

DMW/PATIALA

Sub:- Syllabus for the post of J.E. (Trade-Welder)(Ranker Quota).

I) TECHNICAL KNOWLEDGE:

SHOP MANAGEMENT:

- i) Knowledge of functions of Time Office & Procedure orders for gate passes.
- ii) Knowledge of incentive scheme, work order system, booking of labour hours, etc., production planning and control and workshop documents processing.
- iii) Stock and non-stock and procedure for indenting and drawl of stores and return of serviceable and scrap items to Stores Deptt.
- iv) Various registers maintained in Shops and their need.
- v) Stock verification authorities and periodicity.
- vi) Various safety measures to be followed on the shop floor in general and for various machines and equipments in particulars.
- vii) Staff protective clothing and their entitlements.
- viii) Methods to control consumption of stores and electric energy.

II) GENERAL & ESTABLISHMENT KNOWLEDGE:

- i) 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.
- ii) Rules for engagement and discharge of Substitutes and knowledge of relevant section in the Industrial Disputes Act.
- iii) Workmen's Compensation Act.
- iv) Factory Act.
- v) Hours of Employment Regulations.
- vi) Various Types of leave which can be granted to staff.
- vii) Railway Service (Conduct) Rules.
- viii) General knowledge about working of various other departments in Railways.
- ix) Staff Council and Rules of its formation/ working.
- x) Canons of financial propriety.
- xi) Heat treatment of steel, tempering, stress relieving, normalizing, hardening of plain carbon and low alloy steels. Iron carbon diagram.
- xii) Various types of electrodes, ISO code for nomination of electrodes, flux, its importance and problems.
- xiii) Gas welding and oxy-cutting. Its limitations. Knowledge about cutting torches and flames.
- xiv) MIG & TIG welding. Its applications knowledge about plant and equipment.
- xv) Welding of cast iron, stainless steel.
- xvi) Welding of non-ferrous material i.e. copper and aluminum.
- xvii) Submerged Arc welding, Plasma Arc welding, Termite Welding, principle of operation plant used.
- xviii) Health and safety aspects in welding.

- xix) Arc welding, principles, DC and AC welding, Plant welding power and current requirements.
- xx) Flaws introduced in welding, non destructive testing of welding including X-ray & Gamma Ray detection.
- xxi) Advantages of welding process vis-a vis riveting, bolting and other fastening devices.

III) राजभाषा:

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

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सहायक कार्मिक अधिकारी-I

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