

संख्या/No.PB/S2/5/AWTI/EX-CADRE

मुख्य कार्मिक अधिकारी का कार्यालय  
Office of the  
Chief Personnel Officer,  
दिनांक/Dated: 09/04/2015.

**अधिसूचना/NOTIFICATION**

All SSE/Ch.OS/OS concerned :

Sub: Selection for Ex-cadre posts in Advanced Welding Training Institute ( AWTI)

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It is proposed to conduct selection for Ex-cadre posts in AWTI of Mechanical Engineering Department as detailed below.

Sl	Category	Pay Band & Grade Pay	No. to be empanelled
1	Senior Instructor/Mech	9300-34800 + 4600 GP	3
2	Instructor/ Mech	9300-34800 + 4200 GP	3
3	Instructor (Metallurgy)	9300-34800 + 4200 GP	2
	Total		8

**पात्रताशर्त /Eligibility Condition:**

**Sr.INSTRUCTOR/Mech/Ex-cadre GP 4600:** Applications are invited from SSEs working in Mechanical workshops having regular cadre status in same grade pay i.e. Rs.4600.

**INSTRUCTOR (Mech) /Ex-cadre GP 4200**

Applications are invited from JE, Sr.Tech., Tech.Gr.I, and Tech.Gr.II of Mechanical workshop seniority units in terms of Board's letter No.E(MPP) 2002/13/2 dated 04/01/2007, where selection of trainers should be done from identical grades only. In case no willing candidates apply for the same, candidates below one / two grades can be considered, provided the post at the training centre is either downgraded matching with the scale of pay of the selected candidates or transfer the element of the post in which the incumbent was working in his parent cadre. Only when adequate volunteers in same Grade Pay do not apply, employees who volunteer from one/two grades below will be considered for the post of Instructors (JE)/ Ex-cadre).

The position held by the employees against ex-cadre posts will not be taken into consideration for this purpose. Employees who had worked earlier in the ex-cadre post are eligible to apply only after a cooling period of 3 years in the shop cadre.

**INSTRUCTOR (Metallurgy) /(Ex-cadre) in GP ₹ 4200**

Applications are invited from employees working in Mechanical LAB department having regular cadre status of CMA in Grade pay i.e. Rs.4200.

The requisite qualification, experience & service condition prescribed for the three posts are detailed below:

Sl. No.	Name of the post	Qualification	Experience	Service Condition	Area of Experience
1	<b>Senior Instructor (Mech)</b> (Ex-cadre) 9300-34800 + 4600 GP	Diploma/Degree/ PG Degree in Mechanical/ Production/ Manufacturing Engineering or equivalent OR Employees selected as Intermediate App. Mechanic against Serving Employee quota	8 years of working experience as SE/SSE in the Mechanical Department	Employees working as SSE in the Mechanical department	1. Field experience in MMAW MIG/MAG 2. Practical knowledge of the physical properties of metals 3. Familiarity with codes and specifications used in welding 4. The candidates should have good oral communication skills to deliver lecture in English.
2	<b>Instructor Metallurgy (Ex-cadre)</b> 9300-34800 +4200 GP	Graduate in Engineering (Metallurgy/ Chemical) or equivalent OR M.Sc Chemistry or Applied Chemistry) OR B.Sc Chemistry/ Physics)	a) 1 year experience in Testing of Metals and Welding parameters for Graduates in Engineering/ M.Sc. b) 3 years of experience in the field of testing of Metals and Welding parameters / B.Sc.	Employees working as CMA in the Mechanical department/ Lab Organization	Testing of Metals & Welding parameters
3	<b>Instructor (Mech) (Ex-Cadre)</b> 9300-34800 +4200 GP	Diploma in Mechanical / Production/ Manufacturing Engineering or equivalent OR Employees selected as Intermediate App. Mechanic against Serving Employee quota OR ITI/NCVT/SCVT Apprenticeship	3 years working experience in Mechanical Department.	1) <b>Employees working as JE in Mechanical Department. (or)</b> 2) <b>Sr. Technician in PB Rs. 9300 - 34800 + 4200 GP (or)</b> 3) <b>Tech. Gr. I in Pay BandRs.5200- 20200+2800 GP (or)</b> 4) <b>Tech. Gr. II in Pay BandRs.5200- 20200 +2400 GP</b>	Practical experience in performing MMAW, MIG/MAG, Oxy-Acetylene Welding and Cutting

*Pharmathis*

## कैसे आवेदन करें एवं अंतिम तिथि /How to apply and last date :

Applications should be submitted in the proforma as in **Annexure A** to their controlling Officers / Supervisors on or before 29/04/2015. The supervisory officials will forward the applications to Dy.CPO/II in one lot on or before 30/04/2015 certain. Applications received after the last date and sent individually by the employees will not be entertained under any circumstances.

## चयन पद्धती /Mode of selection:

The eligible volunteers will be subjected to a **WRITTEN TEST** in terms of Railway Bd's letter No.E( MPP ) 2005/3/14 dated 03/10/2005. They will also be subjected to a practical teaching ability test as part of the selection followed by a viva-voce. The candidates who qualify for the post of Instructor (Mech) should also pass the test prescribed in Sec.4 of IS 817 this test will be conducted at TTC/AWTI in two welding positions. **The written examination is fixed on 20/06/2015 at 10.00 hrs at TTC.** **The duties and responsibilities for the above posts are enclosed as Annexure B.** **The syllabus for the examination is enclosed as Annexure -C.**

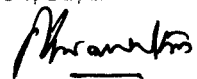
The empanelled employees will be required to prepare a lesson plan and deliver a lecture for a minimum period of half an hour.

## अवधि /Tenure:

The tenure of posting of selected staff shall not exceed 8 years under any circumstances. The employees selected and posted to these posts are liable to be transferred only on completion of the tenure period of 8 years in terms of Board's letter NO.E (MPP)2001/19/3-RECOMM.37 dated 29/06/2001. However, they will be allowed to return to their parent cadre earlier than 8 years only on promotion or after a minimum period of 3 years. As and when they are repatriated from ex-cadre post to parent cadre, they will be repatriated to their position which they would have occupied in their parent cadre but for their posting in ex-cadre. While working in ex-cadre post, they will be considered for promotion in their parent cadre according to their seniority position. They are clearly given to understand that their posting in ex-cadre would not confer on them any prescriptive right or claim for promotion / seniority or selection in ex-cadre and the administration reserves the right to transfer them back to their parent cadre even before the specified period in the interest of the administration.

## प्रशिक्षण भत्ता/Training Allowance:

The Railway servants who are selected to the above mentioned posts at Advanced Welding Training Institute will draw training allowance at 15% of their pay so long as they work in AWTI in their existing capacity in terms of Board's letters No.PC-IV/89/SP/2 dated 01/05/1998 and No.E (MPP) 2002/13/2 dated 04/01/2007.



Dy. Chief Personnel Officer/II

**Copy to:** CME, CME/QA, CWE/Shell & Fur.,

Dy.CME/Pit,Dy.CME/S/F,Dy.CME/Plg,Dy.CME/Inspn,Dy.CME/Bogie,Dy.CME/ROR,Dy.CME/ QC, Ch.OS/CON Section, WI/G/S & F: for exhibiting in the Office Notice Board.

GM(P) RITES/Southern Region } To Communicate ICF Employees working on deputation  
GM/(P)RITES/W.Region,MLR/Ihansi} basis at RITES in your region. Necessary acknowledgement  
RCF/RBL,Workshop Project/PATNA }may please be sent to this office, that all have been notified.

**Principal /TTC:** He is requested to kindly provide accommodation for conducting written exam on 20/06/2015.

**ANNEXURE – A**

**Application for the post of.....**  
**In Pay Band/Grade Pay Rs..... in response to the notification**  
**No. PB/S2/5/AWTI (Ex-cadre) Vol.I dt. 09/04 /2015.**

1. Name of the employee :  
(In Block letters)
2. Emp.No./T.No. :
3. Designation/Trade and Scale:
4. Shop/Office :
5. Date of Birth :
6. Date of appointment :
7. Qualification :
  - a. Educational :
  - b. Technical :
  - c. Professional :
8. Experience in TTC/Instructor: From: To:  
(If any)
9. Phone/Mobile No. :  
(If any) for communication

Date: Signature of the candidate

Forwarded to SPO/W

**DUTIES AND RESPONSIBILITIES REQUIRED FOR THE EX-CADRE POSTS IN AWTI****Sr. INSTRUCTOR/MECH – AWTI (GP 4600)****Responsibilities:****A Training**

- i Formulation, compilation & Conducting, of Training module as per training calendar
- ii Planning the formulated training modules & Preparation of course materials/ handouts, PPTS, Videos etc.
- iii Delivery of lectures in welding as per training schedule
- iv Assessing and grading the performance of trainees
- v Arranging Field Visit
- vi Conducting Seminars as per directives
- vii Maintaining discipline among trainees

**B. M & P**

- viii Custodian of Fixed assets under his purview(M & P, Class room, Seminar Hall , AV AIDS etc..)
- ix Repair & Maintenance of M & Ps at AWTI – Assisting Chief Instructor.
- x Arranging, Allotment & maintenance of R.M, Tools, equipment and consumables
- xi Arranging Calibration /Maintenance of the welding training Equipments inside AWTI
- xii Monitoring Machine utilization book
- xiii Follow up for the infrastructure proposals with other departments
- xiv Arranging welding Consumables and Tools for examination and regular practical classes

**C. Administration**

- xv Managing the Institute day to day activities – Assisting Chief Instructor
- xvi Assessing the training needs for Instructional staff and fulfilling their needs by sending them to proper training.
- xvii EMS/QMS/OSHAS Implementation & Co-ordination.
- xviii Arranging Section computer maintenance
- xix Monitoring of training session and reporting to Chief Instructor
- xx Misc and general works & Assisting Chief Instructor
- xxi Arranging Welding training for Non Railway Institutions on cost basis as per Railway Board Directives.
- xxii Consultancy services
- xxiii Arranging Engineering Repairs, Up keeping library & Audio visual equipments, House Keeping, Gardening etc
- xxiv Enforcing discipline
- xxv Assisting chief Instructor in the areas assigned by them whenever required.

**D. Standards Formulation & Certification**

- xxvi Setting the standards for welders performance and certifying authority for issue of certificates
- xxvii Conducting Examinations, setting of Question papers, arranging invigilation & evaluation for welders performance and assessment for Grades
- xxviii Preparation of standards & Specifications, Preparation, formulation and review of Procedures, work instruction etc.
- xxix Preparation of Welding Procedure Specification (WPS) & Procedure Qualification Report /Record (PQR)
- xxx Formulation of Welding codes related to Railway Standards.



Instructor/Mech/AWTI (GP 4200)Responsibilities:**A. Training**

- i. Conducting Practical Training module as per training calendar
- ii. Conducting Practical Demo to trainees
- iii. Preparation of course materials, PPTs, Videos etc.
- iv. Accompanying Field Visit along with trainees
- v. Delivery of lecture in welding as per time table
- vi. Assisting the movement of RM & Tools for Training Session
- vii. Conducting practical tests and assessing their performance
- viii. Maintenance of trainees attendance
- ix. Assisting the Sr. Instructor for conducting seminars
- x. Maintaining shop floor discipline

**B. M & P**

- xi Custodian of Fixed assets under his purview
- xii Upkeeping of machine utilization book
- xiii Assisting the Sr. Instructor in Repair & Maintenance of M & Ps
- xiv Allotment of R.M. Tools, equipment and consumables
- xv Arranging for Calibration and Maintenance of the welding Equipments
- xvi Upkeeping of House and surroundings

**C. Administration**

- xvii Managing the Institute day to day activities – Assisting Sr. Instructor
- xviii Implementation of EMS/QMS/OSHAS
- xix Section computer maintenance under his purview
- xx Feed back on Hostel & training session and reporting to Sr. Instructor
- xxi Assisting Sr. Instructor in all areas

**D. Standards Formulation & Certification**

Assisting the Sr. Instructor  
 =====

- xxii In Preparation, formulation and review of Procedures, work instruction etc.
- xxiii In setting the standards for welders performance
- xxiv In Preparation of standards and specifications
- xxv In Formulating Welding codes related to Railway Standards.



Instructor/ Metallurgy (AWTI) (GP 4200)

Responsibilities:

**A. Training:**

**Assisting Sr. Instructor Metallurgy/Mech/AWTI in**

- i. Conducting Training as per Training Calendar
- ii. Conducting Tests as per Module.
- iii. Preparation of Course materials, PPTs, Videos etc.
- iv. Maintaining Lab Discipline
- v. Associating with field visits, delivering Lecture in Welding, NDT as per Training schedule.
- vi. Conducting practical demos to trainees related to Laboratory.
- vii. Arranging RM, Tools for testing and training sessions related to AWTI Lab.
- viii. Maintaining Trainees attendance and performance.

**B. Machinery and Plant**

Assisting **Sr. Instructor Metallurgy/Mech/AWTI** in the following areas:

- i. Maintenance of Lab testing Equipments, Machinery and plants and other assets.
- ii. Calibration/maintenance of the Welding Testing Equipments of AWTI Lab

**C. Administration**

Assisting **Sr. Instructor Metallurgy/Mech/AWTI** in

- i. Carrying out the day to day activities of AWTI Lab
- ii. Implementing EMS/QMS/OSHAS activities.
- iii. Maintaining Section Computers
- iv. Monitoring of Training sessions and reporting to Unit Head.

**D. Standards Formulation, Testing and Certification:**

Assisting **Sr. Instructor Metallurgy/Mech/AWTI** in

- i. The Preparation of procedures and Work Instructions etc pertaining to Lab.
- ii. Assessing the performance of welders with suitable grades
- iii. Testing and Evaluation of weldments
- iv. Carrying out any other work assigned by **Sr. Instructor Metallurgy/Mech/AWTI**.



**SYLLABUS FOR SELECTION TO THE POST OF Sr.Instructor/Mech (GP 4600) at AWTI**

Introduction to Welding – Basic electricity – Arc Physics, Arc welding power sources – Fundamental of materials, Classification and properties of steel Materials used in manufacturing of Shells.

Various Welding processes – SMAW – GMAW-FCAW – SAW- Resistance welding and their welding techniques.

Manufacturing of LHB coaches and FIAT Bogies

Welding consumables – Welding gases, electrodes, filler wires and their storage.

Cutting processes – Oxy acetylene cutting – Plasma Arc cutting – Metal gouging – Laser cutting.

Stainless steels – Types – Various welding processes for Stainless Steel – Weld defects pertaining to S.S. Welding

Weld quality control- Weld defects, causes and remedies – Non Destructive Testing – Visual Inspection.

Safety in Welding.

**GENERAL TOPICS:**

- IMS Policy
- Limits Fits and Tolerance
- Fastening Methods & Devices
- Tools, gauges and measuring instruments – least count
- Official language Act – Importance & Implementation

**SYLLABUS FOR SELECTION TO THE POST OF Instructor/Mech (GP 4200 ) at AWTI****General Welding Concepts:**

Need & importance of welding, Types of welding, Types of weld joints, Edge preparations, Welding positions, nomenclatures of weld joints & safety in welding

Principles of Manual Metal Arc Welding (MMAW) parameters, welding techniques, accessories, welding electrodes, welding defects: causes & remedies.

Principles of GAS METAL Arc **Welding (GMAW)**, MIG/MAG, Welding techniques, accessories, shielding gas, welding Defects, causes & remedies

**OXY- fuel cutting:**

Types, Parts of gas cutting plant, flashback arrestor, plant set up, safety checks, parameters (nozzle size, pressure, speed) hazards of gas cutting, defects in cutting & remedies.

**GENERAL TOPICS:**

Safety Aspects at Workplace

IMS Policy

Official language Act – Importance & Implementation

**Practical test**

1. Selection of materials & Consumables
2. Joint preparation & Selection of Position
3. Selection of welding process
4. Machine setup
5. Parameter setup
6. Selection of suitable PPEs
7. Weld Practice
8. Weld on test coupon as per IS 817



**SYLLABUS FOR SELECTION TO THE POST OF Instructor/Metallurgy (4200) at AWTI**

1. Basics of welding: Types of welding, welding processes, fundamental principles and application in coach fabrication.
2. Welding Metallurgy: Welding metallurgy of low carbon steel and stainless steel welding. Concept of HAZ, carbon equivalent, Welding defects, causes and their remedies.
3. Stainless steel welding: Types of stainless steel, applications, weld ability, processes for stainless steel welding, problems faced in SS welding and remedies, defects encountered in SS welding.
4. Welding consumables: Carbon steel electrodes and stainless steel electrodes for various welding processes. Classification of Electrodes, testing of electrodes to various standards. Shielding gases used in various welding processes.
5. Codes and standards: Awareness on codes and standards for preparation of WPS and welders qualification.
6. Testing: Various non destructive and destructive tests.

**7. GENERAL TOPICS:**

Safety Aspects at workplace

IMS Policy

Official language Act – Importance & Implementation

Tools, gauges and measuring instruments – least count

