

सवारी डिब्बा कारखाना, चेन्नै 600 038  
INTEGRAL COACH FACTORY, CHENNAI-38

मुख्य कार्मिक अधिकारी का कार्यालय,

Office of the  
Chief Personnel Officer,

सं/No.PB/S1A/5/Civil/Artisan/QSE/Vol.I.

दि/Dated: 25/06/2015.

सर्व संबंधित/All Concerned

अधिसूचना/NOTIFICATION

विषय/Sub: Selection for the post of Technician Gr.3/Mason in Pay Band  
₹ 5200-20200+1900 against 25% Qualified Serving Employees  
quota (QSE) in the Civil Engineering Department.

It is proposed to fill up 1 (UR) vacancy of Technician Gr.3/Mason in pay band ₹ 5200-20200+1900 against 25% Qualified Serving Employees quota (QSE) in Civil Engineering Department.

**2. अर्हता/Condition for eligibility:** Employees shall fulfill the service conditions and minimum qualification as specified below as on the date of issue of the notification.

i. सेवा शर्त/Service Condition:

- Employees who are working in Helper and Trackman cadre (erstwhile Helper Gr.1, Helper Gr.2, Keyman, Sr.Trackman and Trackman) in pay band ₹ 5200-20200+1800 with minimum 3 years regular service as on the date of notification will only be eligible for the selection.
- In the case of Helpers who are appointed as substitutes, the service for eligibility counts from the date of regularization and not from the date of grant of temporary status.

ii. योग्यता/Qualification:

- Employees who have passed minimum 10<sup>th</sup> class under 10+2 system of education or its equivalent.
- Employees who are in possession of National Apprenticeship Certificate/National Trade Certificate/National Council of Vocational Training in the trade of Mason can apply.

**3. आवेदन कैसे करे/How to apply:** Employees who are eligible for the above conditions and are willing shall apply in the format enclosed as Annexure-II. There shall not be any correction or over writing in the applications. Attested photocopies of the certificates for Technical, Academic qualification and community certificate in respect of the SC employee, if any shall be enclosed along with the application if already not submitted to the Administration. Applications without relevant certificate will be rejected.

**4. अंतिम तारीख/Last date:** Employees should submit their application in the prescribed format to the concerned supervisor on or before 20/07/2015. All the applications received in the Shop/Office shall be forwarded to the Assistant Personnel Officer/Elec with a covering letter giving the details of applications on or before 22/07/2015 in one lot. Applications will not be received directly from the employees.

  
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**5. लिखित परीक्षा/Written test:** After scrutiny of applications, call letter will be sent to the eligible applicants duly indicating the date, time and venue. The question paper shall consist of objective type questions in the range of 45% to 55 % and remaining will be descriptive type in terms of Railway Board's letter No.E (NG)/I-2006/PMI/18 dt.30/08/2006 and E(NG)/I-2008/PMI/18 dt.31/02/2009. The question paper will be bi-lingual (i.e. English and Tamil). Those who wish to have the question paper in Hindi may submit their option to the Assistant Personnel Officer/Elec. along with their application. Employees may also note that **no supplementary test will be held under any circumstances.** The syllabus for the written test is enclosed as Annexure-I.

**6. पैनल में रखने का तरीका/Mode of empanelment:** All eligible volunteers will be subjected to a written test. Those securing 60% and above in the written test and in the aggregate will be qualified for inclusion in the panel. The final panel will be drawn up in the order of merit based on the aggregate marks of "professional ability and record of service". However, a candidate must secure a minimum of 60% mark in professional ability and 60% marks in the aggregate for being placed on panel. There will be no classification for outstanding.  
(Ref: Railway Board's letter No.E (NG)1-96/PM7/56 dt.02/02/1998 and 23/09/2003, No.E (NG)I-2008/PM7/4/SLP dt.19/06/2009 and No.E (NG)I-2008/PM7/4/SLP dt.12/01/2011)

**7. चिकित्सा परीक्षा/Medical Examination:** The employee who comes out successful in the written test will be examined for fitness in the medical classification C-1, if they don't have the specified medical classification. They will be considered for empanelment subject to their being found fit in C-1 medical classification.

**8. प्रशिक्षण/Training:** Selected employee will be deputed to undergo training in two stages and the details are as under.

i. **फेज/Phase-1:** (As per Procedure Order No.3 dated 28/06/2004)

Sl. No	Category	For all trades		
		Training at TTC	Training at Shop floor	Total period
1	NAC/NTC in the same trade	1 Week	-	1 Week
2	NAC/NTC in the different trade	15 days	4 months	4.5 months
3	DME/DEE/DCE/Engineering Graduates	-	4 months	4 months
4	Without any Technical qualification	3 months	6 months	9 months

ii. **फेज/Phase-2:** On completion of the stage-1 training a multi-skill training will be imparted to the selected employee in the following trades as scheduled below.

Sl.No	Trade	Place of training	Duration of training
1	Fitter/GL	SSE/Works/SM(Unit.77/C)	One week
2	Rivetter	SSE/Works/Shell(Unit.77/1)	One week
3	Carpenter	SSE/Works/South Colony(Unit.77/H)	One week
4	Mason	SSE/Works/GL(Unit.77/B)	One week
5	Painter	SSE/Works/Shell(Unit.77/1)	One week

  
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**9. संवर्ग-बाह्य कर्मचारियों हेतु प्रशिक्षण के दौरान वेतन/Pay during training for ex-cadre employees:** If any of the employees working in the ex-cadre posts apply against this notification and get selected, he will be deputed for training with reference to his cadre status and cadre pay will be allowed during the training period.

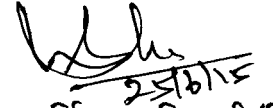
**10. पदोन्नति/Promotion:**

- a) On completion of prescribed training he will be trade tested in the trade of Mason in Civil Engineering Department. On passing the trade test he will be promoted as Techn.Gr-3 subject to availability and requirement of filling up of vacancies duly following the reservation rules.
- b) If he has passed the trade test but could not be absorbed for want of vacancies will be sent back to his parent cadre. He will be absorbed as and when vacancies arise in future against this quota subject to the condition that the panel is in current.
- c) The employee who is selected against the 25% QSE quota as Technician Gr.3/Mason vacancy in Civil Engineering Department and refusing promotion as Technician Gr.3/Mason in this department will be debarred for promotion for a period of one year.

**11. पैनल की अवधि/Currency of panel:** The currency of the panel is valid for 2 years from the date of approval by the competent authority or till it gets exhausted whichever is earlier.

**12. वरिष्ठता/Seniority:** The seniority of the empanelled candidate against 25% QSE quota will be regulated as per terms of Board's letter No.E (NG) 1-96/PM7/56 dated 02/02/98.

13 All the supervisors are requested to give wide publicity to this notification and convey the contents to the employees working under their control who are eligible to apply even if they are on level/sick.



सहायक कार्मिक अधिकारी/बि.  
Assistant Personnel Officer/Elec

संलग्न/Enclo: Annexure I & II

प्रति/Copy to: CE, Dy.CE, XEN/S&F, AEN/S&F, Ch.OS/S5, Ch.OS/Con, Ch.OS/CE's Office,

**Common syllabus for selection for the post of Technician Gr.3 in pay band ₹ 5200-20200+1900 against Qualified Serving Employees quota consisting all trades in Civil Engineering Department.**

**1. Industrial safety**

Safety Rules to be followed in Workshops  
Importance of house keeping  
Fire Accidents-safety measures.

**2. ISO 9000**

Importance of quality-definition  
ICF quality Policy (English & Tamil)  
Achieving defect free components  
Common practices adopted during assembly- Shell/Fur. about ICF  
Plant Layout  
Vital Components of Coaches and Bogies  
Different types of Coaches  
Activities of different shops  
Common Practices adopted during assembly – Shell and Furnishing

**3. Basic Mathematics**

Calculation of Area, Volume and Circumference of simple geometric shapes like cube, cuboids, cylinder sphere & Cones conversion of units (Inches to mm, Celsius to Fahrenheit etc.)

**4. Basic Tools**

Common workshop Tools pertaining to all trades and uses.  
Measurement and Gauges  
Knowledge about tapes, Steel Rules & Vernier Caliper  
Knowledge about tapes, Bevels and Sine Bar.

**5. Basic Science**

Mass, density, weight  
Metals and properties of metals  
Steel and its alloys  
Calculating weight of a steel object  
Reading of very simple drawings  
Dimensioning and views  
Differentiate between sheet & Plate/Tube & Pipe

**6. Different type of production documents used in ICF.**

**7. Official Language Policy.**

**8. Knowledge of Engineering works pertaining to the trades of Mason, Plumber, Carpenter, Permanent Way, Rivetter, Fitter/GL and Painter, etc.**

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**Annexure -II**

**Application for selection to the post of Technician Gr.3/Mason (Civil Artisan) in Pay Band Rs.5200-20200+1900 against 25% QSE quota in Civil Engineering Department.**

(Ref: No.PB/S1A/5/Civil/Artisan/QSE/Vol.I

Dt. 25/06/2015)

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1. Name of the Employee (In Block Letters) :
2. Employee Number :
3. Designation :
4. Shop/Unit/T.No. :
5. Date of birth :
6. Date of appointment :
7. Date of entry to the present grade :
8. Educational Qualification
- (a) Academic :
- (b) Technical :
10. Documents attached
- a) Academic : Yes / No
- b) Technical certificate : Yes / No
12. Mobil/Phone number for communication :

Date:

Signature of Employee

**Note: Attested photocopies of the certificates in support of the academic, technical qualification and community certificate should be enclosed.**

**Forwarded to: APO/G**

SSE/Ch.OS