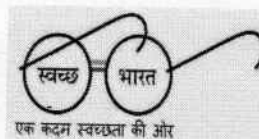


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SOUTH EAST CENTRAL RAILWAY
RAIPUR 492008 (C.G.)

वमकाधि कार्यालय रायपुर
Office of the Sr. Divl. Personnel Officer, Raipur



FAX (0771) 2252290

NOTIFICATION NO.-03/2019 dated 30-01-2019

To,
Sr. DOM (Co-ord.)/R

Sub: Selection for filling up the vacancies of Instructor in Pay Matrix Level-07 at DTC/BMY in Operating Department of Raipur Division.

<<<<<<<<

With the approval of the competent authority, it is to fill-up the following non-gazetted posts in terms of Estt Rule No. 219/2005 and 262/2005 of Instructor under DTC/BMY by selection after holding written test followed by viva-voce test for suitable candidates from the respective department having lien of Raipur Division, SECRLY. Details is as given below.

Srl. No.	Department	NO. Of posts	Pay Matrix Level	Remarks
1	Operating	1	Level-7	Only Staff working in regular basis Pay Matrix Level-7 of Operating Department at Raipur Division can apply.
Total		01		

The application form, as per attached Annexure 'A' should be forwarded through proper channel by the Operating Department and should reach to this office in a bunch on or before **20-02-19**. The applications directly received in this office will not be entertained and no correspondence will be made in this regard. Sr. DOM (Co-ord)/R is requested to wide publicity among the staff working under your control.

Eligibility criteria and terms & conditions:-

1. The staff working in the Operating Department having lien in Raipur Division can only apply for the post of Instructor.
2. The staff actual working post in Pay Matrix Level-7 of Operating Department only will be eligible to apply against the vacancies of Instructors.
3. The minimum tenure of the Instructors will be three (03) years. The tenure of the Instructors with proven record can be extended up to eight (08) years.
4. In terms of Estt. Rule No. 262/2005 & 359/2018 candidate will have to undergo viva-voce in addition to the written examination with 100% Objective Type as per enclosed syllabus. The Selection committee which will assess the applicants keeping in view their Record of Service, educational qualification, professional background, competence. The attributes of Good communicator, Sensitive, Concerned with the needs of people, Self-starter, motivator, Patient and resilient, Open minded, Perceptive, Honest, Committed & motivated etc.
5. The lien of the staff so selected will be maintained in their parent seniority group and they will be sent back to their former post as and when the tenure is completed or repatriated early by the administration.
6. The staff so selected for post of Instructors for Training Centre will be granted Training Allowance as per extent rules.
7. The training allowance will be admissible to the members without any ceiling and not form the part of pay as defined in FR (9) (21) (2003) (21)-R-II, but however, will count for the purpose of leave salary.
8. Since the Instructors are granted training allowance they will not be entitled to special pay/deputation (duty) allowance.
9. The staff who are already working in the ex-cadre post and who have worked in the ex-cadre post will not be allowed before mandatory cooling off period of 03 years in their parent cadre.
10. The department should scrutinize and forward applications of all eligible volunteers with in a bunch to this office on or before 20-02-2019.

(संभ्रम सोरेन)

मंडल कार्मिक अधिकारी

Conntd.-2

Encl: Application Proforma and Syllabus.

No: E/ PB/ R/ CDR/2017/06

Date: 30.01.2019

Copy forwarded for information and necessary action to: -

1. Sr DOM(Co-Ord)/R
2. DC/SECRM/ R, DS/AISCSTREA/R, DS/SECROBCREA/R
3. Available in web-site of [http:// www.secr.indianrailways.gov.in](http://www.secr.indianrailways.gov.in), link as Home page-About us-Division/Workshop-Raipur-Personnel- Notification.


कृते, वरि. मंडल कार्मिक अधिकारी

(40)

Tentative syllabus for the post of Training centre Instructor

(1)	Rajbhasha. राजभाषा
(2)	Signaling and Interlocking. सिगनल एवं इंटरलॉकिंग
(3)	Classification & working of stations. स्टेशन का वर्गीकरण एवं कार्य प्रणाली
(4)	Shunting and Marshalling Rules. शंटिंग एवं मार्शलिंग नियम
(5)	Control organisation. नियंत्रण संघठन
(6)	System of Trains working in Raipur Division. रायपुर मंडल में ट्रेन की कार्यप्रणाली
(7)	Caution Orders, Caution Boards & Notice Station. सतर्कता आदेश, सतर्कता बोर्ड एवं नोटिस स्टेशन
(8)	Accidents and unusual occurrences & Disaster management, Safety seminars. दुर्घटना एवं असामान्य घटना तथा आपदा प्रबंधन, संरक्षा संगोष्ठी
(9)	Operating records and Registers. परिचालन रिकॉर्ड एवं रजिस्टर
(10)	Operating Statistics, Section capacity, Line capacity, Census, Working Time Table, Brake Power Certificate, Station Working Rule. ऑपरेटिंग आंकड़े, सेक्शन कैपेसिटी, लाइन कैपेसिटी, सेन्सस, कार्य समय सारणी, ब्रेक पावर सर्टिफिकेट, स्टेशन संचालन नियम
(11)	Rules of allowing various types of blocks in the Section, Siding works, movement of ODC, Schedule of traffic, Allotment and loading. खंड में विभिन्न प्रकार के ब्लॉक नियम, साइडिंग के कार्य, ओ.डी.सी. का परिचालन, यातायात सूचि, आबंटन और लोडिंग
(12)	Different types of goods and coaching stock, vehicle codes and various marks painted on wagons and coaches. विभिन्न प्रकार के माल तथा यात्री स्टॉक, गाड़ी कोड एवं वैगन तथा कोच में विभिन्न मार्का.
(13)	System of working of Sidings, Commodities in Raipur Division. रायपुर मंडल में साइडिंग की कार्यप्रणाली तथा कमोडिटी (वस्तु)
(14)	Leave & Pass Rules and D&A provisions. छुट्टी एवं पास के नियम और अनुशासन एवं अपीलिय प्रावधान ।
(15)	Working of material trains, TMM. टी एम एम, माल गाड़ियों का कार्यप्रणाली
(16)	Commercial activities in stations, Damurrage & warfage स्टेशनों एवं साइडिंग में वाणिज्यिक गतिविधियाँ, डैमरेज (विलंब शुल्क) तथा वारफेज

Date:- 12.01.2019


Sr. Divl. Operations Manager
S.E.C. Railway, Raipur

Application proforma for the Ex-cadre post of Instructor
(Operating) in DTC/BMY.

New passport
size
Photographs

No.	Particulars	Details
1	Name of the candidate (in capital)	:
2	Father's Name	:
3	Present Designation	:
4	Present scale of Pay/Pay Matrix Level (Mentioned the date necessary)	:
5	Caste whether UR/SC/ST (Attested copy of caste in case of SC/ST should be enclosed)	:
6	P.F. No./ NPS No.	:
7	Working under /Office /Station /Unit	:
8	Date of Birth	:
9	Date of Appointment	:
10	Initially appointed as (post)	:
11	Date of promotion to the present grade	:
12	Educational/Technical Qualification (Attested copy to be enclosed)	:
13	Professional background i.e. working experience	:
13	Remarks, if any	:

Signature of Employee

Date:

Name:

Place:

Designation:

The above information is correct and verified from the available records. The employee is free from D&A/SPE/VIG cases and fulfils the conditions prescribed for the post.

Signature of immediate supervisor/Controlling officer with date and official seal.