

Serial No. 3401.—Circular No. 220-E/O/14 (Eiv), dated 12-4-1966.

Sub.—Grant of advance increments to Stenographers in the lowest grade-qualifying examination.

A copy of Railway Board's letter No. PC-64/PS-5/OS-8, dated 5-3-1966 is forwarded for information and guidance. The Board's letter No. PC-60/PS-5/OS-4, dated 5-6-1961 referred to therein was circulated under this office endorsement No. 220E/O/14 (Eiv), dated 7-7-1961 (Serial No. 1227).

Copy of Railway Board's letter No. PC-64/PS-5/OS-8, dated 5-3-1966.

Sub.—As above.

Representations have been made to the Board for the increase in the number of chances given to stenographers at present for appearing in the examination for the grant of advance increments. The Board have considered the matter and have decided that in addition to the three chances at present admissible in terms of para. 2 (1) (b) of their letter No. PC-60/PS-5/OS-4, dated 5-6-1961, a fourth chance may be allowed at the discretion of the General Manager in special cases. The General Manager will not, however, accord permission to any candidate to appear in the examination beyond the fourth chance unless Board's prior approval is obtained.

Serial No. 3402.—Circular No. 844-E/213-II (Rectt.), dated 29-4-1966.

Sub.—Recommendations of the Technical Training Committee regarding the training of Apprentice Mechanic.

A copy of Railway Board's letter No. E (TRG.)I. 66 TRI-19, dated 15-3-1966 is forwarded for information and guidance.

Copy of letter No. E(TRG)I. 66TRI-19, dated 15-3-1966.

Sub.—As above.

Ref.—Correspondence resting with Railway Board's letter No. E(NG) 57TRI/9, dated 16-9-1957.

The question of laying down a uniform procedure for training and assessment of the order of merit of Apprentice Mechanics and Intermediate Apprentices (directly recruited as well as those drawn from skilled artisans) on the Railways in the light of the recommendations of the Technical Training Committee, 1965, as accepted by the Railway Board, has been under their further consideration for some time. The Board have now decided that, in supersession of the existing practices followed on the various Railways in the matter, the following procedure should be adopted uniformly on all Railways with immediate effect:—

- (a) The training of Apprentice Mechanics and Intermediate Apprentices should, in consonance with the facilities available on the various Railways be strictly regulated in the various sessions as recommended by the Tech. Training Committee, 1965, vide extracts attached.

- (b) After the completion of each session in the training centre, a test should be held by the AME (Training) or the Officer deputed for the purpose, as the case may be, and marks awarded.
- (c) During each phase of training on the Shop Floor, as assessment of the Apprentices should be made jointly by the Foreman and Workshop Instructor or the Shop Training Instructor twice-once in the middle and again at the close of the period of training in each shop and marks awarded.
- (d) Every six months, excluding the time spent in the school session and when the Works Manager's tests are due, as per the following paragraph, a test should be given to each candidate by AME (Trg.) or the officer deputed for the purpose, and marks awarded.
- (e) Twice during the training, once in the middle and again near the completion of each period of training, a comprehensive test should be given by the Works Manager, and marks awarded besides offering his remarks to indicate whether the trainee is progressing satisfactorily or any extension of apprenticeship is called for, and in the cases of final test also indicating whether the Apprentice is fit for absorption as a Chargeman.

2. Keeping in view the allotment of marks as per paragraph 66 of the Technical Training Committee's Report 1965, the total maximum marks for the different items mentioned therein may be as under:—

	<i>Percentage</i>	<i>Maximum Marks in the case of Appr. Mechanics.</i>	<i>Intermediate Apprentices</i>
Item (i) School Work ..	20%	800	400
Item (ii) Work in training centre and Shop Trg. Sections.	25%	1000	*Nil

* Note.—There is no training in the Training Centre prescribed for the Intermediate Appr. and, therefore, no marks are allotted for such apprentices. However, as the percentage laid down in para. 66 applies to them also, the marks relating to centre have been allotted to shop floor training i.e. item (iii).

	<i>Percentage</i>	<i>Max-mum Marks in the case of Appr. Mechanics.</i>	<i>Intermediate Apprentices</i>
Item (iii) Work on Shop floor, Drawing Office, Labora- tories, etc.	40%	1600	1300
Item (iv) General conduct, applica- tion to work etc.	15%	600	300
Total ..	100%	4000	2000

The above marks may be further divided according to the School Session, etc., as under:—

	<u>Apprentice Mechanics.</u>	<u>Intermediate Apprentices.</u>
Item (i) Each School Session ..	200*	100
Item (ii) Training Centre		
(a) 1st Session ..	150**	
(b) 2nd Session ..	250**	Nil
(c) 3rd Session ..	300	
(d) 4th Session ..	300	

Note.—*If marks have been allotted out of 400 they should be reduced pro-rate.

**If marks have been allotted out of 300 they should be reduced pro-rate.

	<u>Apprentice Mechanics.</u>	<u>Intermediate Apprentices.</u>
Item (iii) Shop floor, Drawing office, Laboratories etc.		
(a) Foreman and W.T.I's assessment.	400	300
(b) AME's six monthly test	400	300
(c) W. M's 1st test ..	300	300
(d) W.M's final test ..	500	400
Item (iv) General conduct etc.		
(a) Foreman and Shop Trg. Instructor's assessment.	100	50
(b) AME (Trg.)'s six monthly assessment.	200	100
(c) W. M's first assessment	100	50
(d) W. M's final assessment	200	100

Note.—The Works Manager will award marks on General Conduct in consultation with the Principal, Technical School, and the Personnel Officer.

To qualify in the final test the Apprentice must obtain not less than 50% in the aggregate and not less than 40 % in each item referred to above.

Please acknowledge receipt.

Extracts from the Report of the Technical Training Committee, 1965.

65. *Tests.*

An apprentice will be tested when he is transferred from one section to another, on the work carried out during the period concerned. The results of such tests will be recorded in the apprentice Record Book.

At the end of his training the apprentice will be given a comprehensive test by the Works Manager to assess his trade ability.

On the results of the final test and taking into consideration his entire record of the theoretical and practical training with respect to ability, application, conduct, attendance, etc., the Works Manager will give his remarks regarding his suitability for absorption in the cadre of journeymen.

66. It is observed that there is a tendency to lay too much emphasis on school work. The Committee rate the relative importance of various phases of training as under,

(i) School Work.	--	15 to 20%
(ii) Work in training centre and shop training sections		20 to 25%
(iii) Work on shop floor, drawing office, laboratories etc.		50 to 40%
(iv) General conduct, application to work, attendance, and discipline during the whole apprenticeship period.		15%

An average apprentice is expected to pass in his school test according to the standard laid down at different stages and obtain at least 60% marks for items (ii), (iii) and (iv).

If the apprentice does not attain the desired standard of trade ability his training may be extended up to a maximum of six months, after which the apprentice will be tested again. The apprentice who does not pass even after extension may be discharged.

(B) *Training of apprentice mechanics drawn from skilled workmen.*

67. As indicated in Section VII a limited number of apprentice mechanics may be recruited from the category of skilled workmen at an intermediate stage of training. It is envisaged that in course of time the supervisory cadre will be manned by qualified and competent artisans who will be selected and given further training necessary for supervisory posts.

Recommendations regarding pay, status, etc., as given in section III will be applicable to these trainees.

Qualifications for eligibility

- (i) Must have passed Matriculation or an equivalent examination;
- (ii) Must have completed trade apprenticeship course with credit;
- (iii) Must have attained a very good standard of proficiency in his trade;
- (iv) Must have satisfactory service record with respect to application to work, attendance and general conduct.

Age—Not more than 25 years at the time of selection (The age limit may be relaxed for the time being).

Period of training. 2 years:—9 months in the technical school followed by 15 months of practical training on the shop floor, drawing office, laboratories, etc. If necessary, training may be extended by 6 months.

Training.—The training has been designed as a further step to the training given to trade apprentices. It is expected that the trainee will have obtained sufficient theoretical knowledge during his course of trade apprenticeship and subsequent service to start in the second session of the technical school. On completion of his 9 months continuous training in school, he is expected to pass the same examination as is given to regular apprentice mechanics at the end of their school education.

The practical training will be the same as that of regular apprentice mechanics in the last 15 months of their training and all stipulations regarding progress, tests, etc. will be equally applicable to these trainees except that instead of being discharged, if found unsatisfactory during the training period, they will be reverted to their posts.

(C) Training of apprentice mechanics to be recruited from those who have completed diploma course.

68. As indicated in section VII only in special cases and to meet abnormal demands, apprentice mechanics may be recruited under this category at an intermediate stage.

Qualifications for recruitment—

- (i) Must have passed the Matriculation or equivalent examination:
- (ii) Must have passed a Licentiate Mechanic/Electrical engineering or equivalent examination leading to a diploma recognised by the Government of India.
- (iii) Must be able to pass the final trade tests prescribed for regular apprentice mechanics in the main and allied trades equivalent to those in the training centre.

Age 18 to 22 years at the time of selection.

Period of training 22 years. If necessary training may be extended by 6 months.

Theoretical training—

Such apprentice mechanics will not need any theoretical training in the technical school.

Practical Training—

The will undergo the same detailed practical training as is prescribed for regular apprentice mechanics in the last 30 months of their practical training.

All stipulations regarding progress, tests, etc. for regular apprentice mechanics will be applicable to them. Such apprentices will be started on Rs. 61/- in the scale of Rs. 55-3-67 and treated the same as regular apprentice mechanics in the third year of their training.