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HOME DEPARTMENT

NOTIFICATION

The 20th February 2015

No. 4922 (M)—Home-DA1-Rule-0198/2014 -D&A.—In exercise of the powers conferred by Section 2 of the Police Act, 1861 (Act 5 of 1861) and in supersession of the Rules, Resolutions, Orders and Instructions except as respect of things done or omitted to be done before such supersession, the Government do hereby make the following rules for regulating the method of recruitment and conditions of service of persons appointed to the posts of Helper Constables in the Odisha Police Motor Transport, Technical Trade Service, namely :—

1. Short title and commencement:

- (1) These rules may be called the Odisha Police Motor Transport, Technical Trade (Method of Recruitment and Conditions of Service of Helper Constable) Rules, 2014.
- (2) They shall come into force on the date of their publication in the *Odisha Gazette*.

PART-I
GENERAL

2. Definitions:

- (1) In these rules, unless the context otherwise requires,—
 - (a) "Appointing Authority" means the Superintendent of Police who is competent to give appointment to the service;
 - (b) "Ex-servicemen" means a person as defined in the Odisha Ex-servicemen (Recruitment to the State Civil Services and Posts) Rules, 1985;
 - (c) "Government" means the Government of Odisha;
 - (d) "Recruitment Year" means the calendar year during which advertisement for recruitment is actually issued;
 - (e) "Scheduled Castes and Scheduled Tribes" (SC and ST) means such Castes and Tribes as notified from time to time by the President of India under Articles 341 and 342 of the Constitution of India respectively;

- (f) "Service" means the Odisha Police Motor Transport, Technical Trade Service;
- (g) "SEBC" means Socially and Educationally Backward Classes of Citizens defined as Backward Classes and referred to in Clause (a) of Section 2 of the Odisha State Commission for Backward Classes Act, 1993; and
- (h) "Sports Person" means a person, who would have been issued with identity card as Sportsmen by the Director, Sports as per the Resolution No. 24808-Gen., dated the 18th November 1985 of General Administration Department, as amended from time to time.

(2) All other words and expressions which have been used but not specifically defined in these rules shall have the same meaning as respectively assigned to them in the Police Act, 1861.

3. Constitution of Service:

The service shall consist of the posts of Helper Constable, Assistant Sub-Inspector, Sub-Inspector (in different Technical Trades) and Inspector of the Odisha Police Motor Transport and such other Group 'C' and 'B' posts as may be notified by the Government from time to time.

4. Recruitment:

- (1) The posts of Helper Constable of Odisha Police Motor Transport shall be filled up by direct recruitment from the open market :

Provided that the Government may, from time to time, fill up the post by redeployment of regular in-service Armed Police (Sepoy or Constable or Civil Constable) and by appointment under the Odisha Civil Service (Rehabilitation Assistance) Rules, 1990 by a candidate who have valid Driving Licence and have obtained I.T.I. Certificate in Trades as mentioned in Clause (a) of sub-rule (1) of Rule 5.

- (2) They have to appear in Trade Test Board to be conducted by Superintendent of Police, Police Motor Transport, Odisha, Cuttack.
- (3) The posts of Assistant Sub-Inspector, Sub-Inspector and Inspector of the Police Motor Transport (in all trades) shall be filled up by way of promotion in accordance with the provisions of Rule 20 of these Rules.

5. Eligibility:

- (1) A candidate, to be eligible for consideration for the post of Helper Constable of the Police Motor Transport must,—
 - (a) have passed High School Certificate Examination or equivalent Examination conducted by the Board of Secondary Education, Odisha or by any other recognized Board;
 - (b) have obtained Trade Certificate from I.T.I. controlled by the N.C.V.T., India or S.C.T.E. & V.T., Odisha in Motor Mechanic, Electrician, Welder, Blacksmith, Tinsmith, Upholstery, Turner, Painter, Carpenter, Electronics, Diesel Mechanic or Forgen & Heat Treater :

Provided that a candidate having Trade Certificate in Fitter Trade, he can be eligible for all trades except Motor Mechanic, Diesel Mechanic and Electrician Trades;

- (c) have a valid Driving License;
- (d) be able to speak, read and write Odia and must have passed Odia as one of the subjects in the High School Certificate Examination or an Examination in Odia Language equivalent to M.E. standard recognised or conducted by the School & Mass Education Department;
- (e) have registered his name, in one of the Employment Exchanges of the State before the date of publication of advertisement for recruitment :

Provided that he shall not have registered in more than one Employment Exchange;

- (f) be not less than 18 years of age and be not more than 23 (twenty -three) years of age on the 1st day of January of the year in which the advertisement for recruitment is issued:

Provided that the upper age limit in respect of reserved categories of candidates, referred to in Rule 8 shall be relaxed in accordance with the provisions of the Acts, Rules, Orders or Instructions in force, for the respective reserved categories;

- (g) not have more than one spouse living;
 - (h) be of good character,
 - (i) be of sound health and free from organic defects and physical deformity; and
 - (j) should have clear eyesight so as to distinguish colour.
- (2) A Group 'D' employee of the Police Establishment in order to be eligible for consideration in the posts of Helper Constable must,—
- (a) have completed 5 years of continuous service in Group 'D' post;
 - (b) have good service record;
 - (c) have passed High School Certificate Examination or equivalent examination conducted by the Board of Secondary Education, Odisha or by any other recognized Board with valid Driving Licence;
 - (d) have obtained I.T.I. Certificate in Trades as mentioned in Clause (a) of sub-rule (1) of Rule 5;
 - (e) not be more than 43 years of age on the 1st day of January of the year in which the advertisement for recruitment is published; and
 - (f) be of sound health and free from organic defects and physical deformity and should have clear eyesight so as to distinguish colour.
- (3) A Home Guard of the Police Establishment to be eligible for consideration for the post of Helper Constable must,—
- (a) have passed High School Examination or equivalent Examination conducted by the Board of Secondary Education, Odisha or by any other recognized Board with valid Driving Licence;

- (b) have obtained I.T.I. Certificate in Trades as mentioned in Clause (a) of sub-rule (1) of Rule 5;
- (c) have completed 3 years of enrolment without any interruption on the date on which the advertisement for recruitment is published;
- (d) have undergone the basic course of training for Home Guards; and
- (e) not be more than 28 years of age on the 1st day of January of the year in which the advertisement for recruitment is published.
- (4) (a) The candidates must have the minimum physical standard of height, weight and chest as follows:—

Category	Height	Weight	Chest	
			Unexpanded	Expanded
(1)	(2)	(3)	(4)	(5)
Unreserved/SEBC	168 cm	55 kg	79 cm	84 cm
Scheduled Caste/ Schedule Tribe.	163 cm	50 kg	76 cm	81 cm

- (b) Relaxation in the physical standards for Group 'D' employees for re-musteration in the rank of Helper Constable shall be allowed in the following manner, namely :—

Height shall be relaxed up to (3 cm) three centimeters

Weight shall be relaxed up to (5 kg) five kilograms

Chest shall be relaxed up to (2 cm) two centimeters

Such relaxation may be availed by the Group 'D' employees for whom such relaxation is required in respect of the physical standards prescribed for their respective categories (UR, SEBC, SC, ST).

- (5) Persons with disabilities and women are not eligible for consideration
- (6) Eligibility of the candidates may be verified at any stage of the recruitment process.

6. Recruitment Centres:

Recruitment shall be conducted centrally at one or more places as finalized by the Selection Board.

7. Constitution of Selection Board:

There shall be constituted a Selection Board for direct recruitment to the post of Helper Constable consisting of the following members, namely:—

- (a) Additional D.G.P./I.G.P./D.I.G.P. nominated by the D.G.P. . . . Chairman
- (b) S.P., P.M.T. nominated by the D.G.P . . . Member
- (c) One Deputy Commandant nominated by the D.G.P. . . . Member

- (d) One Technical Expert above the rank of M.V.I. nominated by the Transport Commissioner. . . Member
- (e) One Medical Officer nominated by the C.D.M.O. of the District in which the Selection Board meets. . . Member
- (f) The District Welfare Officer nominated by the Collector of the District in which the Selection Board meets. . . Member
- (g) Districts Employment Officer of the District in which the Selection Board meets. . . Member

8. Reservations:

- (1) Notwithstanding anything contained in these rules the reservation of vacancies or posts, as the case may be, shall be made for candidates,—
 - (a) belonging to Scheduled Castes and Scheduled Tribes in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes)Act, 1975 and the Rules made thereunder;
 - (b) belonging to SEBCs in accordance with the provisions of the Resolution issued by the Minority and Backward Class Development Department from time to time; and
 - (c) who are Sportspersons or Ex-servicemen in accordance with the provisions made under such Acts, Rules, Orders or Instructions issued by the Government, from time to time.
- (2) There shall be 10% reservation of notified vacancies in the rank of Helper Constable for Home Guards of the Police Establishment in each recruitment year. The selected Home Guard candidates will claim the category to which they belong :

Provided that unfilled vacancies, if any, may be filled up by the open market candidates in accordance with the provisions of these rules.

- (3) There shall be 10% reservation of notified vacancies in the post of Helper Constable for Group 'D' employees of Police Establishment in each recruitment year. The selected Group 'D' candidates will claim the category to which they belong :

Provided that unfilled vacancies, if any, may be filled up by the open market candidates in accordance with the provisions of these rules.

9. Advertisement of vacancies for recruitment and inviting of applications:

- (1) The vacancies for recruitment in the posts of Helper Constable of Police Motor Transport shall be calculated taking into account the existing vacancies and the anticipated vacancies. The anticipated vacancies may be limited to the number of Helper Constables retiring in the Police Motor Transport Establishment within the calendar year in which the advertisement is issued.
- (2) The State Police Headquarters shall collect the number of vacancies for recruitment and their categorywise break up from Superintendent of Police, Police Motor Transport, Cuttack and communicate the same to the Selection Board constituted under Rule 7 of these rules.

- (3) Recruitment for filling up the vacancies shall be advertised by the Superintendent of Police, Police Motor Transport, Odisha, Cuttack through State Police Headquarters inviting applications from the eligible candidates by publication of the same in two Odia daily newspapers having wide circulation.
- (4) Application Form shall be purchased on payment of the prescribed amount from the notified places as advertised.
- (5) The candidates shall be required to pay examination fees at the time of submission of Application Form. The amount of examination fee payable by the candidates and the mode of payment shall be as decided by the Selection Board:

Provided that examination fees shall be payable by the candidates belonging to Scheduled Castes and Scheduled Tribes.

- (6) Candidature shall be cancelled, if in the opinion of the Board, the candidate is not found eligible for consideration according to the eligibility criteria prescribed in these rules.
- (7) No application, except in the case of candidates belonging to Scheduled Castes or Scheduled Tribes shall be considered unless it is accompanied by proof of payment of examination fees as prescribed.
- (8) The self-attested photo copies of the testimonials or certificates submitted by the candidates shall be deemed to be conclusive proof of the fact of submission of such testimonials or certificates by each candidates for the recruitment.
- (9) The application of Home Guards and Group 'D' employees of police establishments shall be forwarded by the respective Heads of Office and while forwarding the applications of the Home Guards, the Heads of Office shall certify that the Home Guards have completed three years of enrolment without any interruption and undergone basic course of training for Home Guards and in case of Group 'D' employees of Police Department, the Heads of Office shall certify that the Group 'D' employees have completed 5 years of service without any interruption with good service record.

10. Recruitment Process:

- (1) (i) An e-recruitment application Software may preferably be used for entire process from submission of application to generation of final merit list. The applications shall be given for data extraction. The extracted data may contain all the information of a particular candidate, like candidate's name, father's name, date of birth, category, domicile, educational qualification and any other additional information required by the Selection Board. The application form shall also contain proof of payment of application fee.
- (ii) The Selection Board shall decide time and venue of different tests and publicize the same for the information of candidates.
- (iii) Close Circuit Television (CCTV) Technology may preferably be used to videograph various stages of recruitment and thereby maintain a backup record and also keep track of activities at recruitment centers functioning in the State.

- (iv) Till arrangements of CCTV is made, video recording of recruitment process may be made.
- (v) Candidates shall be informed of their eligibility or status at different stages and rejection slips indicating reasons for rejection shall be issued to them after physical measurement or after physical efficiency tests and they may be issued with Identity Card or Admit Card as decided by the Selection Board.
- (vi) The Selection Board may start the recruitment process by conducting the physical measurement.
- (vii) Candidates only qualifying in the physical measurement shall proceed to the next stage.
- (viii) The Selection Board may decide thereafter the sequence of further tests, i.e. Written Test, Physical Efficiency, Driving Test and Trade Test.
- (ix) Director General and Inspector General of Police may condone the deficiencies of a candidate, who is deficient in his physical standards of measurements by 3 cm in height, 2 cm in chest and up to 5 kg in weight for his candidature for appointment to the post of Helper Constable on the recommendation of the Selection Board, in case he has represented the State in a National Level Sports and Games meet, or, he is eligible for consideration for appointment under the Rehabilitation Assistance Scheme :

Provided that for such representation in sports and games, only the certification from the Director of Sports shall be considered.

- (x) The amount collected from the sale of Application Forms and Examination Fees shall be spent towards expenses to be incurred in the recruitment process.
- (2) If the candidate has not qualified in any of the physical standards, i.e. height/weight/chest, he will not be allowed to appear in further stage of recruitment process.
- (3) (a) The candidates shall be required to appear at a written examination carrying 40 (forty) marks and of which 20 (twenty) each in Theory and Practical and the qualifying mark in each paper shall be 8 (eight).
- (b) The written examination shall preferably in Optical Mark Reader (OMR) format
- (c) The Selection Board may take steps to conduct the Written and Practical Test on the same day and at the same time in all the venues as far as practicable.
- (d) Board shall fix the date, time and venues for holding Written Test (Theory and Practical).
- (e) The candidates not appearing for Written Test (Theory and Practical) shall be disqualified.
- (f) The whole process of setting of question papers and evaluation of answer sheets may be outsourced, if considered necessary, by the Selection Board.

(4) The Physical Efficiency Test shall comprise of the following events with the marks indicated against each, namely :—

(a) Run—If 1.6 kilometers is covered within—

5 minutes	12 Marks
5.30 minutes	9 Marks
6 minutes	6 Marks
6.30 minutes	4 Marks
7 minutes	2 Marks
Beyond 7 minutes	disqualified

(b) High Jump (3 Chances)—

If the qualifying height 1.22 meters is cleared in—

1st Chance	3 Marks
2nd Chance	2 Marks
3rd Chance	1 Mark
Not able to clear	disqualified

NOTE—Only those, who qualify high jump of 1.22 meters in the 1st chance, shall be allowed to compete in higher jumps. 3 chances shall be allowed to the candidates to clear 1.38 meters. Only those candidates who qualifies 1.38 meters, another 3 chances shall be given to compete for 1.50 meters. Higher marks shall be awarded as follows:—

If cleared	1.38 Meters	6 Marks
If cleared	1.50 Meters	10 Marks

NOTE—Marks shall be awarded only for the highest jump cleared

(c) Broad Jump—Qualifying Length—3.66 meters
(Marks shall be given for the best of 3 chances)

If the qualifying Length,—

3.66 Meters is cleared	1 Mark
4.00 Meters is cleared	3 Marks
4.35 Meters is cleared	5 Marks
4.50 Meters is cleared	7 Marks
3.66 Meters is not cleared the candidate shall be disqualified	

(d) Cycling—1.6 Kms.

(i) If 1.6 Kms. is covered within—

2 minutes 30 seconds	6 Marks
3 minutes 30 seconds	4 Marks
4 minutes 30 seconds	2 Marks

(ii) If the distance of 1.6 kms is not covered within 4 minutes 30 second the candidate shall be disqualified.

(e) Swimming (40 Meters)

(i) If 40 meters is covered within 8 minutes qualified

(ii) If 40 meters is not covered within 8 minutes the candidate shall be disqualified

NOTE—If a candidate fails to qualify in any of the above events, he shall be disqualified and shall not be allowed to participate in the subsequent tests or the stage of the recruitment process.

11. Medical Examination:

- (a) A Medical Test shall be conducted by a Doctor in the rank of Subdivisional Medical Officer or equivalent rank at any stage of recruitment process as scheduled by the Selection Board.
- (b) Following shall be the specifications for medical examination, namely—
 - (i) The candidates must not have knock knee, bow legs, flat foot, varicose veins, squint in eyes, poor vision, colour blindness, inability to flex the fingers properly and any other obvious deformities.
 - (ii) The candidates must have no impediment in speech and hearing

12. Educational Achievements:

Marks shall be awarded for educational achievement in High School Certificate Examination or other equivalent examination in the following manner, namely:—

Academic Qualification	Percentage of Marks Secured	Marks Awarded
High School Certificate	61% and above	5 Marrks
or equivalent	51% to 60%	3 Marks
	41% to 50%	1 Mark
	Compartmental/ Supplementary/less than 41%	No Mark

NOTE— (1) Marks shall be awarded if the examination has been cleared in 1st attempt

(2) No Marks shall be awarded for higher academic qualifications.

13. Sports Achievements:

- (1) Only the following disciplines in the sports achievement shall be considered for award of marks, namely:—
 - (i) Athletics
 - (ii) Archery
 - (iii) Badminton
 - (iv) Basket Ball
 - (v) Body Building
 - (vi) Boxing
 - (vii) Cricket
 - (viii) Cycling
 - (ix) Equestrin
 - (x) Football
 - (xi) Gymnastics
 - (xii) Hockey
 - (xiii) Judo
 - (xiv) Kabadi
 - (xv) Karate Do
 - (xvi) Kayaking & Canoeing
 - (xvi) Lawn Tennis
 - (xviii) Power Lifting
 - (xix) Rowing
 - (xx) Shooting
 - (xxi) Swimming
 - (xxii) Table Tennis
 - (xxiii) Tae Kwon Do
 - (xxiv) Volleyball
 - (xxv) Weight Lifting
 - (xxvi) Wrestling

- (2) The following guidelines shall be followed while awarding marks for sports achievement, namely:—
- (a) For each of the 26 sports disciplines above, there are National Sports Federations/Associations, recognized by the Department of Youth Affairs and Sports, Government of India. In case of team games such as Football, Cricket and Hockey, there are separate recognized National Sports Federations for men. The Indian Olympics Association is also a similarly recognized National Sports Body for all the Olympic Sports disciplines. The marks shall be awarded for winning medals or positions either in the international competitive sports events or National sports championships organised or in case of international Sports Events, the participation sponsored either by the recognised National Sports Federations or Associations or Indian Olympic Association, or by the corresponding Odisha State Sports Association affiliated to the recognised National Sports Federations or Associations.
 - (b) The sports events, not being the Open National Championship, even if organised by the afoesaid recognised National Federations or Associations, or the corresponding affiliated Odisha State Sports Associations shall not be eligible for award of marks for sports achievements.
 - (c) Sports achievements in the open National Championships organised for men, junior and sub-junior boys only shall be eligible for award of marks.
 - (d) Sports achievements or participation in the open competitive international sports events organized for men, junior and sub-junior boys only shall be eligible for award of marks, provided the participation was sponsored either by the recognised National Sports Federations or Associations or the Indian Olympic Association.
 - (e) It shall be the responsibility of candidates, who may produce certificates of their sports achievements, to establish that the sports events in question were organised by the recognised National Sports Federations or Associations or under their aegis, by their corresponding affiliated State Sports Associations; or in case of international sports events, the participation was sponsored as required in this rules; and that the sports certificates produced by them have been issued by the authorised office bearers of such National or the International Sports Organisations. The sports certificates produced must identify the sports meet, the discipline, the event, the venue and the dates on which it was held. It must mention that it was either an Open National Championship or an international competitive sports event. The sports achievement certificates issued otherwise than above shall not be eligible for award of marks.
 - (f) In case of any doubt with regard to the veracity of the Sports Achievements Certificates, the matter shall be referred to the Director of Sports by the Board for seeking necessary reports or confirmation from the concerned recognised National Sports Federation/Associations or the Indian Olympic Association as the case may be. The names of such candidates shall not appear in the select lists until final decision is taken by the Board.

(g) A candidate must choose only one of his achievements in the aforesaid sports events for awarding the marks.

(h) Marks shall not be awarded for more than one achievement.

(3) The marks shall be awarded for the following sports achievement only:—

(a) Winning a medal in Open National Championship

For a Gold Medal 10 Marks

For a Silver Medal 7 Marks

For a Bronze Medal 5 Marks

(b) Representing the Country and participating in a competitive International Sports meet or Championship and winning no medal. . . . 10 Marks

(c) Winning medals in the competitive International Sports Meet or Championship

For a Gold Medal 15 Marks

For a Silver Medal 14 Marks

For a Bronze Medal 13 Marks

NOTE—1 The Gold, Silver and Bronze Medals respectively, shall mean the First, Second and Third Rank, whenever the medals are not awarded.

NOTE—2 Recognised National Federation/Association of various sports discipline shall mean recognised by the Department of Youth Affairs and Sports of Government of India.

14. National Cadet Corps Certificates:

(1) Marks shall be awarded on the following National Cadet Corps Certificate as—

(i) National Cadet Corps 'A' Certificate 1 Mark

(ii) National Cadet Corps 'B' Certificate 3 Marks

(iii) National Cadet Corps 'C' Certificate 5 Marks

(2) Marks for educational achievements, sports achievements and NCC Certificates shall be awarded, in accordance with the provisions of this order only.

15. Select List:

(1) On completion of the recruitment test, the Selection Board shall draw up a select list of the successful candidates in order of merit, categorywise as per the advertisement.

(2) The select list shall be prepared in decreasing order of aggregate marks in accordance with the vacancies advertised.

- (3) The select list shall be prepared in the format as decided by the Selection Board
- (4) The candidate securing higher aggregate marks shall be placed higher in the select list
- (5) If the aggregate marks obtained by two or more persons are equal the person older in age shall be placed above the other in the select list.
- (6) If the date of birth is also the same, the candidate securing higher marks in Physical Efficiency Test, shall be placed above the other in the select list.
- (7) If the marks in Physical Efficiency Test are also same, the candidate securing higher marks in written test shall be placed above the other in the select list.
- (8) The select list shall contain the names of candidates equal to the number of vacancies advertised.
- (9) Mere inclusion of the name of a candidate in the select list, shall not confer any right to appointment, unless after inquiry it is found that the candidate is suitable in all respect for being appointed to the service.
- (10) The select list so prepared by the Selection Board and approved by the D.G. and I.G.. of Police shall be sent to the appointing authority.
- (11) There shall be no reserve or waiting list
- (12) The select list unless the Government otherwise decides, shall remain in force for a period of one year from the date of its approval by the D.G. and I.G. of Police.

16. Appointments:

- (1) All the original certificates, like those of High School Certificates or equivalent, Caste/ Class, Sports Achievements, Home Guard, Driving License, ITI Certificate, Ex -Servicemen and Employment Certificate in respect of Group-D employees in respect of the candidates placed in the select list, shall be reverified by the appointing authorities before the appointment orders are issued to individual candidates.
- (2) Character and antecedents of selected candidates may be duly verified
- (3) Appointment pending verification of character and antecedents, if made, shall be subject to satisfactory verification of character and antecedents.
- (4) The appointment letters shall be pasted with the photographs of the candidates concerned. The seal and signature of the appointing authority shall be given across the photograph which will be pasted in the Service Book.
- (5) Terms and conditions of service and duties and responsibilities of the Helper Constables shall be the same as assigned to them in the Police Act, the rules, orders and in the instructions of the Government issued from time to time.

17. Inter Se seniority:

The *inter se* seniority of candidates appointed as Helper Constables shall be fixed according to their position in the select list.

18. Constitution of Trade Test Board:

There shall be constituted a Trade Test Board to conduct Technical Trade Test of the candidates for promotion to the following posts consisting of the following members, namely:—

(a) Inspector, PMT :

- | | | |
|---|----|-----------|
| (i) I.G. Communication or any IGP nominated by the D.G.P. | .. | President |
| (ii) S.P., PMT | .. | Member |
| (iii) One S.P. or one A.I.G. to be nominated by the D.G.P. | .. | Member |
| (iv) A Senior MVI Technical of Transport Department or Engineer of OSRTC. | .. | Member |
| (v) Principal or Vice-Principal of BOSE or ITI or one Lecturer of any Automobile or any of the Institution. | .. | Member |

(b) Sub-Inspector, PMT :

- | | | |
|---|----|-----------|
| (i) I.G. communication or any I.G.P. nominated by the D.G.P. | .. | President |
| (ii) S.P., PMT | .. | Member |
| (iii) One S.P. or one A.I.G. to be nominated by the D.G.P. | .. | Member |
| (iv) A Senior MVI Technical of Transport Department or Engineer of O.S.R.T.C. | .. | Member |
| (v) Principal or Vice-Principal of BOSE or ITI or one Lecturer of any Automobile of any of the Institution. | .. | Member |

(c) A.S.I., PMT :

- | | | |
|--|----|-----------|
| (i) S.P., PMT | .. | President |
| (ii) D.S.P, PMT/Inspector PMT, WS | .. | Member |
| (iii) Deputy Commandant/Asst. Commandant nominated by the D.I.G. of Police | .. | Member |
| (iv) A Senior M.V.I. Technical of Transport Department or Engineer of O.S.R.T.C. | .. | Member |

19. Constitution of Promotional Selection Board:

- (1) There shall be constituted a promotional Selection Board to consider the matter promotion to different ranks under these rules consisting of the following members, namely:—
- (a) For the post of Inspector, PMT :
- | | | |
|---|----|-----------------|
| (i) D.G.P. & I.G.P. | .. | President |
| (ii) One Special I.G. of Police nominated by the D.G.P. | .. | Member |
| (iii) S.P., P.M.T. | .. | Member |
| (iv) One D.I.G. of Police nominated by the D.G. & I.G. of Police. | .. | Member |
| (v) D.I.G. of Police (Personnel) | .. | Member-Convenor |
| (vi) A representative from Home Department | .. | Member |
- (b) For the post of Sub-Inspector, P.M.T. :
- | | | |
|--|----|-----------|
| (i) One Special I.G. of Police nominated by the D.G.P. | .. | President |
| (ii) S.P., P.M.T. | .. | Member |
| (iii) One D.I.G. of Police nominated by the D.G. & I.G. of Police. | .. | Member |
- (c) For the post of A.S.I. :
- | | | |
|---|----|-----------|
| (i) A senior most D.I.G. to be nominated by D.G.P. | .. | President |
| (ii) S.P., P.M.T. | .. | Member |
| (iii) Another S.P./Commandant to be nominated by the D.G.P. | .. | Member |

20. Eligibility Criteria:

- (1) The post of Inspector (in different Technical Trades) shall be filled up by way of promotion from the post of Sub-Inspector (in different Technical Trades) who have completed 3 years of service or confirmed in their respective ranks as after being qualified in the Technical Trade Test.
- (2) (A) The post of Sub-Inspector (in different Trades) shall be filled up by way of promotion from the post of Assistant Sub-Inspector of Police of Police Motor Transport of the respective trades who have completed 3 years of service or confirmed in that rank as Assistant Sub-Inspector after being qualified in the Technical Trade Test:

Provided that the Assistant Sub-Inspector (in different Technical Trades) of Police Motor Transport of any trade may change their own trade at this stage for promotion to higher rank provided they qualify in the prescribed Technical Trade Test for the post and are duly selected by the Promotional Selection Board for such post :

Provided further that the seniority of such Assistant Sub-Inspectors (in different Technical Trades) of Police Motor Transport, who change their trade as per the provision of the first proviso shall be fixed below the Assistant Sub-Inspector of Police Motor Transport of that trade selected for promotion in that year.

- (3) The posts of Assistant Sub-Inspector (in different Technical Trades) of Police Motor Transport (in all Trades) shall be filled up by promotion from among the post of Helper Constables of Police Motor Transport having completed 5 years of service after passing the Constable's Course of training and subjected to qualifying the Technical Trade Test.

21. Procedure for Selection by the Promotional Selection Board:

- (a) The Promotional Selection Board constituted under Rule 19 of these rules shall meet at least once in a year preferably in the month of January to prepare list of employees, as are held by them, suitable for promotion to the next higher grade of the service taking into account the existing vacancies and the anticipated vacancies of the year.
- (b) The Superintendent of Police of respective district or Heads of Establishment of that level shall recommend for promotion to different higher posts in the service to their respective Deputy Inspector General of Police or I.G. of Police, as the case may be, who shall send the same to the Director General and Inspector General of Police for holding the Promotional Selection Board for the purpose.
- (c) The Promotional Selection Board while considering the promotion cases of suitable employees and preparation of the list shall follow the provisions of,—
- (i) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Caste & Scheduled Tribe) Act, 1975 and the Rules made thereunder or any other Law/Rule in force at the relevant time;
 - (ii) the Odisha Civil Services (Criteria for Promotion) Rules, 1992;
 - (iii) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988; and
 - (iv) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

22. Syllabus for Technical Trade Test:

The syllabus for holding Technical Trade Test shall be as prescribed in Appendix 'A'.

23. Validity of the Technical Trade Test:

- (1) Departmental candidates who once qualified in the Trade Test but not selected by the Promotional Selection Board due to want of vacancies shall not be required to appear again in the Trade Test Board and their cases shall be considered by the subsequent Promotional Selection Board treating them to have passed the Trade Test. Such passing in the Trade Test Board shall remain valid 3 (three) consecutive years only. In case the candidate is not selected by the Promotional Selection Board within three years or not promoted due to want of vacancies, he will have to appear again before the Trade Test Board in order to establish that he has not lost his technical skill in the trade.
- (2) The Trade Test shall be conducted by the Technical Trade Test Board constituted under Rule 18 of these rules in two parts viz. theory and practical. Each part shall carry 100 marks and to qualify in the Trade Test Board one must secured marks not less than 60% in each part. Candidates securing less than 60% marks shall be declared to have failed in the Trade Test.

- (3) In case of direct recruitment, the candidates shall have to qualify in the Trade Test for each time before their cases are taken into consideration by the Promotional Selection Board.

PART II
OTHER CONDITIONS OF SERVICE

24. Probation and Confirmation:

- (1) Every person appointed to the service by direct recruitment shall be on probation for a period of two years and when appointed on promotion shall be probation for a period of one year from the date of their joining post:

Provide that the Appointing Authority may, if think fit in any case or class of cases, extend the period of probation:

Provided further, that such period of probation shall not include the period of—

- (a) extraordinary leave;
 - (b) unauthorized absence; or
 - (c) any other period held to be not being on actual duty
- (2) The appointment of a probationer coming through direct recruitment may for good and sufficient reasons to be recorded in writing be terminated by the appointing authority at any time without previous notice during the period of probation including extension of such period, if any, and in case of the employee who has been appointed by way of promotion shall be deemed to be reverted to his former post.
- (3) All Helper Constables of the Police Motor Transport on appointment shall undergo basic Constable Course of Training for a period of 6 months at Police Training College, Police Training School or at any other Police Training Institution during the period of probation.

25. Select List:

- (1) The merit list prepared by the respective Selection Board after being approved by the Director General and Inspector General of Police shall form the select list for appointment to respective post in the service.
- (2) The select list prepared for promotion shall ordinarily remain valid for a period of one year from the date of approval or until it is exhausted whichever is earlier.
- (3) The appointment, on promotion to the service shall be made in order the names of the persons appear in the select list.

26. *Inter se* seniority:

The *Inter se* seniority among Inspector, Sub-Inspector and Assistant Sub-Inspector (of different trades) shall be fixed as per the position assigned to them in the select list.

27. Relaxation:

Where the Government is of satisfied that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons or posts.

28. Interpretation:

If any question arises relating to the interpretation of the provisions of these rules it shall be referred to the Government whose decision thereon shall be final.

By order of the Governor
C. J. VENUGOPAL
Principal Secretary to Government

APPENDIX-A

[See Rule 10 (viii), 22 and 23]

Syllabus for holding TTBs for direct recruitment/departmental promotion in different ranks of P.M.T. Establishment.

I. HELPER CONSTABLE OF P.M.T. ESTABLISHMENT:**Theory:****Self Safety and Workshop Safety:**

1. Function of Air Cleaner, Water Pump, Thermo Start Valve, Oil Pump, Diesel Filter
2. Basic principle of a 4 stroke cycle engine
3. Basic principle of a Dynamo
4. Function of Self Starter, Wet Cell Battery, Wiper, Voltage Regulator and Hydrometer
5. Preparation of a vehicle before final painting
6. Maintenance and adjustment of a spray painting gun
7. Knowledge on grinding, drilling and use of inside/outside caliper
8. Use of special tools and equipments of turner Section
9. Arc welding and its procedure
10. Function and utility of Gas Cylinder Regulator, Flux, Wire Gauge and Welding Goggles
11. Preparation before soldering of a Radiator
12. Knowledge on Tools and equipments used in Arc welding and Gas welding
13. Maintenance of Swing Machine
14. Knowledge on Resin, Coir Foam, KB Foam and measurement in Mtrs.
15. Knowledge on Hammering, Chipping, Cutting and Finishing
16. Use and maintenance of blower
17. Identification of different type of wood
18. Knowledge on use of marking gauge and carpentry scale

Practical:**Self Safety and Workshop Safety****Driving test on Light Motor Vehicle**

1. Air lock in diesel engine of a vehicle and its rectification
2. Dismantling of a carburetor and reassembling
3. Defects in light circuits and its rectification
4. Dismantling of a horn, reassembling and testing
5. Writting of a number plate
6. Spray painting on a metal surface

7. Lathe operation and centering of a wheel drum in the machine
8. Identification of Special Tools and equipment of Turner Section
9. Arc welding on G.I./Iron Plate
10. Identification of special tools and equipment of welding section and its function
11. Radiator soldering
12. Identification of special tools and equipment of Tin Smith Section
13. Stitching of Seat cover/Star cover/Flag cover
14. Measurement in meters and use of tailoring scale
15. M.S. Plate Bending
16. Identification of Hand Tools and Special Tools of Black Smith Section
17. Compound joint on wooden bottoms
18. Identification of Special Tools of Carpentry Section and its use

II. A.S.Is. OF POLICE P.M.T. OF P.M.T. ESTABLISHMENT:

A. Fitter A.S.I. (Theory):

1. Cleanliness, safety and precaution
2. Reorganization of tools and equipments
3. Knowledge about function of all machinery parts of vehicles of different kinds
4. Knowledge regarding tyre maintenance, lubrication cooling system of the engine
5. Repair of Distributor Carburetor, Breaks, Steering, Gear Box, Engine tunic, Engine assembling.
6. Principal of the internal and external combustion engine

Practical:

1. Fixation of Engine ignition timing, checking other defects in engine, shorting and tuning the engine.
2. Dismantling of carburetor, distributor and reassembling
3. Identification of special tools and its functioning

B. Electrician A.S.I. (Theory):

1. Cleanliness, and safety precaution
2. What is a battery and its internal parts
3. What is Electrolyte and its preparation
4. Function of accumulator in the Automobile capacity of different type of batteries used in the motor vehicle.

5. Charging batteries procedure of new and serviceable batteries of different capacity
6. Maintenance of wet cell battery
7. Wiring in the automobiles—
 - (i) Plane and Lucas type
 - (ii) The generator (Dynamo)
 - (iii) Necessity of dynamo function and repair
 - (iv) The voltage regulator, necessity, function and repair
 - (v) Electric horn function and repair
8. Light Circuits—
 - (i) Light circuit defect and rectification
 - (ii) Starter defect and rectification
 - (iii) Electric fuel pump defect and rectification
 - (iv) Stop light defect and rectification
 - (v) Indicator defect and rectification
 - (vi) Ampere, fuel meter defect and rectification
9. Hydrometer, high rate discharge tester, necessity and function
10. Output of dynamo

Practical:

1. Dismantling and assembling of dynamo, self starter, horn, distributor, alternator
2. Knowledge regarding all controlling meters, voltage regulator, and electric fuel pump
3. Knowledge regarding different type of battery and its function and service
4. Wiring of electrical line in the vehicle and complete ignition system
5. Identification of special tools and equipments

C. Painter A.S.I. (Theory):

1. Preventive measures and safety
2. Tools and equipments for hand painting and spray painting
3. Preparation before painting : Scraping, removing, flatterring, priming, surfacing, finishing, robbing and polishing.
4. Preparation of metal bodies before painting
5. Preparation of wood surfaced before painting
6. Brushing process and spraying process
7. Use of paint remover

8. Dilution of thinner and drier to paint (Enamel and Duco)
9. Grades of emery cloth, amery paper and water paper (carburendum water proof paper)
10. Letter writing and shading
11. Masking writing and shading
12. Maintenance of painting apparatus and equipments
13. Storing used paint
14. Minor repair and adjustment of spray painting gun

Practical:

1. Handling of compressor machine and spray gun
2. Spray painting in any vehicle
3. Writing of number plates
4. Knowledge regarding special tools and equipments and their uses

D. Turner A.S.I. (Theory):

1. Cleanliness, sfety and precaution
2. Tools and equipments
3. Chipping, filling, grinding and cutting
4. Basic knowledge and metal
5. Knowledge of lathe parts and attachments
6. Preparation of lathe tools for different job like lane turning, tapper turning, inside burning plane and tapper, screw cuting (Internal and external) knurling etc.
7. Know different lathe operations for different type jobs
8. Knowledge and screw cutting on the lathe
9. Use of tap and dye
10. Drilling
11. Use of calipers inside and outside
12. Use of screw pitch gauge

Practical:

1. Lathe operation and taking of one job constructed by means of lathe
2. Chipping, fitting, grinding, cutting, drilling
3. Facing of Outer and inlate valves of the Engiine
4. Identification of special tools, equipments and explain their functioning

E. Welder A.S.I. (Theory):

1. Cleanliness, safety and precaution
2. Basic knowledge of metal, welding tools and equipments
3. Gas cylinder low and high pressure
4. Regulator for Accylytence, Oxygen gas and their use, maintenance adjustment
5. Arc welding process
6. Joining different type of metals by gas welding
7. Use of gas cutter
8. Knowledge of wire gauge
9. Cutting and setting
10. Soldering brazing
11. Material used for soldering and brazing
12. Knowledge in Flux and blow lamp

Practical:

1. Arc welding of GI and Iron plates
2. Gas welding of Aluminum iron and caster iron plates
3. Knowledge regarding agnylytene and Oxygen gas
4. Selection of nozzles while undertaking gas
5. Identification of special tools, and equipments

F. Tinsmith A.S.I. (Theory):

1. Cleanliness, safety and precaution
2. Basic knowledge of metal, welding tools and equipments
3. Gas cylinder low and high pressure
4. Regulator for Accylytene, Oxygen gas and their use, maintenance adjustment
5. Joining different type of metals by gas welding
6. Knowledge of wire gauge
7. Soldering and brazing
8. Materials used for soldering and brazing

Practical:

1. Ready water repairing
2. Soldering and brazing
3. Operation of blow lamp in welding
4. Identification of special tools, equipments and their functions

G. Upholster A.S.I. (Theory):

1. Different questions regarding sewing machine and use of different type of needles
2. Type of rexine, water-proof heads
3. Knowledge regarding measurement and assessment of hoods, rexine required for different kind of vehicles.
4. Knowledge regarding coir, foam and cushion
5. Knowledge regarding glass setting and channel bridging
6. Setting of rexine

Practical:

1. Fixing of broken door glass, lifting chain
2. Sticking of hoods and seats
3. Knowledge regarding special tools, equipments and their use

H. Blacksmith A.S.I. (Theory):

1. Preventive measure and safety
2. Smithy tools and equipments
3. Use of tools and equipments
4. Heating metals in an open berth forge
5. Knowledge of steam coal and its products
6. Heat treatment
7. Hammering, cutting, shaping, chipping, shearing, reviting, filling and finishing
8. Knowledge in reading simple mechanical drawings
9. Maintenance of blower
10. Pipe and Angler bending

Practical:

1. Angler bending, pipe bending etc.
2. Setting of spring leaf and temporing of leafs
3. Knowledge of steam coal and its products
4. Indentification of special tools and equipments and their uses

I. Carpenter A.S.I. (Theory):

1. Angler bending, pipe bending etc.
2. Tools and equipments
3. Indentification of different type of woods
4. Grinding and sharpending tools
5. Preparation of wood for different type of wood work
6. Know how to move diffrent type of joints

7. Use of marking gauge, carpenters scale, etc.
8. Preparation of glue, joining compound
9. Preparation of finished wood work for fresh polishing
10. Reading simple drawings and plans of wood work and prepare estimate
11. Basic knowledge of body-building work

Practical:

1. Compound joints and cross joint
2. Preparation of finishing wood work for french polishing
3. Knowledge regarding body-building
4. Identification of special tools, equipments and woods

III. SUB-INSPECTOR OF PMT ESTABLISHMENT:

A. Fitter Sub-Inspector (Theory):

1. Cleanliness, safety and precaution
2. Objective type of questions on engine, gearbox, clutch, steering, transmission and fuel system.
3. Comparative mechanism in different types of engine and its knowledge
4. Detection and rectification of defects
5. Variation of fuel consumption
6. Timing and processing of engine tuning

Practical:

1. Assembling of battery
2. Assembling of gearbox
3. Differential and crown tail
4. Repairs to different type of brakes
5. Knowledge regarding special tools, equipments and their uses

B. Electrician (Theory):

1. Repair of battery
2. Principle of AC and DC dynamo and alternator
3. Knowledge of electrical apparatus
4. Preparation of estimate for a given job
5. Knowledge regarding function, working principle, defects and remedy of self-starter
6. Preparation of distilled water
7. Wire gauge, low tension and high tension wire
8. Armature winding of self-starter, alternator and dynamo

9. Repair of meters of different kind of vehicles
10. Knowledge regarding special tools, equipments and their use

Practical:

1. Complete wiring of new/old vehicles
2. Repair of self-starter, dynamo and alternator
3. Rebinding of a complete armature
4. Replacement of cells of a battery

C. Painter Sub-Inspector (Theory):

1. Preventive measure and safety
2. Tools and equipments required for hand painting and spray painting
3. Preparation of metal body before painting
4. Preparation of wood surfaced before painting
5. Masking and degreasing
6. Storing used paints
7. Letter writing and shading
8. Repairing and adjustment to spray painting gun and air adjustment
9. Estimate of paints etc. required for different kinds of vehicles
10. Different kinds of polishing

Practical:

1. Complete spray painting and brush painting of vehicles
2. Letter writing and shading
3. Knowledge regarding use of special tools
4. Knowledge regarding different kinds, makes of paints and their uses
5. Using of paint removers
6. Dilution of thinner and dier to paint enamel and ducos
7. Using of tar felts on vehicles

D. Turner Sub-Inspector (Theory):

1. Cleanliness, safety and precaution
2. Tools and equipments
3. Chipping, filling and grinding and cutting
4. Basic knowledge of metal
5. Knowledge of lathe parts and attachments

6. Preparation of lathe tools for different job like plane turning, taper, turning, inside boring plane and taper, screw cutting (Internal and external) knurling, etc.
7. Know different lathe operations for different type of jobs
8. Knowledge of screw cutting on the lathe
9. Use of tap and die
10. Drilling
11. Use of callipara inside and outside
12. Use of screw pitch gauge
13. Thorough knowledge of lathe operation and repair
14. Operation of different machineries in the automobile repair machine shop
15. Machineries like lathe, drilling, cylinder, reboring, engine valve, seat bearing turning, bearing, remaralling, etc.
16. Use of micrometer, dial gauge, depth gauge
17. Boring of irregular shaped jobs
18. Simple sketch reading
19. Elementary knowledge of forging and fitting

Practical:

1. Centering of an equipment without a self centering chalk attached to lather machine
2. Metal filling reboring of a engine bluck
3. Method of using dial gauge in different type of engine bores
4. Boring of irregular shaped jobs
5. Knowledge about simple sketch reading, forging and fitting
6. Knowledge regarding special tools, equipments and their use

E. Welder Sub-Inspector (Theory):

1. Cleanliness, safety and precaution
2. Basic knowledge of metal, welding tools and equipments
3. Gas cylinder low and high pressure
4. Regulator for Acceylytene, Oxygen gas and their use
5. Arc welding process
6. Joining different type metal by gas welding
7. Use of gas cutter
8. Knowledge of wire gauge
9. Cutting and setting
10. Soldering brazing
11. Materials used for soldering and brazing

12. Basic knowledge of welding flux for different metal
13. Basic knowledge of welding rods for gas and arc welding to different metal
14. Selection of nozzles and blow pipe for gas welding to different metal
15. Safety precaution to this side work
16. Prepare estimate for a given job
17. Heat treatment of metal
18. Knowledge in filling, grinding and finishing
19. Cast iron welding and aluminum welding process

Practical:

1. Setting of an accident portion of a vehicle and indent requirement of tools
2. Welding of aluminum pipe, angler, etc.
3. Knowledge regarding body-building and preparation of an estimate for body-building and iron materials.
4. Method of gas cutting
5. Identification of special tools, equipment and their use

F. Upholster Sub-Inspector (Theory):

1. Operation of sewing machine and its parts
2. Estimate of upholstery work of a vehicle (old and new)
3. Repairs of seats and cushion in an economy point of view
4. Setting of wind shield glasses and front glasses and its process of replacement
5. Setting of door glass channels and glass lifting chair
6. Knowledge about stitching of hoods and replacement of rexine on drivers cabs and passenger body.
7. Repair of calling roofs

Practical

1. Setting of wind shield glasses and channel beading
2. Stitching of hoods of a portion of vehicle
3. Preparation of cushion/foam and rexine seats
4. Identification of special tools, equipments and their use

G. Blacksmith Sub-Inspector (Theory)

1. Heat treatment
2. Pipe bending, angler bending
3. Heating metal in an open north forge
4. Reading of mechanical drawings

5. Preventive measures and safety
6. Maintenance of blower
7. Preparation of estimate of a given job
8. Setting of body without welding work
9. Method of straightening of band axle and blucher

Practical:

1. Joint setting of accidental portion of the body of the vehicle
2. Straightening of accident portion of a vehicle
3. Preparation of seisel
4. Patching a hole of the body of the vehicle without welding with identification of gauge required for the purpose.
5. Removing of silence bushes of road spring and its method
6. Identification of special tools, equipments and their uses

H. Carpenter Sub-Inspector (Theory):

1. Identification of different type of woods
2. Moving of different kinds of joints
3. Preparation of glue
4. Reading drawings, plans of wood and its estimate
5. Knowledge regarding body-building work and state type of woods required
6. Operational knowledge and maintenance of the carpentry tools
7. Polishing straightening of bended woods and use of instruments
8. Polishing and finishing of woods, etc.

Practical:

1. Repair to the particular portion of an accident vehicle and preparation of estimate
2. Complex joint
3. Using of special tools for setting of a job
4. Identification of special tools, equipments and its maintenance and use

IV. INSPECTOR IN DIFFERENT TRADES (THEORY):

1. Theoretical knowledge in all trades of the workshop
2. Critical technical complications and its rectification
3. Preparation of plan and estimate for construction of body and new chassis
4. Knowledge regarding requirement of special tools and equipments for workshop
5. Knowledge regarding inspection of vehicles and detection of defects quickly and suggestion for its remedy.

6. Preparation of condonation data basing on rules and regulations
7. Task of maintenance of vehicle, workshop, journal, etc.
8. Detection of quality and spare parts require for the vehicles
9. Knowledge regarding use of special tools/equipments of all the trades of workshop and its operations.
10. Examining indent of the battery of diesel/petrol vehicles of all the trades of workshop and its operations.

Practical:

1. Quality of engine oil and its detection
2. Identification of special tools and equipments
3. Detection of minor defects of vehicles settled by the examiners to be rectified within a span of 15 minutes of time.
4. Scrutinizing the demands of a particulars branch of the workshop and advice the actual requirement according to the defects of the vehicles.
5. Examining an enquiry before sending it to machine shop and detect defects
6. Detection of wheel alignment and advice, rectification by using special tools
7. Setting of valve timing of a diesel vehicle and assembling of complete gear box
8. Demonstration of a particular vehicle which will run without driver

Syllabus for holding TTBs for direct recruitment /departmental promotion in different ranks of PMT Establishment.

II. A.S.Is. OF POLICE P.M.T. OF PMT ESTABLISHMENT:

A. Fitter A.S.I. (Theory):

1. Cleanliness, safety and precaution
2. Reorganization of tools and equipments
3. Knowledge about function of all machinery parts of vehicles of different kinds
4. Knowledge regarding tyre maintenance, lubrication cooling system of the engine
5. Repair of distributor Carburetor, Breaks, Steering, Gear box, Engine tunic, Engine assembling.
6. Principal of the internal and external combustion engine

Practical

1. Fixation of engine ignition timing, checking other defects in engine, shorting and tuning the engine.
2. Dismantling of carburetor, distributor and reassembling
3. Identification of special tools and its functioning

B. Electrician A.S.I. (Theory):

1. Cleanliness and safety precaution
2. What is a battery and its internal parts
3. What is electrolyte and its preparation
4. Function of accumulator in the automobile capacity of different type of batteries used in the motor vehicle.
5. Charging batteries procedure of new and serviceable batteries of different capacity
6. Maintenance of Wet Cell battery
7. Wiring in the automobiles—
 - (i) Plane and Lucas type
 - (ii) The Generator (Dynamo)
 - (iii) Necessity of dynamo function and repair
 - (iv) The voltage regulator, necessity, function and repair
 - (v) Electric horn function and repair
8. Light Circuits—
 - (i) Light circuit defect and rectification
 - (ii) Starter defect and rectification
 - (iii) Electric fuel pump defect and rectification
 - (iv) Stop light defect and rectification
 - (v) Indicator defect and rectification
 - (vi) Ampere, fuel meter defect and rectification
9. Hydrometer, high rate discharge tester, necessity and function
10. Output of dynamo

Practical:

1. Dismantling and assembling of dynamo, self starter, horn, distributor, alternator
2. Knowledge regarding all controlling meters, voltage regulator and electric fuel pump
3. Knowledge regarding different type of battery and its function and service
4. Wiring of electrical line in the vehicle and complete ignition system
5. Identification of special tools and equipments

C. Painter A.S.I. (Theory):

1. Preventive measures and safety
2. Tools and equipments for band painting and spray painting
3. Preparation before painting : Scraping, removing, flattening, priming, surfacing, finishing, robbing and polishing.

4. Preparation of metal bodies before painting
5. Preparation of wood surfaced before painting
6. Brushing process and spraying process
7. Use of paint remover
8. Dilution of thinner and drier to paint (Enamel and Duco)
9. Grades of emery cloth, amery paper and water paper (Carburendum water proof paper)
10. Letter writing and shading
11. Masking writing and shading
12. Maintenance of painting apparatus and equipments
13. Storing used paint
14. Minor repair and adjustment of spray painting gun

Practical:

1. Handling of compressor machine and spray gun
2. Spray painting in any vehicle
3. Writing of number plates
4. Knowledge regarding special tools and equipments and their uses

D. Turner A.S.I. (Theory):

1. Cleanliness, safety and precaution
2. Tools and equipments
3. Chipping, filling and grinding and cutting
4. Basic knowledge and metal
5. Knowledge of lathe parts and attachments
6. Preparation of lathe tools for different job like lane turning, tapper turning, inside burning plane and tapper, screw cutting (Internal and external) knurling, etc.
7. Know different lathe operations for different type jobs
8. Knowledge and screw cutting on the lathe
9. Use of tap and dye
10. Drilling
11. Use of calipers inside and outside
12. Use of screw pitch gauge

Practical:

1. Lathe operation and taking of one job constructed by means of lathe
2. Chipping, fitting, grinding, cutting, drilling
3. Facing of outer and inlate valves of the engine
4. Identification of special tools, equipments and explain their functioning

E. Welder A.S.I. (Theory):

1. Cleanliness, safety and precaution
2. Basic knowledge of metal, welding tools and equipments
3. Gas cylinder low and high pressure
4. Regulator for Accylytence, Oxygen gas and their use, maintenance adjustment
5. Arc welding process
6. Joining different type of metal by gas welding
7. Use of gas cutter
8. Knowledge of wire gauge
9. Cutting and setting
10. Soldering brazing
11. Material used for soldering and brazing
12. Knowledge in Flux and blow lamp

Practical:

1. Arc welding of GI and Iron plates
2. Gas welding Aluminum iron and castor iron plates
3. Knowledge regarding agnlytene and Oxygen gas
4. Selection of nozzles while undertaking gas
5. Identification of speciall tools, and equipments

F. Tinsmith A.S.I. (Theory):

1. Cleanliness, safety and precaution
2. Basic knowledge of metal, welding tools and equipments
3. Gas cylinder low and high pressure
4. Regulator for Accylytene, Oxygen gas and their use, maintenance adjustment
5. Joining different type of metals by gas welding
6. Knowledge of wire gauge
7. Soldering and brazing
8. Material used for soldering and brazing

Practical:

1. Ready water repairing
2. Soldering and brazing
3. Operation of blow lamp in welding
4. Identification of special tools, equipments and their functions

G. Upholster A.S.I. (Theory):

1. Different questions regarding sewing machine and use of different type of needles
2. Type of rexine, water proof heads
3. Knowledge regarding measurement and assessment of hoods, rexine required for different kind of vehicles.
4. Knowledge regarding coir, foam and cushion
5. Knowledge regarding glass setting and channel bridging
6. Setting of rexine

Practical:

1. Fixing of broken door glass, lifting chain
2. Sticking of hoods and seats
3. Knowledge regarding special tools, equipments and their use

H. Blacksmith A.S.I. (Theory)

1. Preventive measure and safety
2. Smithy tools and equipments
3. Use of tools and equipments
4. Heating metals in an open hearth forge
5. Knowledge of steam coal and its products
6. Heat treatment
7. Hammering, cutting, shaping, chipping, shearing, reviting, filling and finishing
8. Knowledge in reading simple mechanical drawings
9. Maintenance of blower
10. Pipe and Angler bending

Practical:

1. Angler bending, pipe bending, etc.
2. Setting of spring leaf and temporing of leafs
3. Knowledge of steam coal and its products
4. Indentification of special tools and equipments and their uses

I. Carpenter A.S.I. (Theory):

1. Angler bending, pipe bending, etc.
2. Tools and equipments
3. Indentification of different type of woods
4. Grinding and sharpending tools

5. Preparation of wood for different type of wood work
6. Know how to move different type of joints
7. Use of marking gauge, carpenters scale, etc.
8. Preparation of glue, joining compound
9. Preparation of finished wood work for fresh polishing
10. Reading simple drawings and plans of wood work and prepare estimate
11. Basic knowledge of body building work

Practical:

1. Compound joints and cross joint
2. Preparation of finished wood work for French polishing
3. Knowledge regarding body building
4. Identification of special tools and equipments and woods

III. SUB-INSPECTOR OF PMT ESTABLISHMENT:

A. Fitter Sub-Inspector (Theory):

1. Cleanliness, safety and precaution
2. Objective type of questions of engine, gearbox, clutch, steering, transmission and fuel system.
3. Comparative mechanism in different types of engine and its knowledge
4. Detection and rectification of defects
5. Vary of fuel consumption
6. Timing and processing of engine tunic

Practical:

1. Assembling of Battery
2. Assembling of gearbox
3. Differential and crown tail
4. Repairs to different type of brakes
5. Knowledge regarding special tools, equipments and their uses

B. Electrician (Theory):

1. Repair of Battery
2. Principle of AC and DC dynamo and alternator
3. Knowledge of Electrical apparatus

4. Preparation of estimate for a given job
5. Knowledge regarding function, working principle, defects and remedy of self starter
6. Preparation of distilled water
7. Wire gauge, low tension and high tension wire
8. Armature winding of self starter, alternator and dynamo
9. Repair of meters of different kind of vehicles
10. Knowledge regarding special tools, equipments and their use

Practical:

1. Complete wiring of new/old vehicles
2. Repair of self starter, dynamo and alternator
3. Rebinding of a complete armature
4. Replacement of cells of a battery

C. Painter Sub-Inspector (Theory):

1. Preventive measures and safety
2. Tools and equipments required for hand painting and spray painting
3. Preparation of metal bodies before painting
4. Preparation of wood surfaced before painting
5. Masking and degreasing
6. Storing of used paints
7. Letter writing and shading
8. Repairing and adjustment to spray painting gun and air adjustment
9. Estimate of paints, etc. required for different kinds of vehicles
10. Different kinds of polishing

Practical:

1. Complete spray painting and brush painting of vehicles
2. Letter writing and shading
3. Knowledge regarding use of special tools
4. Knowledge regarding different kinds, makes of paints and their uses
5. Using of paint removers
6. Dilution of thinner and dier to paint enamel and ducos
7. Using of tar felts on vehicles

D. Turner Sub-Inspector (Theory)

1. Cleanliness, safety and precaution
2. Tools and equipments
3. Chipping, filing and grinding and cutting
4. Basic knowledge of metal
5. Knowledge of lathe parts and attachments
6. Preparation of lathe tools for different job like plane turning, taper turning, inside boring plane and taper, screw cutting (internal and external) knurling, etc.
7. Know different lathe operations for different type of jobs
8. Knowledge of screw cutting on the lathe
9. Use of tap and dye
10. Drilling
11. Use of callipara inside and outside
12. Use of screw pitch gauge
13. Thorough knowledge of lathe operation and repair
14. Operation of different machineries in the automobile repair machine shop
15. Machineries like lathe, drilling, cylinder, re boring, engine valve, seat bearing turning, bearing, remanalling, etc.
16. Use of micrometer, dial gauge, depth gauge
17. Boring of irregular shaped jobs
18. Simple sketch reading
19. Elementary knowledge of forging and fitting

Practical:

1. Centering of an equipment without a self centering chalk attached to lather machine
2. Metal filling re boring of a engine bluck
3. Method of using dial gauge in different type of engine bores
4. Boring of irregular shaped jobs
5. Knowledge about simple sketch reading forging and fitting
6. Knowledge regarding special tools, equipments and their use

E. Welder Sub-Inspector (Theory)

1. Cleanliness, safety and precaution
2. Basic knowledge of metal, welding tools and equipments
3. Gas cylinder low and high pressure
4. Regulator for Acceyltene, Oxygen gas and their use

5. Arc welding process
6. Joining different type of metal by gas welding
7. Use of gas cutter
8. Knowledge of wire gauge
9. Cutting and setting
10. Soldering brazing
11. Materials used for soldering and brazing
12. Basic knowledge of welding flux for different metal
13. Basic knowledge of welding rods for gas and arc welding to different metal
14. Selection of nozzles and blow pipe for gas welding to different metal
15. Safety precaution to this side work
16. Prepare estimate for a given job
17. Heat treatment of metal
18. Knowledge in filling, grinding and finishing
19. Cast iron welding and aluminum welding process

Practical:

1. Setting of an accident portion of a vehicle and indent requirement of tools
2. Welding of Aluminum pipe, Angler, etc
3. Knowledge regarding body building and preparation of an estimate for body building and iron materials.
4. Method of gas cutting
5. Identification of special tools, equipment and their use

F. Upholster Sub-Inspector (Theory):

1. Operation of sewing machine and its parts
2. Estimate of upholstery work of a vehicle (old and new)
3. Repairs of seats and cushion in an economy point of view
4. Setting of wind shield glasses and front glasses and its process of replacement
5. Setting of door glass channels and glass lifting chair
6. Knowledge about stitching of hoods and replacement of rexine on drivers cabs and passenger body.
7. Repair of calling roofs

Practical:

1. Setting of wind shield glasses and channel beading
2. Stitching of hoods of a portion of vehicle
3. Preparation of cushion/foam and rexine seats
4. Identification of special tools, equipment and their use

G. Blacksmith Sub-Inspector (Theory):

1. Heat treatment
2. Pipe bending and Angler bending
3. Heating metals in an open north forge
4. Reading of mechanical drawings
5. Preventive measures and safety
6. Maintenance of blower
7. Preparation of estimate of a given job
8. Setting of body without welding work
9. Method of straightening of band axle and blucher

Practical:

1. Joint setting of accidental portion of the body of the vehicle
2. Straightening of accident portion of a vehicle
3. Preparation of seizesl
4. Patching a hole of the body of the vehicle without welding with identification of gauge required for the purpose.
5. Removing of silence bushes of road spring and its method
6. Identification of special tools, equipments and its uses

H. Carpenter Sub-Inspector (Theory):

1. Identification of different type of woods
2. Moving of different kinds of joints
3. Preparation of glue
4. Reading drawings, plans of wood and its estimate
5. Knowledge regarding body building work and state type of woods required
6. Operational knowledge and maintenance of the carpentry tools
7. Polishing straightening of bended woods and use of instruments
8. Polishing and finshing of woods, etc.

Practical:

1. Repair to the particular portation of an accident vehicle and preparation of estimate
2. Complex joint
3. Using of special tools for setting of a job
4. Identification of special tools, equipments and its maintenance and use

III. INSPECTOR (THEORY):—

1. Theoretical knowledge in all trades of the workshop
2. Critical technical complications and its rectification
3. Preparation of plan and estimate for construction of body and new chassis
4. Knowledge regarding requirement of special tools and equipments for workshop
5. Knowledge regarding inspection of vehicles and detection of defects quickly and suggestion for its remedy.
6. Preparation of condonation data basing on rules and regulations
7. Task of maintenance of vehicle, workshop journal, etc.
8. Detection of quality and spare parts require for the vehicles
9. Knowledge regarding use of special tools/equipments of all the trades of workshop and its operations.
10. Examining Indent of the battery of diesel/petrol vehicles of all the trades of workshop and its operations.

Practical:

1. Quality of Engine oil and its detection
2. Identification of special tools and equipments
3. Detection of minor defects of vehicles settled by the examiners to be rectified within a span of 15 minutes of time.
4. Scrutinizing the demands of a particulars branch of the workshop and advice the actual requirement according to the defects of the vehicles.
5. Examining an enquiry before sending it to machine shop and detect defects
6. Detection of wheel alignment and advice, rectification by using special tools
7. Setting of valve timing of a diesel vehicle and assembling of complete gear box
8. Demonstration of a particular vehicle which will run without driver