



Headquarters Office,
Personnel Branch,
Chennai – 600 003
Dated: 05.08.2024

No.P(S)608/I/4/Instructor/Works/Vol III

**CAO/ CN & MTP/MS, CAO/CN/ERS, CPD/RE/MS
DRM(P)s/ MAS, TPJ, MDU, SA, PGT, TVC**

Sub: Selection for filling up the post of **Instructor / Works** in Level- 7 of VII
CPC Pay Matrix (Ex-cadre – Tenure) at **SOUTHERN RAILWAY CIVIL
ENGINEERING TRAINING CENTRE / TAMBARAM** (i.e. **SRCETC/TBM**)
- Engineering Department – reg.

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It is proposed to fill up Two (02) vacancies of Instructor / Works in Level-7 of VII CPC Pay Matrix of Civil Engineering Department at SRCETC / TBM on Ex-Cadre tenure basis through a process of selection by calling the volunteers from the employees working as SSE/Works in Level-7 and JE/Works in Level-6 in Civil Engineering Department of Southern Railway.

Teaching Allowance :

The candidates selected as Instructor/Works are entitled to draw Training allowance i.e 12 % of Basic Pay.

Quarters retention :

The candidates selected as Instructor in Training Institutes are permitted to retain Railway Quarters at the previous place of posting for a maximum period of two years from the date of joining as Instructor. (RBE 89/2003)

1. **Eligibility Conditions :**

- a) The applicants should not have crossed the age of 58 years as on the date of notification. (RBE No. 104/2023)
- b) Application are invited from the employees working on regular measure as SSE/Works in Level-7 and JE/Works in Level-6 of VII CPC Pay Matrix with minimum 10 years service. The volunteers should have completed 10 years regular service in JE/Works category. The employees appointed through DRQ as SSE should have completed 10 years regular service in the category of SSE/Works. The employees who were promoted as SSE/Works against PRQ should have completed 10 years regular service both in JE & SSE categories combined together.
- c) Knowledge of Computer, Auto CAD and knowledge in Hindi is desirable.
- d) Candidate with degree in Civil Engineering is preferable.
- e) Employees working in an ex-cadre post can be considered for another ex-cadre post subject to the condition that the total period of tenure in such ex-cadre posts taken together shall not exceed five years in total. A minimum cooling off period of two years is mandatory for consideration of an employee in one ex-cadre for posting to another ex-cadre post. (PBC No.116/2023).

2. **Selection Process (ENGG)/8/2019-O/o Ch OS/Engg/Pers/HQ/SR**
- a) In terms of RBE No. 79/2019, selection process will consist of Written test and Class room lecture trial. The max mark is 100 and qualifying mark is 60 %.
 - b) In terms of PBC No. 263/2018 & 46/2019, the written examination shall comprises of 100% objective type multiple choice questions. There will be negative marking @ 1/3 marks for wrong answer in terms of PBC No.264/2019.
 - c) In terms of Railway Board's letter No. Hindi/87/OL/1/10/3, dated 03.11.1988, there will be questions in Official language policy & rules for at least 10% of the total marks prescribed which is optional.
3. **General Instruction for submitting online application:**
- a) Applications should be submitted through online mode only from 12.08.2024 to **23/08/2024** at **<http://notifications.srhqpb.in>** duly adhering to the procedures and Instructions envisaged in PBC No. 150/2022 & 232/2022.
 - b) The link for the web portal will be made available from 12.08.2024 in the Personnel Department website **<https://notifications.srhqpb.in/>** and also in the Railnet website of Southern Railway
 - c) The employees willing to apply for the above selection have to submit applications through online mode only. Applications received from any other mode will be summarily rejected.
 - d) The list of supporting documents as detailed below should be kept in PDF format (to be attached along with the application) as applicable.
 - i. Community Certificate in case of reserved community employee
 - ii. Educational Certificates other than qualification mentioned in SR
 - iii. Other relevant documents sought in the notification
 - e) After the closing date of the application, the Cadre Dealer/Personnel Officer should login and download the applicant details in Excel Format. The respective cadre dealer/controlling Personnel Officer should verify the correctness of the particulars of each applicant in the downloaded excel file with the Service Register and other available relevant records. After due verification, each applicant has to be certified in the excel file in remarks column without fail. The same has to be uploaded in the website along with the covering letter. A copy of the same should also be forwarded in e-Office to the undersigned as e-receipt on or before **17.00 hrs of 30/08/2024**.
 - f) If there are no volunteers for the proposed selection, then the Cadre controlling officer/Personnel Officer concerned shall send a Nil report on or before **30.08.2024** through e-office certainly to avoid delay in processing of the selection
 - g) The syllabus for above selection is enclosed as annexure-I herewith for information to the applicants.
 - h) **Only employees who are willing to work as Instructor / Works at SRCETC / Tambaram may apply.**
 - i) All volunteers i.e, from both Level -7 & Level -6 who fulfils the above eligibility conditions and found eligible for the selection will be permitted to appear for the selection. However, if employees in Level-7 are adjudged suitable in the selection, they will have preference over those in Level-6. Merit position will be drawn separately for those in Level-7 and those in Level-6 to decide the panel position. If an employee in Level-6 is selected, then the post of Instructor/Works in Level-7 will be downgraded to Level-6 in VII CPC in terms of Railway Board's letter No. E(MPP)2002/13/2, dt.04.01.2007.

4. Tenure:

- a) In terms of RBE No. 104/2023, maximum tenure of Instructors in one consecutive spell should be 5 years.
 - b) The employees posted as Instructor / Works will be repatriated to the parent cadre at least three months prior to the date of their superannuation or when their performance is found to be not satisfactory at any time without assigning any reasons whatever, whichever is earlier.
5. Since the post of Instructor is an Ex-cadre post and filled on voluntary basis, no rule of reservation is applicable.
6. The panel will be declared in the order of merit. **Selected employees will not normally be allowed to decline the post.**
7. Wide publicity may be given to this letter, duly exhibiting in the office notice boards for information of all staff concerned.

Digitally Signed by

Anjanikumar C

Date: 06-08-2024 09:52:57

Reason: Approved
(C. Anjanil Kumar)

Assistant Personnel Officer / IR&Trg

For Principal Chief Personnel Officer

Copy to : PCE, CE/GI, CE/Works

Dy.CE/Works, Dy.CPO/CN/MS, SPO/MTP/MS

DRM (W)/ MAS, TPJ, MDU, SA, PGT, TVC.

Principal/SRCETC/TBM

GS/SRMU, GS/AISC&ST Association, GS/AIOBC Association

CH.OS/Systems/Pers/HQ

Syllabus for the Selection of Instructor – Works at SRCETC/TBM

1. Building materials and construction.
 2. General Conditions of Contract for works and Service.
 3. Standard Specifications.
 4. Schedule of rates.
 5. Elementary of soil Mechanics including determination of Safe bearing capacity of the soil. Terms used in soil mechanics, Properties of soil, Classification of soil, identification of soil, Compaction & Quality control in earth work, Rehabilitation of weak formation, Soil exploration and foundation.
 6. Water supply and Sanitary engineering.
 7. Earth Work:- Soil suitable for banks, Mechanical compaction of banks, Special precautions for banks in black cotton soil, Measurement for lead, lift and calculation of cubical contents.
 8. Estimating materials and labour for important terms of works in building.
 9. Survey:- Classification of survey, reconnaissance survey, Preliminary Survey, Final location survey and survey reports. Laying of Simple circular curve by tangential off set method, Long chord off set method, Quartering of versine method, Chord deflection method and theodolite method, Transition curve, Necessity, Shape, Length and laying of transition curve.
 10. Work order and contract's bills.
 11. Procedure of land acquisition and custody and management of land.
 12. Encroachments and eviction.
 13. Account of railway materials including procedures for procurement.
 14. Stock verification.
 15. Stocks sheets and return to be submitted.
 16. Disposal of released and surplus materials.
 17. Schedule of dimensions.
 18. Knowledge of general and subsidiary rules.
 19. Engineering Code.
 20. Indian Railway Works Manual.
 21. PERT and CPM.
 22. Railway service conduct rules, Leave rules, Pass rules, Medical assistance rules, Pension Scheme, Staff benefit fund, Discipline and Appeal rules, Hours of employment regulation act, Workman's Compensation Act, Payment of Wages Act, Minimum wages Act, Pay sheet, Trade Test, Establishment records in SSE/SE/JE/Work's office, Provident fund, PNM, JCM, PREM.
 23. Questions in official Language act to the extent of 10 marks.
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