

**SUB:- SYLLABUS FOR THE POST OF JE, GENERAL FITTER TRADE RANKER QUOTA.**

**1. TECHNIACAL KNOWLEDGE :**

- a) Engineering drawing of simple components in first-angle, third angle and isometric view.
- b) Properties of common materials used in shop.
- c) Innovation & special features incorporated in our organization in various shops.
- d) Various safety precautions to be adopted on shop floor while on working in shop or using important equipments such as moving machinery, EOT cranes, fork lift.
- e) Use of computers in production, planning as well as office control ( Basic concepts only).
- f) Need of quality and its implications.
- g) Knowledge of shop practices , planning, time office etc.
- h) Reading of Engineering drawing, first angle and third angle projection, isometric view.
- i) Knowledge of limits fits & tolerances. ISO specification on limits and fits.
- j) Various types of hand tools used in fitting VIZ files, Chisels, Saws, Vices, Hammers, spanners, wrenches, etc.
- k) Knowledge of various measuring instruments used in DMW including optical coulometer.
- l) Detailed knowledge about heat treatment of steels heat treatment cycles. Heat treatment furnaces and induction hardening machines.
- m) Various Drives advantage and disadvantages of shrink fit drives, key drives, bolts and pulleys, gear box drive, flange joints etc.
- n) Basic knowledge about fundamentals of water testing, magna flux test, dye penetratedtest, ultrasonic test and X-ray, Gamme Ray detection.
- o) Various types of bearing and their uses, mounting and dismounting of bearing various reasons of failures in bearing.
- p) All types of ISO such as ISO-9001 ,ISO-14001, IS-18001, ISO-50001 & TQM

**2. SHOP MANAGEMENT:**

- a) Knowledge of function of time office and procedure order for gate passes.
- b) Knowledge of incentive scheme, work order system booking of labour hours, etc., Production planning and control and workshop documents processing.
- c) Stock and non-stock and procedure for indemnity and drawal of stores and return of serviceable and scrap items to stores Depot.
- d) Various registers maintained in shops and their need.
- e) Stock verification authorities and periodicity.

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- f) Various safety measures to be follow on the shop floor in general and for various machines and equipments in particular.
- g) Staff protective clothing and their entitlements.
- h) Methods to control consumption of stores and electric energy.

**3. GENERAL & ESTABLISHMENT KNOWLEDGE:**

- a) 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.
- b) Rules for engagement and discharge of casual labours/substitutes and Knowledge of relevant sections in the Industrial Disputes etc.
- c) Employee's compensation Act.
- d) Factory Act.
- e) Hours of employment Regulations.
- f) Various types of leave which can be granted to staff.
- g) Railway Service Conduct Rules.
- h) General knowledge about working in various other departments in Railway.
- i) Staff Council and Rules of its formation/working.
- j) Cannons of financial propriety.

**4. राजभाषा:**

- 1. भारत सरकार का राजभाषा नीति का सामान्य परिचय।
- 2. राजभाषा अधिनियम 1963 तथा राजभाषा संशोधन अधिनियम 1976.
- 3. राजभाषा के संबंध में कार्यालयीन नीति/गृहमंत्रालय के आदेश, प्रोत्साहन योजनाएँ, पुरस्कार आदि