

NORTHEAST FRONTIER RAILWAY

Office of the
General Manager(P)
Maligaon, Guwahati - 11

NOTIFICATION

No. E/254/1/52/2(M)/C&W/Pt.V

Dated: 16.09.16

To,
DRM(P)/KIR, APD, RNY, LMG, TSK
CWM/NBQS, DBWS

Sub: Selection for the post of Instructor for Supervisor Training Centre/NBQ

It has been proposed to hold a selection for filling up of the following ex-cadre posts in STC/NBQ.

S N	Category	No. of posts	Break up/ Trade	Cadre from which options can be submitted	Candidates who are eligible to apply
1	Rolling Stock Instructor in PB-2 ₹9300-34800/- + GP ₹4600/-	1(one)	Mechanical	C&W	(i) SSE in PB-2 + GP ₹4600/- (ii) JE in PB-2 + GP ₹4200/-
2	Sr. Lecturer in PB-2 ₹9300-34800/- + GP ₹4600/-	1(one)	Mechanical	C&W & W/S	(i) SSE in PB-2 + GP ₹4600/- (ii) JE in PB-2 + GP ₹4200/-
3	Sr. Trade Instructor in PB-2 ₹9300-34800/- + GP ₹4200/-	4(four)	Machinist - 01 Turner - 01 Painter - 01	W/S	(i) JE in PB-2 + GP ₹4200/- (ii) Sr. Tech in PB-2 + GP ₹4200/-
			Electrician - 01	C&W & W/S	(iii) Tech - I in PB-1 + GP ₹2800/-

The selection will be held in the form of written test followed by viva-voce test in terms of Railway Board's letter No. E(NG)I-2000/PM I/41 (REE 154) dated 12.09.05 circulated vide GM(P) circular No.EPS/499/No.E/254/6 Pt.XIV(C) dated 02.11.05 with those who will secure qualifying marks in the written test.

The other terms and conditions to appear for this selection are as under:

1. The age of the candidates (including fresh applicant/regular or ad-hoc instructors, should normally be not more than 52 years as on the date of notification but under special circumstances this may relaxed to 54 years). Applicants above 54 years will not be eligible in terms of Railway Board's directive contained in their letter No. E(MPP)98/18/13 dated 21-07-1998/RBE No. 98.
2. The post of Instructor is ex-cadre tenure post.



3. Employee who had previously worked as Instructor at STC/NBQ are eligible to apply only after a gap of one year from the date of repatriation to their parent department as per Railway Board's letter E(MPP)/86/13/2 dt.16.05.94 & E(MPP)/2014/3/20 dt. 09.10.2014.
4. The normal tenure is 03(three) years which can be extended to a maximum period of 8 years (Ref. Board's letter No. E(MPP)93/12/13 dated 27.07.1997). However, the administration reserves the right to repatriate any Instructor at any time even before completion of tenure without assigning any reason on administrative ground.
5. Any employee who desires to apply for more than one category/ post, separate application for each category/ post should be submitted. The application will be summarily rejected if only one application is submitted quoting more than one category/ post. The examination is likely to be conducted simultaneously for all the categories on same time on same day. The employee can attend exam only for one category of his choice if he applies for more than one category as the examination is conducted simultaneously.
6. In cases where willing/suitable candidates are not available in the same grade, the selection committee may consider deserving candidates from one grade below the scale allotted. Hence candidates in lower grade as mentioned above can also apply for higher grades clearly indicating the higher grade opted for.
7. Normally, all SSE's who are holding the same grade as mentioned herein above are eligible to apply for the post of Instructor. In addition JE's in grade pay ₹4200/- who have completed 02 years' service in the grade can also apply. However, their application will be considered only when willing/suitable candidates are not available in the same grade.
8. Those applicants who are selected for the above posts from the same grade/ Grade Pay are eligible for training allowance. They are not eligible for fixation of pay or additional increments in terms of RBE No. 94/2004.
9. The staffs selected from lower grades are eligible for fixation of pay and not for training allowance in terms of RBE No. 94/2004. Further while being repatriated they cannot claim the higher
10. The Instructor who has already completed the tenure of 8 years either as regular or on ad-hoc basis will not be eligible for appearing in the selection. This is applicable to all present and past incumbents also.
11. The Instructor will be repatriated to the parent cadre at least 6(six) months prior to superannuation.
12. Serving instructors who have been promoted in their parent cadre, but not released to effect promotion will also be eligible to apply for the post of instructor if their promotional scale is equal/ equivalent to pay scale of notified post.
13. The tenure of the existing instructors if, selected to the higher grade will be counted afresh in the promoted grade.

14. Usually on promotion of Instructors in the higher grade in the parent cadre, one has to go back since there is no vacancy in the higher grade or there is no higher grade post available in such a situation if there is no higher grade vacancy to accommodate the Instructor on promotion the element of the higher grade post may be transferred from the parent cadre, so that the instructor/Demonstrator may continue in the training institute till the completion of his tenure subject to the condition that the Principal of the training Institute recommends the retention of the instructor till the completion of his/her tenure.

15. Any matter not mentioned herein above will be dealt with as per Railway Board's provision.

16. Those staff who are eligible in terms of the conditions stipulated above should submit their application in the prescribed proforma enclosed as "Annexure - A" duly forwarded by their controlling officer to the respective Personnel Officers.

17. The copy of the syllabus for the written examination for categories is enclosed as in Annexure 'B' 'C' and 'D'.

18. Schedule of the Selection

Last Date of receipt of Application at HQ	17.10.2016
Date of publication of List of Eligible Candidate	31.10.2016
Tentative Date of Written Examination	17.11.2016

19. It may please be noted that the controlling officers, Head of the Units have no discretion to entertain any application beyond the last date. While forwarding the application to Head Quarters office the authorities signing should invariably affix the date under signature.

20. The applications received from the staff along with the up to date Service Book case and last 3 years annual confidential report of each staff in one bunch with covering letter addressed to Assistant Personnel Officer/Mech/HQ, should be sent by special messenger so as to reach HQ latest by 17.10.2016 indicating therein the total number of applications forwarded. Sr.DPO/ DPO should take a special care on this stipulation. Applications received in this office after expiry of last date will not be entertained and will be summarily rejected. **NO PIECEMEAL FORWARDING OF APPLICATIONS SHOULD BE RESORTED TO under any circumstance.**

21. No ineligible applications should be forwarded. The authorities should check the correctness of all the particulars of the applications, including age of the applicant with the service register and other relevant records and certify the correctness of each item of the application. Without such certification, applications received will be summarily rejected and the responsibility will be fixed for incorrect or incomplete certification. **While forwarding applications Sr.DPO/DPO Branch controlling officers should take a special care/note that the application must be forwarded through cadre P/Branch only after verification of details and Counter signature of controlling officer, otherwise application will be rejected.**

22. Those who are on leave/ deputation outside Northeast Frontier Railway should also be notified and it is their responsibility to coordinate at every stage and submit application well in time.

23. All the applicants may keep themselves in readiness to appear for the written examination for which dates will be advised shortly.
24. There will be only one written test and no supplementary test will be held subsequently for any category/ post.
25. Please give wide publicity of this notification amongst the staff working under you and make all efforts to invite application from the eligible staff besides displaying this notification on the Notice Board and other conspicuous places of your office.
26. The selection committee, apart from the record of service, educational qualification, professional background and competence, shall also have a special look for the following attributes during selection so as to judge the candidate's aptitude/flair on teaching/ imparting training
- Good communicator
 - Knowledge level on the subject matter
 - Sensitive to and concerned with needs of people
 - Self-starter and motivator
 - Patient and resilient
 - Open minded and perceptive
 - Honest
 - Committed and motivator

THE ABOVE FEATURES MAY SPECIALLY BE MENTIONED IN THE NOTIFICATION ISSUED BY THE RESPECTIVE DIVISION.

** An immediate, time bound action may be taken by the controlling officer by deputing the staff, considering the fact that THE TRAINING PROGRAMME IS NOT HAMPERRED.



(M.Ahmed)
APO/Mech.

For General Manager (P)/MLG

Copy to :-

1. CME/MLG, CWE/MLG
2. CRSE/MLG
3. Sr.DME/KIR,APDJ,RNY,LMG,TSK-It is requested to send the ACRs of last 03 years along with DAR clearance of the staff working under them, who apply for the post of instructors along with applications in consultation with the respective Sr. DPOs/DPOs.
4. Sr.DPO/DPOs/KIR,RNY,APDJ,LMG,TSK - The applications received from the staff should be checked and the checking authority should put his signature and designation under each application as a token of checking.
5. PSTC/NBQ



For General Manager (P)/MLG

ANNEXURE 'A'

(Carefully read all instructions as mentioned in the notification No. E/254/1/52/2(M)/C&W/Pl.V dated 16.09.2016 before filling up of this application)

APPLICATION

FOR SELECTION TO THE POST OF _____ AT STC/NBQ
(Candidate who desires to apply for more than one category/post, separate application for each category/post should be submitted)

1	Name (as per service register)	:	
2	Designation	:	
3	PF No. / NPS No.	:	
4	Station / Division / Unit	:	
5	Present Pay Band & Grade Pay	:	
6	Date of Birth (dd-mm-yyyy)	:	
7	Age as on date of notification in completed years (applicants should not have completed 52 years of age as on date of notification)	:	
8	Date of regular promotion to the present grade*	:	
9	Date of regular entry in to the immediate lower grade (Date and grade to be mentioned)*	:	
10	Academic Qualification	:	
11	Technical Qualification with class / distinction (clearly indicating branch/discipline of qualification)	:	
12	Knowledge of Computer Application	:	
13	Whether UR/SC/ST/OBC	:	
14	DAR/SPE/VIZ Case pending, if any	:	

15	Particulars of field experience in detail			
	From	To	Post held	Division / Unit
16	Particulars of experience in workshops in detail (if applicable)			
	From	To	Post held	Division / Unit
17	Remarks, if any			

***NOTE: Adhoc promotion should not be taken into account**

I declare that the particulars furnished above are correct to the best of my knowledge and belief. If any of the above furnished information is found incorrect/false, my candidature for the selection shall be liable to be cancelled.

Date:

Place:

Signature of the Applicant

Certification by the Administration

Forwarded to CPO/MLG: The particulars furnished above by the employee have been verified and found correct and the conditions mentioned in the notification have been fulfilled by the candidate.

Signature of the Controlling Officer of the department	
Name	
Designation & Office	
Date	
Office Seal	

Signature of the Personnel Officer	
Name	
Designation & Office	
Date	
Office Seal	

SYLLABUS FOR SELECTION OF ROLLING STOCK INSTRUCTOR (RSI) AT STC/NBO

GENERAL:

1. Mathematics : Mensuration, Equations-Simultaneous & quadratic, Trigonometry, Geometry, Logarithms.
2. Science : Physics, Chemistry, Electrical Engineering, Hydraulics, Applied Mechanics, Strength of Materials, Engineering Drawing, Theory of Machine, Material Technology . Heat & Thermodynamics.
3. Stores : Different type of store, stock-Non-stock items, stocking application, Local purchase, EAR, condemnation of Rolling Stock/Machines, Imprest schedule, Inventory control management.
4. Establishment : Leave Rule, Pass Rule, D&AR, Factory Act, HOER, Service conduct rule, staff welfare.
5. Accounts & Budget: Cannons of Financial Propriety Railway Budget-Budgetary terms, types of Budgets, Budget Cycle, Demand for grants, Expenditure Classification Works programme-Financial justification of Works-Preparation of Estimates, Capital budget, Control Over Capital Expenditure.
6. Information Technology : Familiarity with Personal Computer Specs-Processor, RAM, Hard Disk, Floppy, CD, Multimediaetc Operating System-Window Starting & closing programme Creating /Saving /Copying/Moving files in PC and moving files from one PC to another PC Basic MS Word, Excel and Power point
7. Rajbhasha : (Optional upto 10 marks)
Knowledge about Rajbhasha Rules & Regulations, Classification of different zones, Measures taken to develop use of Hindi.

PROFESSIONAL:

Divisional working & operation Management :

- Working time table, working system in control office.
- Working of ART, ARME & Re-railing equipment.
- Prevention of accident on account of C&W
- Accident enquiry, duties of supervisors at site, important measurement required at site.
- IRCA rule part III & IV
- Train operation, operating manuals, G & SR.
- Neutral control organization & their working
- Depot organization, washing pit, sick line & yard working.
- Disaster management.

Carriage:

- Design & construction of coaches.
- Passenger amenity fittings & safety fittings.
- Repair & maintenance of coaching stock, coaching maintenance manual
- Train examination-washing pit & train passing point
- Vacuum & Air brake system
- Training lighting & air conditioning.
- High speed coaches-LHB.

Wagon :

- Design feature of different types of wagon.
- CBC & Screw coupling
- Repair procedure of wagons in sick line, yard/nominated lines.
- Classification of sick line and standard facilities.
- Over dimensional consignment.
- Plain/Roller bearing axle boxes
- Sick-Fit certification, BPC.

OR

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SYLLABUS FOR SELECTION OF SR. LECTURER STC/NBO**GENERAL:**

1. Mathematics : Mensuration, Equations-Simultaneous & quadratic, Trigonometry, Geometry, Logarithms.
2. Science : Physics, Chemistry, Electrical Engineering, Hydraulics, Applied Mechanics, Strength of Materials, Engineering Drawing, Theory of Machine, Material Technology, Heat & Thermodynamics, Workshop technology.
3. Railway working : PCO-Planning, Progress, Inspection, Man-Power planning, Work orders- Repair & Manufacture, costing, Material management, M&P, Works programme and RSP.
4. Incentive : Chittaranjan pattern Incentive, Time study, Job card, Route Card, Merits-Demerits of Incentive scheme.
5. Stores : Different type of store, stock-Non-stock items, stocking application, Local purchase, EAR, condemnation of Rolling Stock/Machines, Imprest schedule, Inventory control management.
6. Establishment : Leave Rule, Pass Rule, D&AR, Factory Act, HOER, Service conduct rule, staff welfare.
7. Accounts & Budget : Parliamentary Control over Railway Finance-Public accountability, Cannons of Financial Propriety Railway Budget-Budgetary terms, types of Budgets, Budget Cycle, Demand for grants, Expenditure Classification Works programme-Financial justification of Works-Preparation of Estimates, Capital budget, Control Over Capital Expenditure
8. Information Technology : Familiarity with Personal Computer Specs Processor, RAM, Hard Disk, Floppy, CD, Multimedia etc. Operating System-Window Starting & closing programme Creating /Saving /Copying/Moving files in PC and moving files from one PC to another PC Basic MS Word, Excel and Power point Basic Local Area Networks. Servers, Hubs, Switches, Structured Cabling, Nodes, Network applications
9. Rajbhasha : (Optional upto 10 marks)
Knowledge about Rajbhasha Rules & Regulations, Classification of different zones, Measures taken to develop use of Hindi.

PROFESSIONAL

Carriage:

- Salient feature of ICF, RCF, BEML, LHB Coaches, repair practice during POH, Modification for high speed running and precaution there to
- Different types of Brakes and its repair practice, provision of safety & Amenity fittings.
- Corrosion repair, its causes & prevention
- Different types of paints, spirit, varnish, undercoating, finishing & painting defects, causes & remedy
- Train lighting principle, Air conditioning & WRA in AC coaches.
- Principle & procedure of bearing maintenance.
- Pipeline layout of coaches, dismantle, strip, install, repair, refit process.

Wagon:

- Salient features of various types of wagons, commodities transported in that wagons and repair stages.
- Brake van-its use and repair procedure.
- Bogie frame-Variou types and their use in different types of springs, Role of springs, free camber working camber etc.
- Brake gears fitted in various types of wagon.
- Air vacuum brake-principle & operation, brake testing, stock adjuster, defects etc.
- CBC- types, components and repair procedure, transition coupling.
- Hot boxes and its causes & remedial action.
- Wagon examination after POH & role of NTRR.

Machine & Millwright :

- Various types of machines, operation & their specific use.
- Various types of tools & cutters, limits, fits & tolerances, Jigs & fixtures, Various types of gauges & their use
- Cutting fluid & their use in various machines.
- Cutting speed, feed, depth of cut etc. machining & manufacturing process of some major components for Loco, Carriage & wagon.
- Design, construction & maintenance of EOT crane & Traversers.
- Designs, construction & maintenance of various types of machines
- Installation of machinery & plant.
- Overhaul & reconditioning of various types of plants & equipment.
- Knowledge of logic circuit in CNC machine.

Welding :

- Gas & Arc Welding process & principle. Tools required for welding, current voltage etc.
- Various electrodes for different type of welding work.
- CO₂, MIG & TIG welding, submerged arc welding.
- Precaution & safety required during welding.
- Welding defects, reasons & remedy.

SYLLABUS FOR SELECTION OF SENIOR TRADE INSTRUCTOR (STI) AT STC/NBQ

COMMON FOR ALL TRADE:

1. **Mathematics**
 - Area, Volume, Percentage, Conversion, Clearance etc.
 - Logarithms, Geometry, Mensuration, Trigonometry
2. **Science**
 - Heat & Temperature, Light & Sound
 - Metal & Non-metal, Timber, Rubber, Paint, Plastic, Lubricants, Fuels etc
 - Forces, work power, energy, Friction etc.
3. **Engineering**
 - Measuring tools, common tools, Precision tools, Hand tools, Gauges.
 - Limit, Fit, Tolerance, Normalizing, annealing, hardening, tempering etc.
 - Engineering drawing-conventional symbol, Geometrical construction, projection, Free hand sketch, sectional views.
4. **Establishment**
 - Organizations function, Leave Rule, Pass Rule, HOER, D&AR, Service conduct rule, Factory Act
5. **Rajbhasha** : (Optional Question upto 10 marks)
 - Knowledge about Rajbhasha Rules & regulations, Classification of different zones.
 - Measures taken to develop use of Hindi.

PROFESSIONAL :

A) PAINTING

- Types of paints, spirit & varnishes and their uses in coaches & wagons.
- Use of Manual and automatic painting equipment.
- Paint materials, specification & properties
- Stencil cutting, letter writing & application.
- Knowledge about primers, undercoating, screen painting, spray painting.
- Putty and fillers application
- Safety in use of paints.

B) WELDING

- Knowledge of Welding Technology.
- Various types of welding - Arc, CO₂, Tig welding etc.
- Alluminium & Cast iron welding- Joint preparation, crack arrester, gauging, pre and post heating, welding procedure and test.
- Gas cutting process- cutting equipment, flames, gas cutting of panel patch, underframe members
- Classification of electrodes, types of electrodes used in welding.
- Various types of tools used for welding, safety in operation.
- Welding inspection & testing.

C) MACHINE

- Various types of tools, precision instruments, Gauges & Templates, jigs & Fixtures.
- General knowledge of various types of machines & their functions.
- Lifting & handling of devices
- Use of proper cutting speed & feed for various metals.
- Types of cutting tools, Machines of cutting & chip formation, tool angle, cutting speed & feed, cutting tool material.

D) MILL WRIGHT:

- Installation of machine-engineering construction, material, design, maintenance
- EOT crane & Traverser-Design, construction and maintenance of EOT crane, traversers and its sub-assemblies.
- Compressor- Definition, function, working principle, cooling, lubrication & maintenance.

E) CARRIAGE:

- Types of coaches, salient features, dimension, materials used in coaches, POH & maintenance of different coaches
- Pipeline layout, types of pipes, remove, repair & refit of commode, wash basin, push cock, flush & water tank.
- Lifting, De-wheeling and lowering of coaches.
- Draw-gear, Buffer and Head stock-examination and maintenance schedule, inspection & repair procedure
- Air brake system & different parts, Maintenance & testing of DV, BC, CR, AR & PEAV etc. & single car test.
- Prone areas of corrosion, causes & prevention
- Inspection & repair of bogie, alignment of trolley frame, dash pot, oiling.

F) WAGON

- Types of wagon function of draw gear, buffer etc., Maintenance schedule, wheel & axle defect, hot box etc.
- Maintenance of CBC & their function, various types of bogies, spring & their uses, transition coupling.
- UIC & CASNUB bogie, inspection & maintenance H

II) CARPENTRY

- Various Types of marking, measuring, inspecting, cutting, planing, boring, drilling tools & their process
- Various types of joints and their uses.
- Reading & marking of Drawings and cutting patterns.
- Inside paneling & Furnishing.
