

# SYLLABUS FOR SELECTION FOR THE POST OF JE (CARPENTER TRADE) – RANKER QUOTA

## **I. General & Establishment Knowledge**

- a. D&AR Rules: Various definitions, the applicability, suspension and issue of minor penalty charge sheet, appeals.
- b. Rules for engagement and discharge of Casual Labour/Substitutes and knowledge of relevant section in the Industrial Disputes Act.
- c. Workmen's Compensation Act.
- d. Hours of employment regulations.
- e. Various types of leave which can be granted to staff.
- f. Railway Service Conduct Rules.
- g. General knowledge about working of various other railways Departments in Railways.
- h. Staff council and rules of its formation/working.

## **ii. Shop Management:**

- a. Knowledge of functions of Time Office & Procedure Orders for gate passes.
- b. Knowledge of incentive scheme, work order system, booking of labour hours etc. production planning and control and workshop documents processing.
- c. Stock and non-stock and procedure for indenting and drawal of stores and return of serviceable and scrap items to Stores Depot.
- d. Various registers maintained in shops and their need.
- e. Stock verification authorities and periodicity.
- f. Various safety measures to be followed on the shop floor in general and for various machines and equipments in particular.
- g. Staff protective clothing and their entitlements.
- h. Method to control consumption of stores and electric energy.

## **III. Particular Trade Knowledge:**

- a. Different types of wood, hard wood, soft wood.
- b. Selection of timber for various types of work.
- c. Seasoning of wood, natural and artificial.
- d. Common defects of timber. Shrinkage and its affect.
- e. Preservation of timber and treatment.
- f. Various types of joints for and their application Safety precautions to be observed while working with hands and machines.
- g. Different types of carpenter tools.

- h. Various types of carpenter tools.
- i. Various machines used for wood working.
- j. Estimation of scantling wood required for different jobs-logs forms, plant form.
- k. Wood substitute materials available and their use.
- l. Reading of engineering drawings.
- m. Selection of timber for various types of work.
- n. Seasoning of wood, natural and artificial.
- o. Common defects of timber. Shrinkage and its affect.
- p. Preservation of timber and treatment.
- q. Various types of joints for and their application.
- r. Knowledge of various carpentry fittings and carpentry work used in Diesel Locomotives, Electric Locomotives (WAP-7, WAG-9HC, etc), and 08 Wheel D.E.T.C. along with tools used for these tasks, such as plasma cutting, saw riveting machines, etc.
- s. Knowledge of ISO 9001, ISO 18001, ISO 14001, and ISO 50001.
- t. Knowledge of fire extinguishing equipment, first aid supplies, and various methods and detailed descriptions to ensure workplace safety.

#### IV. Official Language Syllabus:

Rajbhasha

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