

DUTY LIST OF OFFICER & KEY SUPERVISORS	
AVADHESH KUMAR, Sr. Lecturer/STC (I/c)	
1.	Overall Supervision (I/c) of STC Faculty and Staff and also to maintain discipline in STC.
2.	Overall Session Planning, Conducting and organizing Theory session for all Trainees.
3.	Time Table for Theoretical Classes, Examination Planning, Conducting, preparation of Question Paper and Evaluation with Finalization of Results in STC.
4.	Lectures on Topics of Diesel trade theory, Role of Mechanical Department in Railways, Managerial Skills, Material Science and other miscellaneous topics related to Induction, Promotional, Rankers and also to Special Courses.
5.	Resolving Training related issues like Joining, Stipend, Leave, Communication with other units and miscellaneous works etc.
6.	Verification and monitoring of works under contract(s) related to housekeeping activities in STC
7.	In-charge of TL Lab and organizing practical on Train Lighting.

PRATEEK SRIVASTAVA, Sr. Lecturer/STC	
1.	In-Charge of Diesel-Lab, Lectures on Topics of Diesel trade theory, Tender and contract management, Engineering mechanics, Machine design and drawing to trainees
2.	Prepare study material like video lectures, presentations, pdf documents etc. Prepare examination papers for nominated subjects and evaluation of answer sheet.
3.	Co-ordinate with other units for feedback of line training of trainees. Guide the units regarding joining exams, leaves etc for new trainees. Prepare and send letter to units regarding start of online batches, Line training, Interview etc
4.	Generate monthly attendance of trainees for payment of stipend. Take care of matter related to trainees like delay in payment, NOC for exams, leaves etc. of assigned class
5.	To resolve the issues related to IT equipments like Internet, CCTV, wireless network etc when desired by administration. Co-ordinate with other faculty and developer for regular upkeep of website
6.	Conduct training for 3-D modeling and printing. Utilize and upkeep of Diesel lab during inspections. Work for starting of training on Electric locomotives.
7.	Generate fresh proposals for nominated cases. Process non-stock demand through portal after approval. Measurement and verification of contractor's bills for assigned cases.

NAVEEN CHANDRA JAISWAL, Sr. Lecturer/STC	
1.	In-charge of RMPU and R&AC Lab, Lectures on assigned subjects and topics like Railway Theory, C&W Theory, Diesel Theory & Engineering subjects. Lectures in Refresher and Special courses.
2.	Preparation of Question papers & Evaluation of Answer sheets of assigned subjects.
3.	Compilation of marks provided by all faculties and preparation of mark- sheets of session examinations, supplementary examinations and final mark- sheets of AJEs, ASEs & IJEs trainees.
4.	Coordination with ZRTI, IRIMEE & IRIDM for the Nomination of trainees for the courses to be conducted by ZRTI, IRIMEE & IRIDM, Development of Study materials/Training materials etc. Preparation of monthly attendance of trainees of assigned class. Forwarding of issues of trainees to the concerned persons/deptt.
5.	Dealing the case of honorarium for the VLs. In-charge of AC & RMPU Lab Conduction of practical training in AC & RMPU Lab, Coordination of training with CI/Automation for the course: Basic Electronics, Circuits, measurement & Trouble shooting".
6.	Green rating certification work and its all allied activities. Verification of work of the STP Annual Maintenance contract.
7.	Verification of works carried out under contract(s) and pertaining to activities related to computers, library, Wi-Fi, internet, CCTV systems, fire-extinguishers, renovation of rooms/labs, online classes/LMS etc in STC and WTC .

U.S. DWIVEDI, Chief Instructor/STC	
1.	To take theoretical classes for Induction and promotional courses.
2.	To conduct theoretical and practical session of Promotional RJE course.
3.	To conduct session examinations of promotional and induction course trainees
4.	To coordinate for final interview of promotional and induction course trainees
5.	To conduct short duration special courses of “Bio-Toilet system” and “Excellence in Welding”.
6.	Classes in Refresher course, short duration special courses of LHB coach maintenance, WSP system and Disaster management.
7.	To conduct practical training of Promotional and Induction course trainees.
8.	To prepare training PPT’s, PDF’s and Videos. To work for up gradation of LABs and STC.

PUSHPAK RANJAN, Chief Instructor/STC/CB/LKO	
1.	In-Charge of WSP system Lab., Labs ‘up-gradation.
2.	Theoretical classes for Induction and promotional courses Develop working models for training.
3.	Classes in Refresher courses, Prepare training materials on new technologies adopted in IR
4.	Conduct special courses of “LHB coach and its maintenance” and “WSP system”
5.	Classes in short duration special courses of Bio-toilet system, Disaster management, AC & TL.
6.	Conduct practical training of trainees, Prepare training PPT’s, PDF’s and Videos, Labs ‘up-gradation
7.	Conduct practical training on WSP system and Disc Brake system of LHB coaches.

ABHISHEK SHUKLA, Chief Instructor /STC	
1.	In-charge of C&W LAB, , Taking theory classes of Ranker JEs theory session and RRB recruited AJEs and ASEs Trainees.
2.	Taking theory classes in Intermediate JEs theory session and in refresher course
3.	conducting special course of in motion weighbridge and WILD
4.	Taking classes in short-term courses like disaster management ,LHB coach design and maintenance, trouble shooting of air brake system (C&W)
5.	Correspondence with IRIMEE,ZRTI,IRIDM for training of AJE and IJE candidates
6.	work for up gradation of Labs
7.	To prepare training PPT’S,PDF’S and videos for teaching, conduct Practical training for Trainees

DIPESH KUMAR, Chief Instructor /STC	
1.	In-Charge of C&W model park
2.	Taking theory classes in Intermediate JEs ,Ranker JEs and RRB recruited AJEs & ASEs, classes in refresher course for Mech. Supervisors
3.	conducting refresher course ,Disaster management
4.	Taking classes in short-term courses like disaster management ,LHB coach design and maintenance, trouble shooting of air brake system (C&W)
5.	To prepare training PPT’S,PDF’S and videos for teaching
6.	Conduct Practical training of Trainees
7.	To prepare question paper, evaluation of answer sheets and preparation of result and also work for up gradation of Labs

MANVENDRA SINGH, Chief Instructor /STC	
1.	In-Charge of Mechatronics & Hydraulic Lab.
2.	RRB technician classes and All related work
3.	CG technician classes, Promotional Technician Classes, Promotional Coaching Classes and all related works
4.	Conducting TL and AC courses for Technician,
5.	Conducting Hydraulic and Pneumatic course for Supervisors

VIKAS SRIVASTAVA, Chief Instructor /STC	
1.	Theoretical classes for CG Apprentices, AJA, Gr-D and Promotional courses for Technicians.
2.	Conducting Pre Selection Course for JEs' and Promotional Course for Group-D to Group C
3.	Theoretical classes for RRB and RRC Technicians of different Trades in N. Railway.
4.	Processing of all Proposals and Work Contracts related to STC/NR/LKO
5.	On-line & off-line Bill processing through AIMS related to STC/NR/LKO
6.	Processing and utilization of Cash Imprest related to STC/NR/LKO

A K DIXIT, Senior Instructor /STC	
1.	Overall In-Charge for CG Apprentices, ATA, AJA, RRB and RRC Technicians for Joining, Sparring, Practical Training, Theory Classes etc.
2.	Course Coordinator for RAIL KAUSHAL VIKAS YOJNA of Electrical and Welder trade in STC
3.	Conducting SAKSHAM course for Technicians and Supervisors.
4.	Conducting SUMMER TRAINING for Degree and Diploma holders Students.

RAJAN MALIK, Instructor / STC	
1.	In-Charge of Welding Lab.
2.	Conducting WELDING course for Welders and Supervisors of LKO Division.
3.	Theory & Practical classes of CO ₂ welding & Plasma Cutting for Technicians and Supervisors of LKO Division. Theoretical classes on Subject like manufacturing process management etc.
4.	Mock Drill for Fire Fighting.

VIKAS SHARMA, Instructor / STC	
1.	Theoretical classes for RRB tech, CG tech, CMA and RJE, RRC act apprentice, Group-D
2.	Theoretical classes for Pre-selection coaching and Orientation course for Group-D
3.	Monthly attendance and leave statement for WTC trainees
4.	Store related work of STC and WTC
5.	Joining and Practical training for RRB and RRC tech. in LOCO W/s and C&W.
6.	Theoretical classes on Subject like Locomotives, accident and disaster management, manufacturing process management, industrial engineering leave rules, D & AR act, Pass Rule in railways etc.