

6. **How to apply** : Application should be submitted through proper channel in the proforma as in Annexure-'A' so as to reach the undersigned on or before 12/12/2018.

7. **Tenure** : The tenure of staff selected to the Ex-Cadre post of System Administrator – ERP will be for a period of three years only. The tenure period may be extended by two more years depending upon the exigencies of service. The staff selected and promoted to officiate against this post will retain their lien in his parent cadre and will seek further promotion to higher grade accord to his seniority position in his parent cadre. He is clearly given to understand that his posting in Ex-Cadre would not confer on him any prescriptive right or claim for promotion/seniority or selection in ex-cadre and the administration reserves the right to transfer him back to his parent cadre even before the specified period in the interest of Administration.

The contents of this circular may be given wide publicity.

  
सहायक कार्मिक अधिकारी/जी  
Assistant Personnel Officer/G

Encl Application Format – Annexure – A.

Copy to : Ch.OS/Confidential.

APPLICATION FOR THE POST OF SYSTEM ADMINISTRATOR (ERP) IN  
MECHANICAL DEPARTMENT IN LEVEL-7 OF 7<sup>TH</sup> PAY MATRIX (6<sup>TH</sup> PC SCALE  
Rs.9300-34800 + 4600 GP

1. Name (In block letter) :
2. Emp.No. :
3. Designation/Unit :
4. Date of promotion to Level-6 :
5. Education Qualification :
6. Mobile number :

Signature of the Employee

Forwarded to APO/G

Signature of the immediate supervisor with seal.