

SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch,
Chennai – 600 003.
Dated: 28 / 10 / 2022.

No.P(S)608/II/Computer Instructor

DRM/P/MAS, TPJ, MDU, TVC, PGT, SA
FA&CAO/MAS, CAO/CN/MS
CWM/CW/PER, LW/PER
COS/PER, WPO/GOC, WPO/S&T/PTJ, CEWE/PER
SPO/RE/MS, APO/EWS/PER, TM/RPM

NOTIFICATION

Sub:- Selection to the Ex-Cadre post of Instructor (Computer)
in PML-7 in 7th CPC at MDZTI/TPJ.

It is proposed to conduct a selection for filling up of one (1) vacancies of Instructor/Computer in PML-7 of 7th CPC at MDZTI/TPJ by calling volunteers from eligible employees in PML-6 & PML-7.

1. ELIGIBILITY CRITERIA:

Employees/Volunteers	Staff working in PML-6 & PML-7 ^{all} Departments having more than 3 years of non-fortuitous service. In the event selection of staff in PML-6 it could be considered subject to the condition that they would be posted at MDZTI along with the post in PML-6 duly exchanging the element of PML-7 from the institute to the Division concerned for the entire tenure period.
Educational Qualification	Graduate in any subject with a) PGDCA (or) b) Engineering Graduate with IT/Computer Science/ECE/E&IE (or) c) MCA/BCA (or) d) B.Sc., In Computer Science (or) e) Three year Dip. In Comp. Application/IT from a recognised University
Age Limit	Upper Age limit as on the date of notification is 55 years.
Tenure	Tenure period is 5 years. They will be repatriated to parent cadre on completion of their tenure period or 3 months prior to the date of their retirement or when their performance is found to be not satisfactory at any time without assigning any reasons whatsoever, whichever is earlier.
Conditions for applications	Employees already working in another Ex-Cadre post need not apply. It should be ensured that while forwarding the application of volunteers, necessary conditions as indicated in PBC Nos. 169/2001 & 72/2005 are strictly complied.



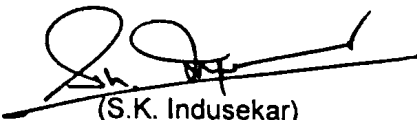
2) SELECTION PROCEDURE:

- i) 100% objective type Written examination with negative marking followed by Class Room Trial in respect of qualified candidates in the written examination.
- ii) In terms of PBC No.263/2018 and 46/2019 the Written examination shall Comprise of 100 Objective type multiple choice questions.
- iii) In terms of PBC No.264/2019, there shall be negative marking @ 1/3rd mark reduced for every wrong answer.
- iv) Selection will be based on merit as per the instructions contained in RBE No.4/2020 read with RBE No.39/2020.

3) GENERAL INSTRUCTIONS:

- i) Applications should be submitted through online mode only from 15/11/2022 to 02/12/2022 <https://notifications.srhqpb> duly adhering to the procedures and instructions envisaged in PBC No.150/2022 dated: 30/08/2022.
- ii) The link for notification along with instructions/applications form will be made available from 15/11/2022 in the Personnel Branch notification website at <https://notifications.srhqpb> and also in the Railnet website of Southern Railway.
- iii) The employees willing to apply for the above selection have to submit their applications through the above mentioned website in online mode only. Applications received from any other mode will be summarily rejected.
- iv) The employees should upload the requisite documents in the above mentioned website in PDF format as a single file only.
- v) The specimen application form along with syllabus are annexed herewith for information to the applicants.
- vi) If there are no volunteers for the proposed selection of Instructor/Computer then Cadre controlling officer/Personnel Officer concerned shall send a NIL report on or before 02/12/2022 through e-office certainly to avoid delay in processing of the selections.

Wide publicity may be given to this letter, duly exhibiting in the office notice boards at stations/units.


(S.K. Indusekar)
Assistant Personnel Officer/T,M&E
For Principal Chief Personnel Officer

Copy to: COM/GI. for information
Sr.DOM/MAS, TPJ, SA,PGT, MDU, TVC
The Principal of MDZTI/TPJ

SYLLABUS FOR WRITTEN EXAMINATION AS PART OF SELECTION TO FILL UP THE POST OF INSTRUCTOR (COMPUTER) AT MDZTI/TPJ

1. Computers & Peripherals- Desktop systems, Laptops, Servers, Printers-Parts and functions-Basic Trouble shooting activities.
2. Operating Systems-Windows XP, Windows 8, Window 10 and Linux (PC Edition)- Installation/Un installation of Operating System.
3. System Software & Application Software-Installation of Drive, Anti virus & Software applications.
4. MS Office suite & Database systems – Knowledge of MS-Word, MS-Excel, MS-Access, MS-Power point, MS-Outlook, MS-Publisher, MSSql server & Oracle 10/11.
5. Principles of Networking-Network Topology-Networking Equipment –Routers, Switches, Hubs, Cabiling-Wired and Wireless LAN-Network Management and control
6. Working knowledge of major IT systems of I.R.Iys-FOIS, COA, COIS, CMS, PMS, IRPMS, PRS, UTS-Functional aspects, features, Network Technologies, Level of deployment & Future plans.
7. Internet Technologies-HTML, ASP, PHP, Dot Net.
8. Publishing & Photo editing software – Coreldraw, photo shop, Adobe Creative suit CS4 or CS5.
9. Basic programming skills in C++ and Use of Reporting Tools like Crystal Reports.
10. Contact Management in Railways – Exposure to procedure in finalising AMC for equipment, Replacement of over aged equipment, Tendering process for procurement.



The job responsibilities include the following:

- a. Upkeep of Hardware and Software (including 66PC's, High End server, Printers, LCD projectors and other related equipment, 8 to 10 dump terminals for on the job training of ECRC's and Commercial Clerks in PRS and UTS).
- b. Regular follow up on the reliability of the equipment during visit by AMC Personnel.
- c. Logging of failures and follow up to rectify the same.
- d. Updation of operating System including updates.
- e. Updation of anti-virus software including patches.
- f. Monitoring the networking arrangements in respect of FOIS, ICMS, PRS, UTS etc. and co-ordination with the S&T staff.
- g. Follow up on condemnation and procurement of equipment on replacement account based on the code life of the assets.
- h. Handle classes on mission critical applications like FOIS, ICMS, COA to eligible categories of staff who come for Initial and Refresher Courses including provision of Hands on Training.
- i. Give basic exposure on "Familiarity of Computers" to initial and refresher course staff of all categories up to a maximum of 2-4 Hrs duration (for each batch) during the entire training session and make them feel computer friendly.
- j. Manage the proposed local area network interconnecting the server, PC's at Computer Centre and in the Class rooms.
- k. Administer the access control and define privileges to the assigned users on sharing of resources including teaching material, model test functionality etc.
- l. Manage the website of ZRTI with regular update of information.
- m. Proper upkeep of the Computer Centre including its aesthetics.
- n. Develop simple in house applications from time to time based on current technologies.
- o. Any other related work assigned from time to time.