

SYLLABUS FOR WRITTEN EXAMINATION-AME (GROUP - B)- DEPARTMENTAL

PROFESSIONAL PAPER

MARKS: 150

(Including Establishment & Financial Rules)

SECTION 'A' (PROFESSIONAL)

- 1) General knowledge of the Modern trends in their design of carriages and wagons.
- 2) Knowledge of different types of rolling stocks, carrying capacities etc.,
- 3) Principles governing condemnation of Railway materials including rolling stock and the method of disposal.
- 4) Knowledge of defects causing and contributing to derailments pertaining to rolling stock.
- 5) Knowledge of workshop layout, staff assessment and Machinery assessments and facilities required. Preparing of rolling stock for repairs.
- 6) Knowledge of time, works and methods study, Planning and calculation of time for jobs, Incentive scheme and Production control organisation.
- 7) General knowledge of strength of materials, fatigue, corrosion, surface finish and testing of materials.
- 8) Principles of working different types of machines and equipment used in workshops and their maintenance problems, internal transport equipment, pneumatic and hydraulic equipment, preventive maintenance schedules.
- 9) Different manufacturing process employed in the shops including welding, defects noticed and reasons thereof. Inspection methods, gauges, etc.,
- 10) Heat treatment practice and problems in achieving correct hardness.
- 11) Knowledge of measuring instruments like speedometer, precision Gauges, etc.,
- 12) Knowledge of various types of tools, their geometry, specification, usage, etc.,. Knowledge of paints and Paintings.
- 13) Design features of Coaching stock. Changes made or proposed in reducing incidents of corrosion.
- 14) Knowledge of safety vis-a-vis the processes in use and environment.

SECTION `B' (GENERAL)

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- 1) Knowledge of stores stocking and recouping procedures, limits and basis, charged off stores, non-stock items, recoupmnt methods, issue notes.
 - 2) Rolling stock and M & P programme.
 - 3) Estimates preparation and completion reports.
 - 4) Tools and Plants procedures for recoupmnt and condemnation.
 - 5) Methods of keeping attendance in workshops and absentee tabulation, Overtime, allocating of Labour and stores.
 - 6) Methods of determining cost of manufacture or repairs, on cost, cost card etc.,
 - 7) Work orders - different types - progressing of work orders and closing of work orders.
 - 8) Foundary accounts, Smithy and Saw Mill accounts.
 - 9) Internal checks to be done by Shop Supt's and accounting in shops and audit verifications and dealing with reports.
 - 10) International Umbrella Standards, viz. ISO-9000 and 14000 series.
 - 11) Production related practices, eg., Five-S, Six-Sigma, Seven-Tool of QC, TQM, Quality Audit, Kaizen etc.,

ESTABLISHMENT AND FINANCIAL MATTERS

A) ESTABLISHMENT :

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- i) Staff cadres and channel of promotions - Promotions of staff in the same class or from one class to another. Selection and Non-Selection posts - Trade Tests - Selection Boards - Efficiency Bar.
- ii) Discipline and Appeal Rules - Railway Services (Conduct) Rules - Annual Confidential Reports - Termination of Service, Dischage, Dismissal etc.,
- iii) Leave, Pass & Travelling Allowance - Preparation of Pay Sheets and Muster Sheets - Method of Payment - Boxing of Wages - Dearness, Compensatory, House Rent and other Allowances - Overtime - Medical Attendance Rules.
- iv) Departmental Procedure in regard to:-
 - a) Payment of Wages Act.
 - b) Hours of Employment Regulations - Adjudication Award - Duty Roster.
 - c) Workmen's Compensation Act.
 - d) Factory's Act.
 - e) Official Language Policy.
- v) Compliance with Vigilance Procedures.

B) ACCOUNTS.

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i) FINANCE:

Principles of Financial Scrutiny, Financial Justification Concurrence of Finance For proposals involving expenditure on -

- a) Establishment.
- b) Works.
- c) Miscellaneous Matter.

ii) BUDGET

Procedure and preparation of Railway Budget in respect of-

- a) Ordinary Working Expenses.
- b) Works Expenditure.
- c) Manufacture.

iii) CONTROL OF EXPENDITURE ON WORKS:

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- a) Works Register - Their maintenance, review and reconciliation with General Books.
 - b) Estimates of Various types - Their certification by Accounts.
 - c) Tenders - Procedure for calling, Considering and Accepting Tenders - Association of Accounts.
 - d) Progress report, Financial reviews, Publicity expenditure - Imprest Cash.
 - e) Rules for Grouping Works-Competency of Sanction.
 - f) Deposit Works - Incidence of Expenditure of Works for other Department.
 - g) Accounting of Working Hours of Direct Workers and Indirect Workers - Method Followed.
 - h) Incentive Working in ICF.

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