

# पूर्व तट रेलवे - East Coast Railway कार्यालय- Office of the



मुख्य कारखाना प्रबंधक(का.) - Chief Workshop Manager(P) सवारी डिबबा मरम्मत कारखाना, मंचेश्वर - Carriage Repair Workshop, Mancheswar

No.CRW/MCS/Estt/BTC/Sr. Instructor/ 1572

Date: 23.07.2025.

# NOTICE

विषय/Sub:-Selection for filling up of Ex-cadre posts of Sr. Instructor in Pay Matrix Level-5 in BTC, CRW, Mancheswar.

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It has been decided by the competent authority for inviting options from the eligible staff of CRW, Mancheswar, three divisions e.g. KUR, WAT & SBP Division and HQ/BBS of East Coast Railway and also from the eligible volunteering staff of other railways for filling up of 02 (two) posts of Sr. Instructor (ex-cadre) in Level-5 in BTC/CRW/MCS.

# A. Eligibility criteria:

Staff working as Technician Gr.I in Pay Matrix Level-5 in Mechanical/Electrical Department having educational qualification of Matriculation with ITI/NCVT/Act. Apprenticeship in the relevant trade operated in Mechanical or Electrical Department are eligible for applying above post.

Or

Staff working as Technician Gr.II in Pay Matrix Level-4 in Mechanical/Electrical Department with 02 (Two) years experience in existing grade having educational qualification of Matriculation with ITI/NCVT/Act. Apprenticeship in the relevant trade operated in Mechanical or Electrical Department are also eligible for above selection subject to non-availability of eligible candidates working in Technician Gr.I in Level-5 as stated above.

Apart from the above, the volunteering candidates should also fulfill the following eligibility criteria:

- a. Upper age limit of the candidate as on the date of notification is 58 years.
- b. Cooling period between two tenures of Instructor in BTC/CRW/MCS should be at least one year.
- c. The candidates should have good communication skills to deliver lecture in English and Hindi.
- d. The candidate should be well conversant with working on PC independently.
- e. The applicant should be a good communicator, having good academic background preferably with practical experience in teaching and having capacity to prepare course material etc.

#### s. Mode of Selection:

Selection to the post of Sr. Instructor (Ex-cadre) in BTC/CRW/MCS shall consist of written test (75 marks) and class room lecture trial (25 marks). Those candidates will score not less than 60% marks in the written test (Professional ability), should be called for class room lecture trial and the final panel should be drawn in the order of merit from amongst who secure a minimum of 60% marks in the professional ability and 60% marks in the aggregate.

# C. <u>Instructions for Written Examination:</u>

- i. The questions of the written examination will be 100% objective multiple choice type questions and to be printed in bilingual form i.e. in English and Hindi.
- ii. There will be 110 questions of objective multiple choice type questions with four answer options like A,B,C & D and the candidate has to answer a maximum of 100 questions.
- iii. In case the candidate answers more than 100 questions, first 100 attempted questions are to be taken for evaluation.
- iv. The question paper shall also contain 10 questions on official language policy and rules.
- v. The answers are to be marked on OMR answer sheets and the OMR answer sheet will be evaluated manually.
- vi. Cutting, Overwriting, erasing or alternation of any type in answer will not be accepted and zero marks will be given for answering having correction/overwriting.
- vii. Each correct answer will fetch 01(one) mark and no credit will be given to un-attempted questions and wrong answers.
- viii. There shall be negative marking and 1/3<sup>rd</sup> of the allotted marks will be deducted for every wrong answer/multiple answer.
- ix. The duration of written examination will be of 120 minutes.
- x. There will be no supplementary written examination to the absentees.
- xi. Syllabus for the written examination is enclosed here with.

### D. Teaching Allowance:

For imparting training at BTC/MCS as Sr. Instructor (Ex-cadre), teaching allowance shall be granted as admissible from time to time to the post as per extant rules.

### E. Tenure Period:

The posts of Sr. Instructor (Ex-cadre) is tenure based post. The tenure of the post of Sr. Instructor (Ex-cadre) will be minimum 03 (Three) years and maximum 05 (five) years. However, the administration may reserve the right to repatriate the staff working as Sr. Instructor at any time even before completion of the tenure without assigning any reason on administrative ground. Lien and Seniority of the selected candidates shall be maintained in their parent cadre/division for further promotion.

### F. Last date of Submission application:

Volunteering employees of CRW/MCS should submit their applications in prescribed proforma (Annexure-A) enclosed herewith to their controlling supervisors/officers on or before <u>25.08.2025</u>. After preliminary scrutiny, the concerned controlling Officers should send only the eligible applications in a single bunch on or before <u>30.08.2025</u> to this office.

Volunteering employees of KUR/WAT/SBP Division and HQ/BBS of East Coast Railway and other railways should submit their applications in prescribed proforma (Annexure-A) enclosed herewith on or before <u>06.09.2025</u> to their controlling Officers. The concerned controlling Officers should send the applications to the respective Personnel Officers. Personnel Officers after scrutinizing the candidature of the volunteering staff as per the above eligibility conditions will send the applications of eligible staff only alongwith consolidated statements as per proforma (Annexure-B) so as to reach this Office on or before <u>10.09.2025</u> positively. The concerned Personnel Officers should ensure that all the columns of enclosed proforma (Annexure-A & B) are properly filled in before sending to this Office.

- NB: 1. Applications submitted by the employees directly to this Office will not be accepted.
  - Applications of those staff who have not fulfilled the eligibility criteria as mentioned above need not be forwarded.
  - 3. Incomplete applications will not be entertained.
  - 4. Incomplete statements furnished by the divisions/units will not be entertained.

# G. Other Conditions:

- i. The post of Sr. Instructor (ex-cadre) is a tenure based post.
- ii. Since the post of Instructor at BTC/CRW/MCS is ex-cadre post and filled on voluntary basis, no rule of reservation is applicable.
- iii. Selected employee will not normally be allowed to decline the post.
- iv. Lien/Seniority of the selected candidates will be maintained in his parent cadre/department/division.
- v. All other terms and conditions applicable for selection to the post of Sr. Instructor (Ex-cadre) as per extant rules as on the date of notification will be applicable and items overlooked/omitted if any will be treated as valid and operative.
- vi. Railway Administration reserves all rights to cancel or amend the Notification partly or wholly at any time without any prior notice or assigning any reasons thereof.
- Encl: 1. Proforma for application (Annexure-A)
  - 2. Proforma for consolidated statement (Annexure-B)
  - 3. Syllabus of the written examination.

Notification is available in website of East Coast Railway.

(संतोष कुमार मिश्र – Santosh Kumar Mishra)

d \ 23.7.25

सहायक कार्मिक अधिकारी - Assistant Personnel Officer

संडिका / मंचेश्वर - CRW/Mancheswar

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# Copy to:

- 1. The General Managers, All Zonal Railways & Production Units.
- 2. PCPO/ECoR/BBS.
- 3. CWM/MCS for kind information.
- 4. DRM(P)/KUR, WAT & SBP of East Coast Railway
- 5. Dy.CME(POH-I) & Dy.CEE of CRW/MCS.
- 6. SSE(WS)/Computer/MCS. He is advised to upload the notification in East Coast Railway website.
- 7. Br. Secretary/ECoRSC and Br. Secretary/ECoRSU of CRW/MCS.

8. Notice Board.

सहायक कार्मिक अधिकारी - Assistant Personnel Officer सडिका / मंचेश्वर - CRW/Mancheswar



Syllabus for written examination for selection to the post of Sr. Instructor (Ex-Cadre) in Pay Matrix Level-5 at BTC, CRW, Mancheswar.

The syllabus for written examination for selection to the post of Sr. Instructor (Ex-Cadre) in Pay Matrix Level-5 at BTC, CRW, Mancheswar is as follows: It has been divided into five Sections:-

1. General Awareness & Mathematics.

2. General Intelligence & Reasoning

3. Railway Organization, Types of coaches & Types of Maintenance.

4. Technical Ability.

The question paper shall be 100 marks. Weightage of the five different sections of the question

papers shall be as mentioned below.

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SI No:	Section	No. of questions.
1	General Awareness & Mathematics	10
2	General Intelligence & Reasoning	20
3	Railway Organization, Types of coaches & Types of Maintenance.	40
5	Technical Ability	30

Details of various topics under each section is as follows;-

#### General Awareness:

Indian History & India's struggle for freedom, Indian Geography, flora & fauna, Indian Constitution, Indian Heritage & its culture, Common Abbreviations pertaining to India. Fundamental Concept of Science, Understanding of Environment, pollution, global warming & associated issues. Weather Cycles. Fundamental of Computer. Current events & happenings pertaining to India. Personalities in news & sports, Recent Scientific & technological development, Safety & First Aid.

# Mathematics:-

Number System Decimals, fractions, ratio & proportion, percentage, LCM, HCF, simple & compound interest, profit & loss, time & work, discount, elementary algebra, elementary geometry, mensuration, areas & volume, plain trigonometry & elementary statistics.

# General Intelligence & Reasoning:-

Non verbal aptitude and Reasoning logical reasoning, analogies, classification, completion of picture series, completion of alphabetical & numerical series, analytical reasoning, similarity, & differences, coding & decoding, figure pattern-folding & completion, mathematical operations, similarities & differences, blood relationship, syllogism, jumbling, set theory & venn diagram, symmetry, data interpretation, data sufficiency, conclusion, flexible thinking, problem solving & decision making.

Railway Organization, Rolling Stocks & Type of Maintenance:-

Structure of Railway Organization, zones, Production Units, Type of Coaches, Maintenance schedule of ICF Coach & LHB Coach, Types of Maintenance (POH & IOH) ,Abbreviations pertaining to Railway.

# Technical Ability for Mechanical portion:-

Basic Physics, density & relative density, volume, temperature (Celius & Farenheit scales), concept of pressure, units & measurement, measurement tools, metre, scale, weight, mass, length. Basic engineering drawing, engineering units, Symbols, Basic Mechanics, speed, velocity, force,

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torque, acceleration, resistance (mechanical), work, energy, power, hydraulics, pressure, simple gear trains.

Material properties, Metals, alloys, plain carbon steel, alloy steel. Different types of machining, machine tools, hand tools, mechanism, friction, lubrication, knowledge of carpentry tools. Fundamental of Thermodynamics, functioning of IC engines, Types of Fuels & their properties, steam engine.

Fundamental of electricity, electrical circuit & symbols, voltage, current, resistance, (electrical) Ohm Laws, Kirchhof Law, fuses, relays, electricity safety precautions, circuit breakers, isolation & isolator, earthing. Different types of welding process, precautions during welding.

#### Technical Ability for Electrical portion:-

Basic Physics, density & relative density, volume, temperature (Celius & Farenheit scales), concept of pressure, units & measurement, measurement tools, metre, scale, weight, mass, length. Basic engineering drawing, engineering units, Symbols, Basic Mechanics, speed, velocity, force, torque, acceleration, resistance (mechanical), work, energy, power, hydraulics, pressure, simple gear trains.

Fundamental of electricity, electrical circuit & symbols, voltage, current, resistance, (electrical) Ohm Laws, Kirchhof Law, fuses, relays, electricity safety precautions, circuit breakers, isolation & isolator, earthing. Different types of welding process, precautions during welding.

Power group:- Sub stations, pump House, HTLT overhead Lines, Various types of Electrical pumps, AC Appliances like refrigerator, Window Air Conditioner, Split Air Conditioner, Water Cooler, Deep Freezers & Bottle Coolers, earth resistance and insulation Resistance, periodicity of checking and method of checking desired values, Various types of light, various types of fans and lights, Energy efficiency, fitting in use, Electrical Safety rules as applicable to General Services etc.

Train Lighting: Maintenance of TL coaches, system of working of TL, various types of train lighting systems, features of modified 110V TL System, Working principle of TL alternator, rectifier-Regulator unit (RRU), Checking of V-Belt tension, maintenance of batteries, light fitting and fans, checking of earth leakage in TL Coaches, Safety aspects of under gear items, illumination Level, Checking of insulation resistance of Coach wiring, schedule of maintenance for primary maintenance coaches, passing trains attention, attention to VIP coaches, Saloons etc., fire preventive measure in TL Coaches, maintenance of pantry equipments, etc.

Air Conditioning:- Schedule maintenance of SG AC & RMPU type AC coaches maintenance of Alternator, RRU, Battery, AC equipment, Package unit etc., EOG and LHB coaches, V belt checking, safety items check on AC coaches, duties of CM & ACCA, trouble shooting of various failures etc. Maintenance of power cars, fire protection in SG AC & RMPU type AC coaches.

Dy.CME(POH)

# PROFORMA APPLICATION

I do hereby volunteer for selection to the post of Sr. Instructor (Ex-cadre) in Pay Matrix Level-5 in BTC, CRW, Mancheswar duly accepting all terms & conditions and other details mentioned in the Notification No. CRW/MCS/Estt/BTC/Sr.Instructor/1572 dated 23.07.2025. I confirm that my personal/service particulars are as follows.

01.	Name (in block capitals)	:	
02.	Community (UR/SC/ST/OBC	:	
03.	Designation & Pay Level	:	
04.	Employee No. & HRMS ID	:	
05.	Present Working unit/division	:	
06.	Working Under	:	
07.	Date of Birth	:	
08.	Date of Appointment & Capacity	:	
09.	Date of Regularization	:	
10.	Date of Regular Promotion	:	a. as Technician Gr.III:
			b. as Technician Gr.II :
			c. as Technician Gr.I:
11.	Educational qualification	:	
12.	Technical qualification	:	
13.	Working experience (if any)	:	
14	Whether free from SPE/Vig./D&A cases	:	
15	Whether previously worked in BTC as Instructor in any grade, if so the date of repatriation to present cadre	:	
16	Mobile No.		

Signature of the candidate

Remarks of Officer/Sr. Supervisor

Forwarded to AWPO/MCS with reference to his notification No. CRW/MCS/Estt/BTC/Sr. Instructor/615 dated 23.07.2025

Signature of the Controlling Officer

Annexure-B

Consolidated statement for selection to the post of Sr.Instructor (Ex-cadre) in BTC/CRW/MCS AWPO/CRW/MCS' Notification No.CRW/MCS/Estt./Sr.Instructor/1572 dtd.23.07.2025

Srl.	Name of the applicant	α	Employee No.	HRMS ID	Date of Birth	Date of Aptt.	Qualification		Date of Promotion			Whether working as Instructor if yes,	
							Academic	Technical	Tech.I	Tech.II	Tech.III	Name of Institutio n	Period

Signature of Personnel Officer with seal