

पश्चिम मध्य रेल
प्रधान कार्यालय
कार्मिक विभाग,
जबलपुर-482 001



West Central Railway
Headquarters Office
Personnel Branch,
Jabalpur-482001

No WCR/PHQ/GAZ/Selection/AEN/Gr 'B'/LGS/2021

Dated 28.10.2021

SDGM/WCR, PCE, CAO(C), CTE, CBE, CPDE, CE/C-I, CE/C-II, CE/C-III, CE/G
GM-RE, CORE/ALD Sr. DEN(Co)- JBP, BPL, KTT, Dy. CE/C JBP, BPL, KTT, Chattarpur
DRM (P) JBP, BPL, KTT, PCSO/WCR

Sub: Notification for Selection for the post of AEN, Group 'B' (Level 8) Pay
Scale 9300-34800, GP 4800, Pay Band 2 – Engineering. Deptt. 70%
LGS quota.

Applications are invited from willing eligible candidates for the selection of Assistant Engineer (AEN), Group 'B' Grade 9300- 34800+GP 4800, Pay Band 2 (Pay Matrix Level 8 as per 7th CPC.) against 70% Selection/LGS quota in the Engineering Department. The detailed break up of vacancy is as under:-

LGS (70%) : UR – 09	SC - 02	ST – 02	TOTAL : 13 (Thirteen)
LDCE (30%) : UR – 04	SC – 01	ST – 01	TOTAL : 06 (Six)

This Notification is only for LGS Quota (70%)

1. ELIGIBILITY:

Group 'C' employees working in Pay Band -2 (Rs. 9300-34,800) with Grade Pay of Rs. 4200 (Level-6) and above with 3 years of non-fortuitous service in the grade as on 21.10.2021 (including non-fortuitous service rendered in the corresponding pre-revised grade). Fortuitous service will not be counted.

As per Railway board's letter No. E(GP)2005/2/61 dated 26.07.2021 02 posts of JS/Group "A" has been added in total vacancies assessed in this notification as diversion of a maximum of 25% of junior Scale/ Group "A" vacancies in the vacancies assessed for Group "B" selection has been allowed.

List of 65 employees arranged in the order of integrated seniority (provisional) is enclosed herewith as Annexure 'A' which may be circulated amongst the employees and got noted by each of them positively.

इन सभी 65 उम्मीदवारों से संलग्नक प्रोफार्मा 'बी' में आवेदन भरवाया जावे । इन सबसे प्राप्त अनिच्छा व दो बार फेल वाले उम्मीदवारों के बदले में नीचे वाले उम्मीदवारों को लेते हुए एक अंतिम पात्रता सूची जारी की जायेगी । नियमानुसार 13 रिक्तियों के लिए 39 इच्छुक उम्मीदवार, जिसमें 06 अनुसूचित जाति एवं 06 अनुसूचित जनजाति के उम्मीदवार होने चाहिए, को लिया जायेगा। अनुसूचित जाति/अनुसूचित जनजाति के उम्मीदवार नहीं मिलने की दशा में यह रिक्तियों के 5 गुणा अर्थात् 65 उम्मीदवारों तक बढ़ाया जायेगा (सिर्फ अनुसूचित जाति एवं अनुसूचित जन जाति उम्मीदवार के लिए)। उपरोक्तानुसार तैयारी की गई सूची में यदि कोई उम्मीदवार पूर्व में आयोजित गुप बी चयन में दो बार शामिल हुआ और फेल हुआ हो, तो इसके बदले में नीचे से उतने ही अतिरिक्त उम्मीदवार को अंतिम पात्रता सूची में बोर्ड के पत्र संख्या E (GP) 85/1/78 dated 10.09.1986 के अनुसार शामिल किया जायेगा ।

The representation against the assignment of seniority position, if any, may be forwarded to this office per bearer, with specific remarks from dealing establishment section for further action on or before 12.11.2021. Any representation received after 12.11.2021 will not be entertained.

The employee indicated in Annexure 'A' should be advised individually of the proposed selection with clear stipulation that they should mention their willingness/unwillingness in the Performa prescribed in Annexure 'B' to take the selection on receipt of notice.

It is the employees responsibility to advise the concerned unit about his willingness/unwillingness to take the examination and failure to respond or provide intimation within a period will be treated as unwillingness, on his part to take the selection.

Unwillingness/willingness of all the employees indicated in Annexure 'A' may be sent to concerned forwarding unit by 18.11.2021 so as to reach Dy.CPO/G/JBP/HQ by this office by 29.11.2021 per bearer.

The employees who are on deputation or on sanctioned leave, transferred to other unit etc. should be advised by sending a special messenger & notification should be got noted by them.

2. SCRUTINY:

The unit in-charge will arrange to register the application so received, out of the 3 copies of applications received, one copy will be retained with the concerned unit and remaining 2 copies will be forwarded to Division/HQ as the case may be, through per bearer along with soft copy in Excel Sheet as per the Performa given below and with covering letter mentioning names of candidates applied for. Each excel Sheet in proforma signed by the concern Personnel officer.

Excel Sheet Proforma

S.	Name (S/Shri)	Desig.	Caste	Deptt.	Division	DOB	DOA	DOP in 9300-34800 GP: 4200	DOP in 9300-34800 GP: 4600
						DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

The Personnel Office in the Division will scrutinize the correctness of the eligibility as per the Service Record maintained by them. **After scrutinizing the application, the Division will send one copy of the eligible application only to HQ Personnel Branch in one bunch along with the list in the prescribed proforma in excel Sheet (Hard & Soft copy) before the due date and ensure that these applications reach Dy.CPO(G)/JBP by 29.11.2021.**

3. TRAINING:

All the employees indicated in eligibility list (which will be prepared and issued after getting willingness/ unwillingness) belonging to SC/ST only should be given pre-selection coaching/training which may be arranged by PCEWCR at Division/Unit and HQ level before the written examination is held. It is further clarified that this training to SC/ST should be treated as mandatory and refusal, if any, should be taken in writing. On completion of -selection coaching/training a certificate to this effect may please be sent to this office



4. SCHEME OF EXAMINATION:

A. FORMAT OF EXAMINATION (AS PER RBE No. 53/2019 Dt 19.03.2019 & RBE No. 115/2019 dt. 16.07.2019)

1. Selections against 70% quota in Organized Services and 100% Selection in Miscellaneous Cadres:-
The written examination shall comprise of one Paper which shall have 100% Objective type Multiple Choice Question only. The paper will be of 100 marks and the distribution will be as under:
 - a) Technical Subject including Official language policy : 70 marks
 - b) Establishment and financial Rules : 30 marks
 - c) Qualifying marks : 60
2. Ten percent of the 100 marks prescribed for Written examination held as part of Selection should be set apart for question on official language policy and official language rules. While the employees should be encouraged to attempt the question on official language policy and official language rules, the question should not be compulsory. There will be question for 110 marks in all including question for 10 marks on Rajbhasha unit.
3. To ensure the authenticity of the answer to Multiple Choice Question, no correction of any type (viz. cutting overwriting, scoring off a ticked answer & ticking another answer, erasing modifying the answer in any way) will be permitted. Zero marks will be awarded in such case of correction.
4. There shall be negative marking for incorrect answer. One third of the marks allotted for each question will be deducted for every wrong answer.
5. All Objective type questions should carry equal marks.
6. In the English as well as Hindi version of Question papers, every question should have four options numbered as A, B, C, D (only Capital letter) and answers to each question by the candidates should invariable be given in Capital Letter.
7. The panel will be formed on the basis of "Seniority-cum-Suitability" in terms of IREM Vol. I para 204.8 & 204.9 & other instruction issued by Railway Board from time to time.

B. RECORD OF SERVICE AND VIVA-VOCE

	Max. Marks	Qualifying Marks
1) Viva-voce	25	30 (Including at least 15 marks in the record of service part)
2) Record of service	25	

(Railway Board's letter No. E(GP)/2005/2/69 dated 05.01.2006)

The candidates who qualify in the written test will be subjected to medical examination and only those candidates who are found medially fit will be allowed to appear for viva-voce as per extant rules. As per master circular 68 para 10.5 no syllabus has been prescribed for the LGS (70% selection) examination, however Annexure 'C' is enclosed for general guidance purpose only. It may be circulated to all the employees.

5. TENTATIVE CALENDER:

Last date of submission of application in units	18.11.2021
Last date of receipt of application in HQ	29.11.2021
Training of SC/ST employees to the written test will be conducted by the Division/HQ	-
Date of written test	26.12.2021



It should be ensured that all the employees concerned are directed with the **identification certificate** for the Written Test on the date time and place (which will be specified later on) without fail. No leave of any kind should be granted to these employees which may result in their absence in the examination. They should also not be sent on line.

6. SUPPLEMENTARY WRITTEN EXAMINATION

If required a supplementary written examination will be conducted subject to the following conditions :

- Only the candidates who are detained on administrative account for appearing in the main examination will be allowed to appear in the supplementary examination after Sr.DPO/DPO/Unit in-charge gives categorically specific reason with regard to candidate's failure to appear in the main examination.
- The candidates who are under sick during main examination and are continuing so since the date well before examination date, will only be allowed for supplementary examination after MS/DMO's Railway certificate to this effect counter sign by controlling officer, duly forwarded by the Sr.DPO/DPO/Unit In-charge.
- Candidates who are absent for main written examinations will not be allowed to appear for supplementary written examination except as mentioned in (a) and (b) above.

You are also requested to intimate this office by return if any of the employees in the list accompanying this letter is undergoing any penalty or has been issued with any Memorandum for major penalty or has been involved in any disciplinary action or is under suspension.

All units should ensure that the notification is noted by the individual candidate mentioned in the Annexure 'A' and copy of the said notification may be placed on notice board and other important places.

You are also requested to intimate this office by return if any of the employees in the list accompanying this letter is undergoing any penalty or has been issued with any Memorandum for major penalty or has been involved in any disciplinary action or is under suspension.

Wide publicity may be given to the above notification. The final date, time and venue of written test will be intimated separately. Staff should keep themselves in readiness of written examination.

All units should ensure that the notification is noted by the individual candidate mentioned in the Annexure 'A' and copy of the said notification may be placed on notice board and other important places.

Please acknowledge receipt of this letter.


28/X/21

(Anil Kumar Sinha)
Assistant Personnel Officer/Gaz.
For Principal Chief Personnel Officer

Copy to:

Secretary (E) Ministry of Railways, Railway Board, New Delhi.
Secy. to GM/WCR & AGM/WCR for information. Genl. Secy./WCRMS, WCREU, Zonal
Genl. Secy. All India SC/ST & All OBC Employees Association JBP for information.

ANNEXURE- "C"AEN/Group "B" 70% LGS QUOTA-2021, Syllabus**Part - A Technical Subject Including Official Language Policy: 70 Marks****A 1. Surveying**

- (i) Chain and compass : basic Principles, base lines , check lines tie lines , perpendicular and oblique offsets, conventional signs, plotting of survey , true and magnetic bearings , open and closed traverse recording and plotting of traverse, closing errors.
- (ii) Plain table survey: Plain table outfit, methods of radiation, intersection and traversing, contouring with plain table using telescopic alidade merit and demerits.
- (iii) Leveling level lines datum bench marks simple leveling fly leveling recording the levels in field book methods of reducing level, arithmetical check longitudinal and cross section contouring.
- (iv) Care and custody of survey instruments: handling of instrument, Transport and protection, permanent adjustments repairs and periodical overhaul.

(2) Strength of material

- (a) RCC structures- Slab singly and 2-way reinforced beams rectangular.

(3) Construction materials

Description specification properties and uses of building ,materials stones sand timber , timber, bricks cement , lime building hardware ,paints varnishes glasses tiles etc. Cement concrete, controlled concrete, water cement ratio slump test, different types of concrete design of concrete mix

(4) Foundation and construction engineering

- (a) Soil Mechanics :Element of soil mechanics , physical properties of soils compaction. Field methods of compaction, stabilization of soil safe bearing capacity of soils determination of safe bearing capacity earth pressure , plate load test , specification and construction of earthwork in embankments and cuttings.
- (b) Foundation engineering: Function of foundation , different types of foundations. Settlement of foundations, methods of reducing different settlement, pile foundation well foundation for bridges
- (c) Buildings: Bricks and stone masonry construction details roofs floors staircase, joinery scaffolding.
- (d) Reinforced and pre-stressed concrete-bending and placing of reinforcement, fine and course aggregates, concrete mixing, laying and compaction, finishing of RCC surfaces from work, curing, testing.

(5) Public Health Engineering

- (a) Water supply: Quality of water physical chemical and bacteriological standards of water borne diseases water demand methods of forecasting, sources of water, treatment of water, sedimentation, filtration (slow and rapid sand filters) disinfection, hardness method of removal.

- (b) Conveyance and distribution: pumping equipment, rising mains systems distribution residual pressures, different types of pipes and fittings, testing of pipes.
- (c) Sewerages: sewage, water collection and carriage, design of sewers, house connections, storm water drains, disposal of sewage, river pollution and control, sewage treatment land irrigation, septic tanks, primary clarifiers, sludge and scum removal trickling filters activated sludge process sludge digestion, principles of anaerobic digestion. Sludge gas sludge drying and disposal.

(6) Survey & Construction:

Classification of surveys, Principle governing location ruling gradients, compensation of curves, vertical curves, hill surveys, catch sidings ,tunnels, preparation of drawings, design of large bridges, progress reports on surveys, project estimates standard of construction, junction arrangement, project report, letting out contracts programme of work, critical path net works, execution of works and measurements, progress reports completion of works.

(7) Railway Track:

Description, specification and function of track structure elements, rails, sleepers, fastenings ballast, formation and other sub structures, Handling and maintenance of 90 UTS & higher rails: Head hardened rails, Causes of rail deterioration – corrosion and rusting: defects in rails: Rail failure, its classification and causes: welding of rail joints USFD testing of rails and welds, points and crossings, geometry and design features track layouts.

(8) Maintenance of permanent Way:

- (a) Duties duties of Assistant Engineers, duties of Permanent Way inspectors, duties of works, inspectors, duties of Mates, Keymen and Gangmen .
- (b) Maintenance of permanent way, System of maintenance Beater packing overhauling systematic through packing picking up slacks, Directed Track maintenance, track tolerances, miscellaneous works lifting and lowering of track screening of ballast, maintenance of drains, lubrication of rail joints, adjustment of creep maintenance of level crossing maintenance of points and crossings.
- (c) Mechanized maintenance of track: maintenance of concrete sleeper track ,various types of track machines, track structure for use of track machines , operation and output of track machine, Periodical repair's and maintenance of track machine, works required before during and after deployment of track machines, planning and deployment of track machine, programme of tamping quality control of tamping works periodical repair and maintenance of machines.
- (d) Various types and yard sticks of small track machines.
- (e) Maintenance of short welded rails: laying and its maintenance.
- (f) Long welded rails and continuous welded rail- laying, maintenance , manual provisions.
- (g) Maintenance of track in track circulted sections an l electrified section- special precautions.
- (h) Maintenance of curved track and re-aligned of curves, curvature, Transitions , super elevation of curves , safe speeds, cant deficiency, speed on curves with turnouts, realignment of curves, methods.



- (i) Testing of track with track records : OMS 2000, TRC, TGI & CTR concern , Oscillograph car, interpretation of track recording charts, attention to track defects and records of track defects.
- (j) Schedule of dimensions.

(9) Maintenance of bridges:

Inspection of bridges, records of inspection, details of bridge inspections, works connected with maintenance of bridges, laying of bridges sleepers, replacing cracked bed blocks, painting of steel work.

(10) Inspection and maintenance of tunnels:

Inspection of tunnels, records of inspection, equipment of inspection, details of tunnel inspection, works connected with maintenance of tunnels.

(11) Inspection and maintenance of buildings:

General instructions , directed building maintenance , additions and alterations to quarters transfer of building, building registers, scale of accommodations and other facilities vacant railway buildings, maintenance of buildings, inspection and repairs petty repair books, periodical inspections, details of inspections.

(12) Maintenance of Sanitary and hygienic condition in station yards and railway colonies , water supply drainage and sewerage:

(a) Sanitary :Formation of sanitation committee ,inspection of sanitation committee , sanitary arrangement in station and colonies, drinking water, well protection, cleaning of wells, disinfection, prevention of infections diseases, disinfection of quarters.

(b) Water Supply: Source of water supply, water sample analysis, open well size, pumping capacity improving yield , shallow tube wells, deep tube wells, impounding reservoirs, storage capacity , food discharge, record of water levels in wells, rainfall registers, high level storage tanks, precaution against pollution, pumps type, selection, installation, aqueducts and pipelines types, selection, laying estimate requirements of water, layout distribution system, water supply from outside sources, maintenance and operation of water supply installation, responsibilities of Engineering department and mechanical department .

(c) Drainage and sewerage: Drainage systems, waterborne sewerage, sizes of sewerage, sewage treatment systems, sewage disposals, sewage purification systems, surface drainage- layout, size of drains, disposal of sullage effluent, drainage of latrines, maintenance of sewerage and drainages systems, maintenance of open sullage drains, storm water drains house connection for sanitary arrangements, responsibilities of Engineering staff.

(13) Acquisition management and disposal of land:

General Code Rules, ownership of railway land , sanctioning authority for acquisition and relinquishment, principles for acquisition and relinquishment , procedure for acquisition land relinquishment, plans and scheduled taking over and handing over demarcation of boundaries land records-demarcation and verification of railway boundaries maintenance of rights of way , religious structure, management of railway land, lease or license of land , merchants and vendors at station oil



installation, natural products felling of tress within railway land, outside railway land felling of tress near electric or telegraphs wires.

(14) Large Scale Permanent renewals:

Classification of routes and tracks, track renewal programmers factors governing permanent way renewals, preparation for relaying preliminary work necessity for mechanized relaying restriction to be observed during relaying pre and post relaying work classification and disposal of released materials.

(15) Bridge Works:

Precaution when working on bridges, rebuilding's or alteration to bridges designs and execution of bridge works, temporary arrangements work for erection of girders testing of girders proposals for strengthening existing girders spans methods of regirding major bridges.

(16) Works affecting Railway Safety and opening new works:

General reference to rule works requiring sanction of the CRS and notice there of applications to the CRS for execution of works and safety certificates, documents to accompany application, submission of safety certificates, deviations from plans approved by CRS, application for running of new types of locomotives and or rolling stock an for increase in speed, notification to railway official when opening works, works resulting from accidents, opening of new lines, infringement to scheduled of dimensions condo nation procedure thereof, movement of ODCs-type and procedure for sanction for movement, precaution during movements.

(17) Railway Operation :

- (a) General: Reference to G&SR types of signals and their significance rules for working of trains, block working rules introduction of temporary single line working
- (b) Engineering restrictions and indicators: General restrictions responsibility of the inspectors-in-charge works of short duration, protection of line in block section and procedure for passing trains works of long duration, temporary engineering fixed signals. Arrangements prior to commencement of during protection in block section for speed restriction procedure for blocking lines for engineering purposes, works at times of poor visibility, temporary signals in emergency, periodicals notices of engineering, restrictions indicators, review of permanent speed restrictions, indicators Generals.
- (c) Level Crossing : General classification standard specification normal position of gates, level crossing equipment traffic and engineering gates, gates lodges appointment of gatemen duties of gateman, maintenance of level crossings, examination of gate equipment and gatemen in rules level crossing register, road traffic census, manning and demanning of level crossings.
- (d) Working of Trolley/Lorrey/Dolly: General instruction – rules for working, distinction between trollies, lorries and motor trollies, certificates of competency, officials permitted to use trollies and lorries responsibility for safe working, work at night or in bad weather, working on track circuited sections, conveyance of non railway officials, trolley permits for private sidings, trolley refuges protection equipment on trollies and lorries working of trollies and lorries in block sections, in station limits.
- (e) Ballast and materials trains : General rule for working in running/ordering of ballast trains, issues of "fit to run" certificate equipment testing of brake power working in block sections, running on ghat section loading and unloading for hopper wagons planning of ballast and material train movement, training and daily reports of ballast train working. charges for ballast trains, register of engineering vehicles.



(18) Accidents :

General- Observance of rules intimation of accidents by station master, duties and responsibilities of the engineering official in by the event of accidents impairing through traffic. Action at site reporting details of accident provisions of accident manual action in case of derailments, examination of site and preparation of sketches , recording track and rolling stock measurements, accidents procedure use of recorded data restoration of through running procurement and arrangement of labor and equipment temporary at site of accident, transshipment funds required due to emergency of police at accidents, driver's reports on defects in track sanction on receipt of report of track, abnormal occurrence attributable to oscillation of locomotives accidents not impairing through traffic records of accidents.

(19) Rivers and floods:

(a) River and Floods, General pre-monsoon precautionary measure and patrolling of railway line

Behavior of rivers, watchmen at important bridges pitching stone and boulder reserve, vigilance during floods records, survey of the course of river, river protection works, types design records river and floods

(b) Pre-monsoon pre- cautionary measure

Vulnerable section materials for anticipated emergencies monsoon emergency rakes equipment tools rails clusters, temporary bridges spans, protective works, railway affecting tanks, inspection and vigilance over railway affecting tanks pre-monsoon during monsoons.

(c) Monsoon and emergency patrolling – kinds of patrolling keymen's daily patrol during abnormal rain systematic night patrolling during monsoon, stationery watchmen at vulnerable points, review of Patrolling system and vulnerable location, security patrolling during civil disorders, protection of line in emergency, duties of patrolmen and their equipment reporting damage and obstruction on track to station master, check over patrolling inspection of equipment surprise checking at night

(20) Preparation of plans and estimates:

Preparation of plans – General procedure plan for order departments size of drawings. Tiles and numbering of drawings and scale of drawing, details on drawing symbols and colours of drawing, railway board drawings /plans issued by the chief engineer's office/plans in divisional/ Asstt.Engineer's/Inspectors office compellation drawings, care and filling of tracings, preparation of estimates Code rules technical details rates and quantities, schedule of rates and price-listing of stores report and justification rent statement for staff quarters , special features of estimates remodeling of station yards track renewal works deposits works deposits works urgency certificate supplementary estimates.

(20A) New lines doublings gauge conversion projects:

Various types of surveys, land acquisition, earthwork in formation, compaction of earthwork ,drainage arrangements in banks and cuttings, quality assurance of earthwork, bridge service buildings and staff quarters track linking.



(21) Contracts and Execution of Works:

- (a) Contracts General- code reference for contracts list of approved contractors & registration of application scheduled of rates , analysis non-scheduled rates special rates ,tenders, procedure, tender documents drawings and specification committees, acceptance of tenders, Contracts procedure contract documents, General and special conditions of contract loan of tools and plants to contractors , issue of departmental materials to contractors, lease or license of railway quarries, measurements and measurements books – code reference, recording measurements , 'On account' measurements standard measurements, responsibilities of Inspectors and Asstt. Engineer for measurement of works, ballast measurements, computation for quantities preparation of abstract, measurement books submission of bills bill registers, disputes with contractors.
- (b) Execution of works – Generals instruction code rules, agencies for executing works, responsibilities of executive officers, deposits works excess and saving on estimates attention to public interest prevention of accidents religious effigy and archeological remains provision of lightning conductors planning critical path net works, ERT Departmental execution of works record, progress reports, charges for stores and labour issue of work orders completion documents, works pertaining to other departments.

(22) Miscellaneous:

- (a) Management of engineering stores general – Reference to code rules , procurement of stores requisition acknowledgement of receipt, claims of short receipt etc. custody of stores- classification handling and storage, account heads of stores operation records and return disposal of released and surplus stores return to stores depot disposal by auction verification of stocks and adjustment for shortage/ excess elementary knowledge of computer.
- (b) Lodging of complaints, co-operation with railway police cognizable offences, non cognizable offences, power against railway staff action by railway staff in case of attempted sabotage answering of court summons, prevention of trespass disposal of human bodies found run over disposal of cattle found dead on the line.
- (c) IT & Computerization RTI, Act Vigilance Manual

(23) Question on official language policy and rules to the extent of 10% of the total marks allotted for testing the professional ability will be included. Attempt should be made to answer this question.

Part- B Establishment and financial Rules : 30 Marks

Personnel Management

1. Organization of the personnel department in the railway. The objectives of the personnel Department, functions and policies of the personnel department, role of the personnel officer in the HQ and on the division.
2. Classification of service –Recruitment to the different service Group – A to D – Recruitment of Artisan staff -Special Reservation in Railway Service, Role of Railway Service Commissions in recruitment, other then through usual channels policy and method.



3. Personnel Supervision – leadership, styles, formal and informal democratic or participative leadership style advantage of participation joint council of management, negotiating machinery schemes, zonal and divl. Corporate Enterprise Groups.
4. Inspection of loco sheds C&W Depots Station Engineering, office.

Labour Relation and Welfare

Unions and their Role:

1. Important recognized trade Union in Railways, Role of unrecognized unions and methods of dealing with them.
2. Industrial Disputes and the legislative, Framework, Causes of Industrial Disputes basic remedies the Industrial Disputes Act 1947, Strike, Lock outs and lay offs handling of grievance at Divisional And the HQrs, handling of grievances by labour Enforcement officers
3. The hours of employment regulations, overtime, job analysis and its mechanics.
4. The factories act special rule for workshop staff in the railways.
5. The workmen's compensation act – Ex gratia payment, incentive bonus scheme.
6. Payment of wages act.
7. Pass rules.
8. Leaves rules.
9. Discipline and appeal rules Minor penalties, Major penalties, procedure for imposing major and minor penalties.
10. New pension scheme.
11. Retirement benefits under the provident fund and schemes. Final settlement.
12. Welfare the whole family of railway men –concept and practice obtaining on the railway.
13. Service records.

Finance Rules:

1. Parliament control over railway finance- Public accountability, canons of financial property.
2. Financial Planning and budgeting, vetted and charged expenditure, Revenue budget work budget, Budgetary and financial review- Appropriation Account.
3. Rules of all location- Classification of expenditure control over expenditure Responsibility accounting, performance budgeting exchequer control financial result of working re-appropriation.
4. Works programme, demands for grants, capital budget control over expenditure , liability register, Material modification productivity test.
5. Financial control all over stores expenditure, Purchase and stores keeping procedure Inventory control and ABC analysis Stock verification, dead stock register stock and non stock items, method of disposal of scrap.
6. Financial and cost control in railway workshop.
7. Rules and procedure relating to tender and contracts for execution of works and procurement of stores.
8. Procedure of processing and final sing the audit objection and draft paras.
9. Delegation of powers.
10. Losses, frauds and embezzlements.



Some suggested Study materials:

- I
 - 1. Investigation of derailments.
 - 2. Inspection, assessments, repairs and retrofitting of masonry arch bridges.
 - 3. Rain water harvesting.
- II
 - 1. IRPWM.
 - 2. IRSOD (BG)
 - 3. IR Bridge manual
 - 4. IRWM
 - 5. Track machine manual
 - 6. USED manual
 - 7. Vigilance manual
 - 8. Manual for fusion welding of rails by alumino thermic process
 - 9. Manual for Ultrasonic Testing of Rail and Welds
 - 10. Building Construction Technology
 - 11. Manual of Instruction on long welded Rails RDSO
 - 12. Indian Railway Code for Civil Engg. Deptt.
- III
 - 1. PCE circular
 - 2. R.T.I. Act
 - 3. IT and computerization

