

पूर्वोत्तर रेलवे
N.E. RAILWAY



कार्यालय
महाप्रबन्धक (कार्मिक)
गोरखपुर-273012

Office of the **General Manager/(P)**
Gorakhpur-273012

No. KA/59/Post Creation/Non-Gazetted/ZRTI-Ghazipur/VI

Date : 20.09.2019

1. The General Manager, Northern Railway, New Delhi,
2. The General Manager, N.C. Railway, Allahabad,3
3. The General Manager, N.W. Railway, Jaipur,
4. The General Manager, E.C. Railway, Hajipur,
5. The General Manager, N.F. Railway, Maligaon,
6. The General Manager, Eastern Railway, Kolkata,
7. The General Manager, S.E. Railway, Kolkata,
8. The General Manager, East Coast Railway, Bhubaneswar,
9. The General Manager, Central Railway, Mumbai,
10. The General Manager, Western Railway, Mumbai,
11. The General Manager, W.C. Railway, Jabalpur,
12. The General Manager, S.E.C. Railway, Bilaspur,
13. The General Manager, S.W. Railway, Hubli,
14. The General Manager, S.C. Railway, Secun'drabad,
15. The General Manager, Southern Railway, Chennai,
16. The General Manager, R.C.F, Kapurthala,
17. The C.A.O. (R), Diesel Loco Modernization Works, Patiala,
18. The General Manager, R.C.F., Rai Barely,
19. The General Manager, D.L.W., Varanasi,
20. The General Manager, C.L.W., Chittranjan (W.B.),
21. The General Manager, I.C.F., Perambur (Chennai),
22. The General Manager, R.W.F., Yelahanka, Bangalore,
23. The General Manager, Metro Rail, Kolkata,
24. The General Manager, N.F. Railway (Const.),
25. The General Manager, CORE, Allahabad,
26. The General Manager, RDSO, Locknow,
27. The Director General, Rly. Staff College, Vadodara,
28. The C.A.O., COFMOW, Tilak Bridge, New Delhi,
29. The C.A.O., FOIS, Chanakyapuri, New Delhi,
30. The C.A.O., IRCOAF, Laxmi Nagar, Delhi,
31. The C.A.O./Const., Kashmere Gate, Delhi,
32. The Director, IRIMEE/Jamalpur,
33. The Chief Project Manager, IRPMU, Shivaji Bridge, New Delhi,
34. The General Secretary, IRCA, New Delhi,

**Sub. : Regarding Filling up of 04 Non-Gazetted posts for ZRTI-Ghazipur,
N.E. Railway,**

Notification is hereby issued for filling up of following 04 non-gazetted posts created for
ZRTI-Ghazipur, N.E. Railway :-

S.N.	Name of Post	Level, Grade Pay	No. of Posts	Eligibility condition
1.	Instructor/Commercial	L-7, GP 4600/-	02 (Two)	i. Upper age limit as on date of notification should be 52 years. ii. Staff in same/allied department In identical Grade Pay in 4600, Level-7. If staff in identical Grade Pay are not available, then staff next below G.P i.e. Level-6 may be considered.
2.	Instructor/C&W	L-7, GP 4600/-	01 (One)	
3.	Instructor/TRD	L-7, GP 4600/-	01 (One)	

(1) Selection Process :

- 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 circulated under RBE No. 93/2018. Principal/Head of the Training Institute shall be associated in classroom trial. Thus by the above selection process committee 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%.

(2) Tenure :

Minimum 03 years and maximum of 08 years in the training institute.

(3) Teaching Allowance :

12% of Basic Pay (as per Railway Board's letter No. E(MPP)2012/3/28 dated 06.10.2017).

- (4)** As per Railway Board's letter No. E(NG)I/2018/PMI/4 dated 14.12.2018 circulated vide GM/P/NE Rly's letter No. Ka/254/Chayan/Prashan Bank/Nirdesh/Char/80 dated 20.03.2019, the duration of the written examination will be of 90 minutes carrying 100 marks. The question paper will be 100% objective type of multiple choice. To ensure the authenticity of the answers, cutting, overwriting, erasing or alternation of any type in the answer will not be accepted. Zero marks will be given for answer having correction/overwriting. There shall be negative marking for incorrect answers. 1/3 of the marks allotted for each question will be deducted for wrong answers. Question paper will be in Hindi & English.

- (5)** The syllabus for the written examination is available on N.E. Railway website, ner.indianrailways.gov.in.

- (6)** The lien of the transferred staff will be continued to be maintained in the parent Railways till closure of the cadre and accordingly, all promotional aspects will progress there.

- (7)** The last date of submission of option is 31.10.2019. No option will be entertained after this date.

- (8)** The administration will have the right to short list the candidates after screening as per its own requirement & the working knowledge & experience of staff. Hence, merely option will not confer any right on them for automatic selection.

- (9) Screening of applications will be conducted immediately after the cutoff date and acceptance will be issued as per policy guidelines outlined by the administration until desired vacancies are filled up.
- (10) Those who are working in Ex-Cadre will not be eligible for these posts.
- (11) Staff whose options are accepted would not normally be returned on administrative account unless there is serious reason of misconduct etc.
- (12) The option form should be routed through the Personnel Department along with photocopy of APAR's. No advance copy will be entertained.
- (13) Those incumbent who are working on Ex-Cadre posts are eligible only after completion of cooling period.
- (14) Application should be forwarded by Parent Cadre Controlling Authority/Personnel Department.
- (15) It is essential to have at least 02 years service experience in lower grade (GP 4200).
- (16) It is desirable that candidate should have computer knowledge and skills and 10 years service experience in Indian Railway.
- (17) Application-cum-option FORM for joining ZRTI-Ghazipur, N.E. Railway is hereby annexed with this notification.

It is hereby requested to please circulate to all concerned unit under your control inviting options from willing staff and same to be forwarded to this Railway office by 31.10.2019 as per above procedure. It should be ensured that the option once exercised by the willing staff and acceptance issued by this Railway will be treated as final and staff will have to be released without fail, so that the posting of the staff will be immediately ensured for ZRTI-Ghazipur, N.E. Railway.

D.A. : As above.


 (Vivek Mishra)
 Sr. Personnel Officer/HQ
 For General Manager (P)

Copy for kind information:-

1. Secy to G.M., North Eastern Railway, Gorakhpur.
2. All HOD, North Eastern Railway, Gorakhpur.
3. GM/Vig., North Eastern Railway, Gorakhpur.
4. All Extra Divisional Officer, North Eastern Railway, Gorakhpur.
5. All CWM, North Eastern Railway.
6. DRM, , North Eastern Railway, IZN, LJN & BSB.
7. Sr. DPO, North Eastern Railway, IZN, LJN & BSB.


 For General Manager (P)

Application-cum-option FORM for joining in ZRTI-GAZIPUR
North Eastern Railway

(Ref. No. Ka/59/Post Creation/Non-Gazetted/ZRTI-Gazipur/VI, Dated 9.2019)

1. The Category for which option is exercised
2. Name (IN CAPITAL LETTER's)
3. Father's Name
4. Designation/Trade
5. PF Number/Ticket No./PRAN No.
6. Department
7. Present place of posting
8. Date of Birth
9. Date of Initial Appointment
- (On regular basis)
10. Date of appointment/promotion in present grade on regular basis
- (with length of service)
11. Education Qualification
12. Technical Qualification
13. Whether SC/ST/OBC
14. Contact No.
15. DAR/Vigilance/SPE Clearance
16. Clearance that not involved in any Litigation
17. Punishment/Penalty/(if any)
18. Grading of APAR's of last 3 years (Where application).....
- (i.e. year ending 31.03.2017, 31.02.2016, 31.03.2015)

Attested
photograph

(Signature of the applicant)

Date :

DA : attached photocopy of SR, Leave record and APAR of last 03 years.

This option should be forwarded by controlling officer and should be sent by the personnel department with a covering letter with an attested copy of service record, leave record, APAR's and DAR/Vig. clearance.

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164

प्रवक्ता / अनुदेशक (समाधि)

SYLLABUS FOR INSTRUCTOR (C & W)

A) COACHING :-

- 1- Types of Rolling Stock, PCV, OCV.
- 2- Design & Constructional features of coaches.
- 3- Types of Bogies, Wheel and Axle, Draw and Buffing Gears - their defects and examination.
- 4- Examination of Passenger trains: - Originating, Terminating and Passing through examination, Watering and Cleaning, DRS of coaching stock.
- 5- Maintenance in open line depots, Types of Maintenance Schedule and periodicity of POH, Maintenance History cards, Washing and Cleaning of Coaches.
- 6- Brakes system - Vacuum Brake System and Air Brake System and their trouble shootings.
- 7- High Speed Coaches, APD, Safety and Security Fittings.
- 8- Standard Facilities in C & W Depots.
- 9- Corrosion Repair and its prevention.
- 10- Causes of En-route detachment, Ineffective, Coach Failure Report etc.
- 11- Latest Modifications under RDSO and INDO- German Project.

B) Goods :-

- 1- Different Types of Wagon used on Indian Railway.
- 2- Design and constructional features of wagons.
- 3- Type of Bogies, Wheel and Axle, Draw and Buffing Gears their Defects, Examination and Repair, Suspension System.
- 4- Brake system - Vacuum Brake System and Air Brake System and their Trouble Shooting.
- 5- Tank Wagons: - Mountings, Precaution during Loading and Unloading, Steam cleaning and Testing.
- 6- Inspection and Maintenance Schedules: - Rolling in Terminating, Originating, Intensive, Interchange Examinations, Repacking, ROH, NPOH, Making Stock, fit for Passenger Trains.
- 7- Periodicity of POH.

C) BEARING :-

Plain Bearing and Roller Bearing, Type of Bearing and their Maintenance, Types of Grease, Precautions in open line and workshop, Hot Box, Roller Bearing Failures.

D) ACCIDENT :-

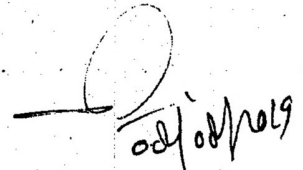
Classification of Accident, Reporting of Accident, Composition of ART and ARME, Hooter-Code, Defects of Rolling Stock, leading to Accident, Measurement of Coaches and Wagons involved in Accident, Duties of C & W Supervisor at the site of Accident.

E) IRCA Part III & IV

Syllabus For TRD

1. Principles of lay out plants and sectioning diagrams in 25KV AC.
2. Catenaries and Contact wires, droppers and different types of jumpers.
3. Height of contact wire and Head Room clearance.
4. Span, Stagger, Overlaps, Neutral sections and Encumbrance.
5. Regulated. Un regulated OHE & Tram Way OHE.
6. Section insulator Assembly, Cross Over & Turn Outs.
7. Different types of OHE structures and their foundations.
8. TSS, FP, SP, SSP and other equipments in Sub- Station and Switching Stations.
9. Power Supply, Duplicate Supply, Voltage regulation.
10. Power Supply for singaling in electrified area.
11. Remote Control Centre (SCADA) and communication facilities in electrified sections.
12. Different type of warning and caution boards.
13. Precautions to be taken by staff of other departments during work in electrified sections.
14. ODCs.
15. AT, BT, Isolators and Return Conductor.
16. Operation of Sub- Stations.
17. Maintenance schedule of OHE and PSI equipments.
18. EIG of OHE & Sub-Stations.
19. Power Blocks and PTW.
20. TPC, Break down & their rectification and shutdown.
21. Different types of Sub-Station equipments.
22. Tariff and Metering of Traction Energy.
23. PCDOs & Action plans, Corporate Safety Plans.
24. Maintenance and Operation of Tower Wagons & other break down vehicles.
25. Different types of bracket arrangements, Electrical clearances and Anti Creep Anchors.
26. ATD & FTA.
27. Regulation for Power Line Crossing.
28. Transverse and longitudinal protection.
29. Bonding and Earthing.
30. Electrification of different types of siding.
31. Systems of electrifications and transmission Lines for TSS.
32. Numbering of equipments & OHE Masts.
33. Different types of Insulators and Polluted Zones.
34. Procurement of stores and their accountal.
35. Electrical Accidents and fire.
36. Safety rules for OHE.
37. Orgnization structure.

38. Panto Entanglement and its reason.
39. Guideline for Relay setting of TSS.
40. Guideline for provision of maintenance depot tools & plant and transport facility.
41. Competency Certificates.
42. Open Access.
43. High rise OHE.
44. 2x25 KV Traction System arrangement
45. Traction Tariff.


PCEE/NER

Syllabus for selection of Instructors (Commercial).

1. General:

- i) History of Indian Railways with special reference to administrative set up at various levels.
- ii) IRCA and its publications.
- iii) Organisation and functions of Commercial department.
- iv) Duties and responsibilities of Commercial officers and Inspectors.
- v) Various provisions of Railway Act-1989.
- vi) Passenger amenities at stations and on trains.
- vii) Complaints Organisation (COPGRM), New modes of complaints @ suggestions.
- viii) Public Relations.
- ix) Catering Services/Policies.
- x) Implementation of Official Language Act.
- xi) Right to Information Act.
- xii) Consumer Protection Act.
- xiii) Role of commercial staff in Disaster Management.
- xiv) Railway User Consultative Committees.
- xv) Inspection by Officers and Commercial Inspector.
- xvi) Cleanliness- Role of Commercial Department.
- xvii) Information Technology initiatives in Commercial Department.
- xviii) GST and e-bill.
- xix) Gender sensitization and Security of women & children.
- xx) Ticket checking.

2. Commercial- Coaching:

- i) Booking of passengers. Travel facilities for MPs. Rules and exchange of various concessions. Military and Police warrants, High official requisitions. Issue of circular journey tickets etc.
- ii) Rules for reservation of berths and seats. Tatkal reservation, E-ticketing and I-ticketing, Upgradation of passengers and feeding of EDR.
- iii) Booking of special coaches and special trains.
- iv) Rules and refund of fares, computerized coaching refunds scheme (CCRS).
- v) Ticket checking organization. Various types of checks conducted by ticket checking staff, collection of penalty from ticketless travellers. Dealing with irregular travellers and unbooked/partially booked luggage. Preparation of EDR by amenity staff.
- vi) General idea about acceptance, booking, carriage and delivery of luggage/parcels.
- vii) Rationalisation of parcel booking, leasing of parcel space.
- viii) Opening and working of Passenger Halt stations.
- ix) Passenger Reservation System (PRS).
- x) Unreserved Ticketing System (UTS), New modes of ticketing- JTBS, STBS, YTSK, ATVMs, Ticketing through Mobile.
- xi) Frauds in ticketing and their prevention.
- xii) Use of POS for Ticketing, Catering, Parking etc.

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3. Commercial – Goods:

- i) Acceptance, booking, carriage and delivery of Goods including explosives and other dangerous goods, military traffic and RMC.
- ii) Rules governing the opening and working of siding.
- iii) Levy of Demurrage. Wharfage and stacking charges.
- iv) Procedure for waiver of demurrage and wharfage charges.
- v) Train load and its conditions.
- vi) Marketing and sales organization- various freight incentive schemes and transportation products, wagon leasing schemes, AFTO, SFTO, PFT etc.
- vii) Claims- Prevention and settlement.
- viii) Railway Claims Tribunal and Railway Rates Tribunal.
- ix) FOIS and its Modules.

4. Commercial- Sundries:

- i) General Contract Management (Revenue and Expenditure)
- ii) Commercial Publicity
- iii) Catering
- iv) Parking Contracts
- v) Retiring Rooms
- vi) Water Vending machine
- vii) Bottle crushing machine
- viii) NFR (Non fare Revenue)
- ix) MFC (Multi-functional complex).

5. Accounts:

- i) Classification of earnings
- ii) Station Accounts
- iii) Station Outstanding and its clearance
- iv) Collection and proper remittance and railway cash
- v) Audit paras
- vi) Traffic Survey
- vii) Awarding of contracts
- viii) Withdrawn from station earnings
- ix) Balance sheet
- x) Rail Shakti yojna.

6. Establishment:

- i) Railway Conduct Rules
- ii) Discipline and Appeal rules
- iii) Pass Rules
- iv) HOER
- v) Leave rules.

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22/7/15