

दक्षिण पूर्व मध्य रेल्वे

South East Central Railway

कार्मिक विभाग, मंडल रेल प्रबंधक कार्यालय, बिलासपुर

Personnel Department, Divisional Railway Manager Office, Bilaspur

No.E/Per/Engg/Instructor/2024

Date:24-06-2024

NOTIFICATION NO.72/2024

It is proposed to fill up 01 (One) vacancy of Instructor (Civil/Engg.) in Pay Matrix Level-6 against Ex-cadre post under MDDTI/Bilaspur, details of which are appended below:-

1	Name of the post & Pay Matrix Level	Vacancy
	Instructor (Civil /Engg.), Level-6	01
2	Closing date	18-07-2024
3	Mode of selection	(A)In terms of RBE No.79/2019 (Estt. Rule No.141/2019), the details are appended below:- (i) Written Test (75 marks) and Classroom Lecture Trial (25 marks). Selection Committee constitution to be in terms of letter No.E (MPP)/2018/3/5 dated 19.06.2018 (RBE No.93/2018) (Estt.Rule No.194/2018). Principal/Head of the Training Institute shall be associated in class room trial. Thus, the above selection process will evaluate the knowledge as well as communication skill of the candidates as both are required for the post of Instructors. (ii) Maximum Marks-100, Qualifying Marks- 60%. (B) In terms of RBE No.39/2020 (Estt.Rule No.72/2020), all those candidates who score not less than 60% marks in the written test (professional ability) will be called for class room lecture trial, and the final panel will be drawn in the order of merit from amongst those who secure a minimum of 60% marks in the professional ability and 60% marks in the aggregate. (C) The written examination will be conducted as per RBE No.-196/2018 (Estt.Rule No. 359/2018), RBE No.-97/2019 (Estt.Rule No.164/2019), PCPO/SECR's office letter No.P-HQ/RUL/105/2 (Vol.II) dated 02.02.2023 & 20.04.2023 and as per extant rule circulated from time to time (The question paper will henceforth be 100% Objective type) (D)In terms of RBE No.194/2019 (Estt.Rule No.315/2019), there will be negative marking @ 1/3 mark for a wrong answer.
4	Eligibility condition	(A)In terms of RBE No.79/2019 (Estt. Rule No.141/2019) :- (i) Staff in same/allied department in identical Grade Pay in Level-06 (GP: 4200/-). (B) In terms of RBE No.104/2023 (Estt.Rule No. 178/2023):- (i) Upper age limit on the date of notification may be 58 years.
5	Terms & conditions	(i) The candidates should have completed at least two years service in railways on the date of notification. (ii) The staff (JE-P.Way) working and having lien in the Engineering department/BSP Division can only apply for the post of Instructor (Engg-P.Way). (iii) Ministerial staffs are not eligible to apply for the post of Instructor (Engg-P.Way). (iv)The staff working in Pay Matrix Level-6 (only regular) will be eligible to apply against the vacancy of Instructor (JE/P.Way/Engg.). (v) The staff working in Level-6 are if selected, they will be considered for being posted only for Level-6 (GP-4200), in terms of RBE No.

	06/2007 (Estt.Rule No.36/2007) (vi)In terms of RBE No.04/2021 (Estt. Rule No.15/2021) & RBE No. 104/2023 (Estt.Rule No.178/2023), the tenure of the Instructor will be five (05) years in the MDDTL. (vii) In terms of RBE No. 145/2017 (Estt. Rule No. 196/2017), the staff so selected for the post of Instructor for Training center will be entitled for the teaching allowance at the rate of 12% of Basic Pay. (viii) In terms of RBE No.104/2023 (Estt. Rule No.178/2023), cooling off period between two tenures should be at least one year. (ix)The staffs 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. (x)The paper lien of the staff so selected will be maintained in their parent seniority group/unit and they will be sent back to their former post as and when the tenure is completed or repatriated early by the administration. (xi)Since, the Instructors are granted Teaching allowance, hence, they will not be entitled to special pay/deputation (duty) allowance. (xii)Sr.DEN(Co-ord)/BSP is requested to give wide publicity among the staff working under their control. (xiii)The application form, as per attached Annexure-‘A’. The controlling officer has to forward all the applications in one bunch to this office on or before 18-07-2024. The HQ/Construction staffs (lien Maintained in BSP Div.) may forward their application, through proper channel of their Controlling Officer to Personnel department/BSP Division. Applications received after the last date will summarily be rejected without assigning any reason. The applications received beyond the last date should not be entertained and rejected invariably by the controlling supervisors/officers and same will not be considered. The applications directly received in this office will not be entertained and no correspondence will be made in this regard.
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Encl-Application Proforma (Annexure ‘A’) &
Syllabus (Annexure ‘B’)

(Raghvendra Singh)
Asst Personnel Officer
Digitally Signed by
Raghvendra Singh
For Sr.DEN, Personnel Officer

Copy forwarded for kind information and necessary action to:- **Date: 24-06-2024 13:01:55**

- i) CPO(Con)/BSP are requested to if any eligible staffs are submitted for the above post kindly check & verified those lien in BSP division before submitting in this office.
- ii) Sr.DEN(Co-ord/BSP, Ch.OS(Conf)), DC-SECRMC/BSP, DS-AISCSTREA/BSP, DS-AIOBCs/BSP, Notice Board.
- iii) Available on web-site of <http://www.secr.indianrailways.gov.in>
Link as Home page- About us- Division/Workshop- BSP -Personnel- Notification

PROFORMA

**Application proforma for the Ex-cadre post of Instructor (Civil/Engg) in Pay Matrix Level-6 under
Sr.DPO/MDDTI/BSP**

Sr.No.	Particulars	Details					
1	Name						
2	Father's Name						
3	Date of Birth						
4	Age as on date of Notification i.e. 24-06-2024	Years		Months		Days	
5	Date of initial appointment						
6	Initial appointment post & Pay Matrix Level	Post					
		Level					
7	Present post and Pay Matrix Level on regular basis/substantive grade	Post					
		Level					
8	Date of promotion to the present post on regular basis/substantive grade						
9	Working under						
10	Station/office/Unit						
11	Division						
12	PF.No./NPS No.						
13	Community						
14	Educational/Technical qualification	Educational					
		Technical					
15	Professional background i.e. working experience						
16	Period of ex-cadre tenure, if any						
17	Remarks, if any						
18	Whatsapp No.						
19	Mobile No. & Email ID						

Place:.....

Date:.....

Signature of the employee

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

नियंत्रक अधिकारी का हस्ताक्षर एवं पदनाम
Signature and designation of controlling officer

[Signature] 24/06

906601/2023/O/o Dy.CE/Gen/HQ/SECR

Proposed Syllabus for Selection of Instructor (P.Way) at Railway Training Institute (Based on Training Module prepared by IRICEN,Pune and issued by Railway Board Vide letter no.

E(MPP)/2019/03/46 dated 24.12.2021

" The syllabus shall be according to the IRPWM-2020 along with all correction slips to IRPWM-2020."

TOPIC	TOPIC DETAILS
	PART I- ORGANIZATION OF RAILWAYS
1.1	Overview of organization of Railways. Different Gauges. Classification of Routes. Role of JE/SSE in the organization.
	PARTII-TRACK COMPONENTS
1	RAILS :
1.1	Rail, different types of rail section, various types of standard of loadings.
1.2	Sectional properties Standard sections, grade, UTS & service life, classification, Rolling marks. Colour coding of rails
1.4	Instruction for handling of rails.
1.5	Straightening of rail kinks by Jim crow & precautions while using Jim Crow.
1.6	Corrosion of rails & methods for anticorrosion treatment of Rail.
1.7	Wear of Rail & its causes.
2	RAIL JOINTS :
2.1	Different types of fish-plates : 610mm fishplate, 1m long fish plate, Combination fish-plates, Skimmed fish-plates, Different types of fish-bolts, anti-sabotage fish-bolts, Chamfering of bolt holes.
2.3	Glued joints (in situ/ prefab), ordinary insulated joints (BJ).
2.5	Rail unloading by End Unloading Rake (EUR) and related precautions
2.6	Technical Film/Video clip Photographs - Glued Joint, block joint, etc.
2.7	Technical Film/Video clip Photographs - Rail handling, Drilling of holes, Chamfering of holes, Unloading of Rails by EUR, rail grinding machine.
3	SLEEPERS
3.1	Functions of sleepers, various types of Sleepers including composite sleepers
3.2	Concrete sleepers, Mono-block PSC Sleeper, Special sleepers for L-xings, turnout, SEJ, bridges approach, slack gauge sleepers for curves (more than 4°), special sleepers for sharp curves (more than 8°), wider sleeper, Sleeper density on different routes.
4	FASTENINGS FOR PSC SLEEPERS
4.1	Malleable cast iron inserts Elastic Rail Clips: Various types – ERC mark III, mark V, zero toeload, GJ clip, Toe load measurement of ERC, Criteria for ERC renewal. Rubber pads: Different types. Liners : Different types, GFN liners, metal liners, combination liners Anti-sabotage arrangements for various sleepers, Creep anchors, method for fixing, Box anchoring, Recent developments in new types of ERC, Liner, Rubber pads Modern elastic fastenings viz. Vossloh, Nabla etc

TOPIC	TOPIC DETAILS
5	BALLAST :
5.1	Functions of Ballast.
5.2	Ballast profile - Ballast sections for straight and curves on single/double lines, for BG/MG/NG with fish plated track, SWR and LWR.
5.3	Specification for track ballast, measurement & testing of ballast. training out Ballast, DMT Operation
5.4	Assessment of ballast requirement
6	FORMATION:
6.1	Functions of Formation
6.2	Formation profile for bank and cutting including side and catch water drains
6.3	Causes for formation failure (Rehabilitation of weak formation) including case studies
	PARTIII- TRACK STRUCTURE
1	TURNOUTS – INTRODUCTION
1.1	Turnouts, Definition and description of components.
1.2	Basics of Railway Horizontal Curves including working out speed potential of curves.
1.3	Different types of turnouts : 1 in 8.5 , 1 in 12 & 1 in 16 Different types of switches – straight switches, Curved switches, Thick web switches, Derailing switches, symmetrical split Different types of crossings - ordinary built-up and CMS crossings, swing nose crossing, gapless/machine joint , Spring points, Speed potential/ permissible speed of turnout.
2	TURNOUTS - ASSEMBLY & LAYING
2.1	Main dimensions of different types of turnouts, marking/ verification of cumulative spacing of turnout sleepers, assembling of turnouts.
2.2	Contrary and similar flexure turnouts: Definition, Calculations for lead & radius.
2.3	Laying & Maintenance of fan shaped turnouts, maintenance of turnouts in curves, turn in curves, laying and maintenance of spring setting device.
3	CROSSOVERS – LAYOUT CALCULATIONS
3.1	Calculation for laying cross over. Cross over between straight parallel tracks with same & different no. of crossings.
3.2	Cross over between curved parallel tracks, Cross over between inclined tracks.
3.3	Special layouts: Diamond crossings including with single and double slips. Scissors crossover, Definitions and description of components.
3.4	Gathering lines, Xing angles and limiting angle layouts.
3.5	Calculations for different turnouts and spacing, Miscellaneous layouts: (1) Triangle (2) Double junctions (3) Gauntleted track (Brief description).

TOPIC	TOPIC DETAILS
4	TRACK STRUCTURE IN YARDS
4.1	Track Structure in yards: Simple station layouts, loop lines, gathering neck, stabling lines, overrun line, shunting neck, hot axle/fuel lines, machine siding etc.
4.2	Isolation: derailing switch, Sand hump, dead ends, Catch siding, slip siding.
4.3	Restriction in use of 1 in 8½ turnouts on passenger lines. Restrictions regarding change of grade on approaches of turnout.
4.4	Fouling marks, distance pieces to platform lines.
4.6	General requirement of P-way Materials for 1km track.
4.7	Strengthening of loop lines for 30kmph 50kmph.
5	LEVEL CROSSINGS
5.1	Level crossings: Classification, types.
5.2	Normal Position of Gates, Locking arrangement.
5.3	Equipment at LC
5.4	Features of track at and on approaches of level crossings. overhauling of LC, Maintenance of road surface and approach track, Check rails-types. Visibility at LC.
5.5	Checking of equipment and knowledge of rules of gatemen, competency, medical, Refresher Statutory provisions of Railway Act on LC, GWR Protection diagram, Slide boom operation, Height gauge.
5.6	Inspection of L-xing, Duties of gatekeeper in case of fire, Hot axle, train parting, hanging part, flat tyre.
5.7	Speed breakers, Road sign Boards, Provision of new LC, Manning, De- manning, interlocking and replacement with ROB, closure, shifting and replacement with limited height subways/ RUBs, Elimination of LC.
6	BRIDGES & TRACK STRUCTURE ON BRIDGES
6.1	Bridges: Classification, Types, Track Structure on girder Bridges, ballasted decks, arch bridges, provision of guard rails, re-railing ramps
6.2	Steel channel sleeper, H beam sleeper, composite sleeper : Laying and maintenance
6.3	Inspection and Maintenance of bridges, Numerical Rating System Dismantling of Arch Bridges
6.4	Attention to approach track & strengthening, Cleaning of waterway, Checking guardrails, Painting of HFL, DL & flood gauge, bridge name board.
6.6	Insertion of RH girder and laying of CC cribs
7	TUNNELS
7.1	Various components, track structure including guard rail, inspection.
	PART IV- WELDED RAILS
1	WELDING OF RAILS
1.1	Necessity of welding rail joints, ill effects of joints.
1.2	SKV, Wider gap Welding, compressed air preheating, 3 piece mould AT welding technique, New development in AT-weld.
1.3	Precautions to be observed during AT weld for good quality. Competency & training requirement of welder & supervisor, Selection of rails for welding.

1.4	Tolerances for finished A.T. welds & FB Welds.
1.6	Flash Butt welding. Testing of FBW welds, Mobile flash-butt welding Planning & executing of TWR with MOBILE FBW PLANT including tender schedule, specifications & conditions.
2	SHORT WELDED RAILS (SWR)
2.1	Definition, Track Structure for SWR.
2.2	Conditions of laying, Maintenance of SWR.
2.3	Tutorial on- Gap survey & adjustment of gap
3	LONG WELDED RAILS (LWR)
3.1	Definitions theory, concept of LWR. Historical development
3.2	Various types of Rail thermometers.
3.3	Permitted locations for laying, Track Structure, Laying of LWR.
3.4	Different types of SEJ
3.5	De-stressing: Criteria for destressing, method of destressing without tensor/ with rail tensors.
3.6	Repairs of Rail fracture.
3.7	Repairs of buckling.
3.8	Regular track maintenance operations on LWR
3.9	Special track maintenance on LWR
3.10	Cold & hot weather patrolling.
3.11	Inspection of LWR and remedial actions for correction of gaps at SEJ, Hysteresis loop.
3.12	Competency level to carry out various works in LWR track, Dos & Don'ts.
4	USFD
4.1	Different types of Rail flaws/ defects.
4.2	Rail Fracture- Codification of Rail Defects
4.3	Preservation of fractured pieces for testing.
4.4	USFD: Ultrasonic flaw detection, fundamentals of ultrasonic waves, defect detection, need based concept of USFD, frequency of testing, brief description of various types of USFD machines and probes used, calibration and sensitivity checking, limitations of USFD, USFD Flaw /defect, marking of defects. Action to be taken for different Rail/Weld USFD flaws. SPURT Car, Recent developments,
	PART V - INSPECTION AND MAINTENANCE OF P.WAY
1	INSPECTION AND DUTIES
1.1	Duties of track maintainer
1.2	Duties of Key man.
1.3	Duties of Mate.
1.4	Duties of JE/P. Way.
1.5	Duties of SSE/P.Way.
1.6	Inspection schedule of JE/P.Way/SSE/P.WAY (sectional)
1.7	Inspection schedule of SSE/P.WAY (Incharge)
1.8	Items to be inspected during Push trolley, motor trolley, on foot & footplate inspection

2	MAINTENANCE OF TRACK
2.1	Annual programme for regular Track maintenance
2.2	Maintenance planning
2.3	Through packing
2.4	Overhauling
2.5	Record of Gang work, Gang chart/diary, Keyman's diary, Mate's diary, Record of work of Artisans and other workmen,
2.6	Half yearly reports on conditions of permanent way, PWI's Section Register, P. Way plans and diagrams
2.7	Deep screening of ballast
2.8	Lubrication of joints and lubrication of rails in straight on work spot and on curves, maintenance of rail joints, lubrication on switches, lead rails
2.9	Picking of slacks
2.10	Cleaning of drains and water ways, inspection of cutting, removal of loose boulders
2.11	Prevention of creep, Creep anchors, Anti-creep fastenings, Measurement of creep, Markers, Creep registers; Creep adjustment, Adjusting joint sleepers.
2.12	Lifting and lowering of track
2.13	Special attention to maintenance of platform lines and drainage, maintenance of apron.
2.14	Maintenance in electrified areas: Basic knowledge of OHE, Special instructions to staff working in traction area, Felling/Cutting/pruning of trees very close to OHE.
2.15	Working in track circuited areas - maintenance of track circuited sections, use of insulated trolleys, Gauges and other tools, maintenance of insulated joints, glued joints, Felling/Cutting/pruning of trees obstructing view of signal, Coordination with signal and operating departments
3	MECHANIZED MAINTENANCE
3.1	3 tiers system of track maintenance, Working of MMUs
3.2	Small track machines: types, use in maintenance, spot attention with off track tampers, Troubleshooting and system of repairs & maintenance, procurement, Recent developments in light weight small track machines
3.3	Introduction to different types of track machines viz. Duomatic, CSM, tamping express, DTS, Unimat, BRM, FRM, BCM etc.
3.5	Working rules for track machines (IRTMM chapter 4, para 4.5-4.10)
3.4	Pre-requisites to tamping and other machine working, Pre & Post tamping attentions and attentions during tamping.
3.5	Working principles of tamping machine - 3 point & 4 point lining including working of ALC, DRP, CWS, CMS
3.6	Deep screening of ballast with BCM machine.
4	RECONDITIONING OF MATERIALS AND TOOLS
4.1	Reconditioning of P. Way materials, Rails, Welding of scabbed rails
4.2	Repressing of fishplates, Use of shims, Beaters etc,
4.3	Reconditioning of worn out crossings and switches, type of electrodes used, RDSO approved vendor and welder system, Translamic robotic welding- planning, execution including schedule, conditions& specifications.

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5	TOOLS & EQUIPMENTS
5.1	Measuring tools, Pway inspection kit & its demonstration
5.2	Regular Maintenance Tools.
	PART VI- SAFETY
1	TROLLEY/LORRY/DOLLY WORKING
1.1	Distinction between Trolley, Lorry & motor Trolley.
1.2	Competency Certificate
1.3	Working of Push Trolley, Lorry & motor Trolley, Its equipment Working of Material tram, Working of Rail Dolly and its protection arrangement
1.4	Trolley Refuges
2	PROTECTION, RESTRICTIONS & INDICATIONS
2.1	Hand signals in day and night, Hand flags, Hand lamps, Banner flags, Detonators, life of detonators, testing, fog signals.
2.2	Model room demonstrations of hand flags, lamp, banner flags, detonators, etc.
2.3	Engineering, Indicators, Temporary and permanent.
2.4	Works of short and long duration, Protection arrangements during emergency, during traffic block/road vehicle working adjacent to track/during poor visibility and Caution order.
3	PATROLLING
3.1	Necessity of patrolling.
3.2	Kinds of patrolling i.e. Key men's daily patrol, Gang patrol, Monsoon security, Hot and cold weather patrolling, Watch at vulnerable points, Weather warnings, Single and double shift patrolling.
3.3	Patrol charts, Patrol books and equipments, selection and duties of patrolmen.
3.4	Night checks & Inspections
4	CRS SANCTION & SCHEDULE OF DIMENSIONS
4.1	Track Works requiring CRS sanction, Procedure for getting CRS sanction.
4.2	Various schedules of dimensions related to P. Way
4.3	Infringements, Register of infringements
4.4	Movement of ODC
5	DIVERSIONS
5.1	Definition, Types of diversions.
5.2	Standard for laying diversions.
TOPIC	TOPIC DETAILS
	PART IX-CURVES
1	HORIZONTAL CURVES
1.1	Types of curves, Degree of curve, Relation between degree & Radius, Chord and Versine, Standard chords for measuring Versine.
1.3	Super elevation / equilibrium cant, Maximum cant for normal and high speed trains, Cant deficiency and cant excess, Formula for safe speed on curves, Equilibrium speed, Calculation of cant to be provided and permissible speed, Transition length, Maximum cant gradient, Rates of running out of cant and cant deficiency.

	grade compensation.
1.4	Miscellaneous - Running out cant on transitioned curves, laying of rails on curves, Mid stagger joints on sharp curves. Rail posts and Curve boards (IRPWM Para 409). Lubrication of outer Rails on curves, Check rails on sharp curves.
1.5	Widening of gauge on curves, Extra clearance on curves. Minimum length of straight between Reverse Curves.
1.6	Curves with similar and contrary flexure, Calculation of cant to be provided and permissible speed, Curve with X-over and diamonds
1.7	Tutorial on design of curve based on 1.7 above.
2	VERTICAL CURVES
2.1	Need for vertical curve.
2.2	Tutorial on working out geometry of vertical curve.
3	REALIGNMENT OF CURVES
3.1	Re-alignment of curves, String lining of curves, Need for curve adjustment.
3.2	Criteria for curve realignment.
3.3	Calculations of slews by second summation method.
3.4	Steps involved in curve realignment
3.5	Curve realignment – working out slews using software.
	PART X- SURVEYING
1.1	Concept of survey and modern surveying instruments.
1.2	Introduction of total station (concept, uses and equipment).
1.3	Curve setting by Theodolite/Total Station.
	PART XI- TRACK RENEWALS
1.1	Scope and criteria for Complete track renewals (CTR), Through rail renewals (TRR), Through Sleeper renewals (TSR), Through fitting renewal (TFR) and through ballast renewal (TBR), Throughbridge timber renewal (TBTR), Through turnout renewal (TTR), Through weld renewal (TWR).
1.2	Casual renewals of rails, sleepers, fastenings etc.
1.3	Methods of renewals: Planning for track renewal work including material planning, requirement of tools and plants, track machines, traffic blocks and speed restrictions. New Track Laying Standards, Protection of site -- safety precautions during work.
1.4	Project report for Track Renewal works – IRPWM Para 309
1.5	Release material handling: Picking of released materials, Classification & disposal. Handing over & taking over of assets between construction & open lines.
1.6	Mechanized track renewals - Relaying with PQRS Track relaying train (TRT), Relaying of turnout with T-28.
	PART XII- TRACK MANAGEMENT SYSTEM (TMS)
1.1	Introduction to IRICEN Website and assessing the various publications and knowledge bank, Introduction to various modules of IRCEP, TMS- Purpose & Advantage

	TMS- Asset Creation including Hands-on (Rail, Joints, Welds, Sleepers and Fastenings, SEJ, LWR, P&C, Curve & LC).
1.2	Generation of various Report and Registers, Track Diagram.
1.3	Asset change module (Rail, sleeper, ballast, LC & P&C etc
1.4	Fracture Entry, USFD entry & Weld/Rail fracture reports.
1.5	Store Module.
1.6	Misc Module.
	PART XIII- TRACK RECORDING & MONITORING
1.1	Track Parameters for track monitoring including Various Track Tolerances.
1.2	Method of Inspection: Push trolley, Motor trolley, Foot inspection, Engine & Rear van Inspection, TRRC, Oscillograph car, OMS, SPURT Car
1.3	Frequency of inspection with various track recording modes (TRC, OMS, Oscillograph car).
1.4	Action to be taken based on various inspection including Track Recording results & based on TMS Reports.
	PART XIV- ACCIDENTS & DISASTER MANAGEMENT
1.1	Duties of JE/ SSE /P. Way in disaster management.
1.2	Classification of accidents.
1.3	Responsibility of P.Way staff on sounding of hooters, action to be taken on reaching accident site: First aid, Preservation of clues, Assessment of men and materials for restoration, Recording site and track particulars, Preparation of a sketch, Preparation of joint note, Expeditionous restoration.
1.4	Drivers reports on bad riding and action to be taken
1.5	Breaches & its types, Prevention & action during breach, Action with regard to Railway Affecting tanks, Engg. material in ART.
1.6	Rail wheel interaction- theory.
	PART XV- LAND MANAGEMENT
1.1	Land acquisition.
1.2	Demarcation of land boundaries and maintenance of land registers
1.3	Licensing/leasing, Way Leave Facility, NOC to Private Party/ Builder for building near Railway Boundary
1.4	Relinquishment of railway land.
1.5	Type of encroachments and PPE Act.
	PART XVI- OFFICE & STORES
1	<u>STORES</u>

1.1	Procuring of office stationary and stores, Procuring of P. Way stores for maintenance and for special works, Classification of stores, Accountal of stores, DS- 8 note, RE-9B, Material Transaction Order, Adjustment Memo, Stock verification reports, Disposal of Scrap & surplus stores, Overhauling of stores. Numerical ledgers & inventory control.
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1.2	Classification of stores. Stock verification. Stock sheet. Submission of Returns. Inventory control. Maintenance of DMTR and Ledgers. Submission of Store returns in time. Materials at site register. Imprest Store. T&P Store.
1.3	Functioning of Divisional Stores Depots and Track Depot. Requirement of materials for casual renewal and sanctioned renewals. Working out list for track materials. Proper care & upkeep of store. Environmental management: improvement of store & depot including cleanliness, hygiene, afforestation, rain water harvesting, energy conservation etc.
2	PERSONNEL
2.1	Muster. Pay sheet. VIIth Pay commission pay levels. Allowances.
2.2	Wage period. Bill preparation. Filling up of TA & OT Journals
2.3	Passes and leave Rules
2.4	Medical Assistance and Medical Examination Rules
2.5	Establishment Records in SSE JE P Way office
2.6	Industrial Relations:-Unions & Associations, PNM, JCM
2.7	Railway Services (Conduct) Rules. D&A Rules
2.8	Categories of staff under Hours of Employment Regulations
2.9	Labour Laws- overview: Display of Statutory Notices. Inspection by Labour Enforcement Officer
2.10	Payment of Wages Act. Minimum Wages Act. Contract Labour Act
2.11	Workmen's Compensation Act. Action in case of injury/death on duty. Ex- Gratia Payment.
2.12	RTI Act- Important provisions
2.13	Police jurisdiction and security of railway materials: IRWM- Chapter- XI
2.13.1	General, Police jurisdiction, Lodging of complaints, cooperation with government railway police.
2.13.2	Cognizable offences, Non-cognizable offences, Powers of arrest by railway staff. Warrants against railway staff. Action by railway staff in cases of attempted sabotage. Answering of court summons.
2.13.3	Prevention of trespass. Disposal of human bodies found run over. Disposal of cattle found dead on the line. Proforma for lodging FIR. miscellaneous
3	RAJBHASHA
3.1	Directives in use of Raj Bhasha in day-to-day working.
	PART XVII- CONTRACT MANAGEMENT
1.1	Introduction to Tender. Contract. agreement Different Types & forms of Contract. Introduction to e-tendering & Service contracts.
1.2	Tender documents, process for Tender finalization, Earnest money, Security deposit, Performance guarantee. Tender committee. General Condition of Contract (works contract & service contract) & Special Condition of Contract. SOR for P. Wayworks. Quality control measures at site.
1.3	Various registers to be maintained for progress. Quality. Safety of contractors persons. Safety measures at work site.

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1.4	Accountal of new and Released material, Issue and receipt from contractors, Important points from vigilance angle,
1.5	Preparation of Contractor's On-Account/Running & Final Bills, Material Statements, Maintenance Period, Warranty guarantee clauses, release of security deposit.
1.6	Time extensions to date of completion of contract, Variations in Contract Quantities and Subsidiary Agreement.
1.7	Supervision of contractual works, Common ignorance. Dos & Don'ts for contract matters
1.8	Duties towards payment to contractor's labour and maintenance of records as per labour laws
	PART XVIII- TRANSPORTATION-I (G& SR)
1.1	Various systems of working, Essentials of Absolute & Automatic block system.
1.2	Classification of stations, Simple layouts & condition for granting permission to approach, single line working on double line, Reception of train on blocked line and starting from non-signaled line, All Communication Failure(ACF), Interlocking, Recovery Time
1.3	Important definitions, General & Subsidiary Rules applying to Railway servants
1.4	Signals, General provisions, Description of fixed signals. Hand
1.5	signals, Detonating signal flare signal, Defective fixed signal, Rules for passing defective signals,
	PART XIX- COMPUTER
1.1	Hands on : MS- Office: Word, Excel, PowerPoint, Search Engines, Email