

Sub:-Syllabus for the post of JE, Grade Pay 4200- Level-6, MW/Mech. Trade IMA Quota.

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The syllabus for selection to the post of JE, Grade Pay 4200- Level-6, MW/Mech. Trade IMA Quota is given below.

I) TECHNICAL KNOWLEDGE:

1. Knowledge of various machine tool systems likes guide surface, gear transmission, shafts, keys, couplings, bearings, clutches, power transmission drivers etc. Their common defects and repair methods.
2. Knowledge of machine tool hydraulic systems, their troubleshooting, care and maintenance.
3. Different types of pneumatic valves and actuators their functions and maintenance, knowledge of pneumatic symbols and circuits and their trouble-shooting.
4. Importance of preventive maintenance, scheduling/ planning of preventing maintenance of various types of machines, maintenance of machine history and its application.
5. Maintenance of air compressors, shop pneumatic lines, conveyors, pumps, blowers etc.
6. Overhauling, reconditioning and testing of different machine tools-methods and procedures.
7. Planning and execution of foundation and installation of various machines. Special precautions while installing precision machines methods and equipments for vibration isolation.
8. Knowledge of engineering, drawings and ability to make free hand sketches of simple machine components.
9. Basic features of CNC machines and their maintenance.
10. ISO-9002 ISO-14001 and QSHE Policy.

II) SHOP MANAGEMENT:

1. Knowledge of functions of Time Office and procedure orders for gate passes.
2. Knowledge of incentive scheme, work order system, booking of labour hours, etc., production planning and control and workshop documents processing.
3. Stock and non-stock and procedure for indenting and drawl of stores and return of serviceable and scrap items to Stores Depot.
4. Various registers maintained in Shops and their need.
5. Stock verification authorities and periodicity.
6. Various safety measures to be followed on the shop floor in general and for various machines and equipments in particular.
7. Staff protective clothing and their entitlements.
8. Methods to control consumption of stores and electric energy.

III) GENERAL & ESTABLISHMENT KNOWLEDGE:

1. D&AR Rules, Various definitions, the applicability, suspension and issue of minor penalty charge sheet appeals since the Sr. Subordinates are authorized to issue minor penalty charge sheets etc.
2. Rules for engagement and discharge of Casual Labours / Substitutes and knowledge of relevant sections in the Industrial Disputes Act.
3. Workmen's Compensation Act.
4. Factory Act.
5. Hours of Employment Regulations.
6. Various types of leave which can be granted to staff.
7. Railway Service Conduct Rules.
8. General Knowledge about working of various other departments in Railways.
9. Staff Council and Rules of its formation/working.
10. Cannons of financial propriety.

IV) राजभाषा:

1. भारत सरकार का राजभाषा नीति का सामान्य परिचय।
2. राजभाषा अधिनियम 1963 तथा राजभाषा संशोधन अधिनियम 1976.  
.....उपरोक्त 1 एवं 2 के संबंध में व्याख्या हेतु रेलवे बोर्ड द्वारा जारी राजभाषा हिन्दी विषयक आदेशों का संकलन (तृतीय संस्करण 1993) देख सकते हैं।
3. प्रचलित शब्दावली

डी.एम.डब्ल्यू  
D.M.W.

21/5/19  
वरिष्ठ कार्मिक अधिकारी,  
डी०एम०डब्ल्यू०/पटियाला।  
D.M.W.

Syllabus for the post of JE-II, Grade Rs. 9300-34800+4200/- Trade MW/Mech. Trade IMA  
Quota.

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The syllabus for selection to the post of JE-II, Grade Rs. 9300-34800+4200/-, Trade MW/ Mech.

Trade IMA Quota is given below.

**I) TECHNICAL KNOWLEDGE**

1. Knowledge of various machine tool systems like guide surface, gear transmission, shafts, keys, couplings, bearings, clutches, power transmission drivers etc. Their common defects and repair methods.
2. Knowledge of machine tool hydraulic systems, their troubleshooting, care and maintenance.
3. Different types of pneumatic valves and actuators their functions and maintenance, knowledge of pneumatic symbols and circuits and their trouble-shooting.
4. Importance of preventive maintenance, scheduling/ planning of preventing maintenance of various types of machines, maintenance of machine history and its application.
5. Maintenance of air compressors, shop pneumatic lines, conveyors, pumps, blowers etc.
6. Overhauling, reconditioning and testing of different machine tools-methods and procedures.
7. Planning and execution of foundation and installation of various machines. Special precautions while installing precision machines methods and equipments for vibration isolation.
8. Knowledge of engineering, drawings and ability to make free hand sketches of simple machine components.
9. Basic features of CNC machines and their maintenance.
10. ISO-9002 ISO-14001 and QSHE Policy.

**II) SHOP MANAGEMENT:**

1. Knowledge of functions of Time Office and procedure orders for gate passes.
2. Knowledge of incentive scheme, work order system, booking of labour hours, etc., production planning and control and workshop documents processing.
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4. Various registers maintained in Shops and their need.
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7. Railway Service Conduct Rules.
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9. Staff Council and Rules of its formation/working.
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3. प्रचलित शब्दावली

सहायक कार्मिक अधिकारी  
डी.एम.डब्ल्यू. पटियाला।