

SOUTHERN RAILWAY

No.SA/P.608/III/TE/33 $\frac{1}{3}$ %PRQ/Vol.II

Divisional Office,
Personnel Branch,
Salem.
Date : 26.07.2021

All Supervisory Officials of Operating & Commercial Department of SA Division

Sub : Selection to the post of Commercial-cum-Ticket Clerk in Pay Matrix Level – 3 against 33 $\frac{1}{3}$ % PRQ in Commercial Department of SA Division

- Ref : 1. This office Notification letter No.SA/P.608/III/TE/33 $\frac{1}{3}$ % PRQ/Vol.II dt 20.11.2019
2. This office Alert Notice letter No.SA/P.608/III/TE/33 $\frac{1}{3}$ % PRQ/Vol.II dt 09.06.2020 & 19.08.2020
3. Railway Board's letter No.E(NG)I/2018/CFP/5 dt 04.03.2021 (RBE No.16/2021)

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In view of Railway Board's letter No.E(NG)I/2018/CFP/5 dt 04.03.2021 (RBE No.16/2021) the Notification and Alert Notice issued by this office letter referred under ref. 1 and 2 above for selection to the post of Commercial-cum-Ticket Clerk in PML-3 against 33 $\frac{1}{3}$ % PRQ in Commercial Department of SA Division is **CANCELLED**.

Consequently, a fresh selection is proposed to be conducted for the post of **Commercial-cum-Ticket Clerk** in Pay Matrix Level - 3 against 33 $\frac{1}{3}$ %PRQ in Commercial Department of Salem Division for the vacancies as detailed below:

I. Vacancies assessed:

SC : 04 ST : 02 UR : 23 TOTAL : 29

II. Eligibility Criteria:

- Volunteers are called from the employees in PML-1 & PML-2 including safaiwalas in Operating & Commercial Department of SA Divn, who have completed minimum 2 years of regular service as on 26.07.2021 viz., the date of notification, irrespective of community are eligible to apply in terms of RBE No.38/2017 dt 21.04.2017. The employees drawing grade pay higher than Level-1 in Pay Matrix on financial up-gradation under MACP scheme may also apply.
- Such of those staff in Traffic Department like TI's Peon and Office Peon and also other who has applied for the promotion from Level -1 to Office Clerk Level – 2 are not eligible to apply.

III. Criteria for the selection:

As per the instructions contained in Railway Board's letter No.E(NG)I 2003/CFP/2 dt 22.09.2003 (RBE No.165/2003), there will be no viva voce and the selection will be based on the written examination and scrutiny of Record of Service. The written test will consist of 85 marks and Record of Service will consist of 15 marks. Though there are no marks awarded for seniority the Panel will be drawn in the order of seniority amongst the qualified staff as per the provision of Para 189 of IREM, Vol.I and ACS No.154 & 155 in terms of Railway Board's letter No.E(NG)I-2011/PM1/26 dt 05.05.2015) RBE No. 43/2015.

In terms of PBC No.08/2009 dt 12.01.2009 the employees must secure not less than 50% in the written exam and not less than 50% marks in aggregate for placing in the panel. In respect of SC/ST employees 10% relaxation is available in non-safety categories and they must secure 40% marks in the written exam and 40% marks in aggregate for being placed in the panel against reserved posts. The scheme of "Best among the failed" is also applicable for SC/ST employees as per extant instructions.

The selection consists of written test as per Railway Board's letter No. E(NG)I/2018/PM 1/4 dt 14.12.2018 (RBE No.196/2018) the question paper will be 100% Objective type multiple choice question for the written examination and 10% of the total

marks will be from Official language policy and rules. The questions on official language policy and the rules may not, however be compulsory.

The examination may be conducted in Pen and Paper Test mode. Please avoid cutting, overwriting, erasing or alteration in the answer sheet.

IV. Syllabus

Written test will consist of one paper of 2 hours duration divided into two parts – Part 'A' to test the working knowledge of the Railway servant of the English language and Part 'B' to test his general standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to Railway matters and matters immediately pertaining to the work he/she has been acquainted with during their Railway service. In terms of PCPO/MAS letter No. P(R) 608/P/Vol.XV (OL) dt 28.06.2019 and Railway Board's letter No.E(NG)I/2018/PM 1/4 dt 09.09.2019 the question paper will be supplied in Tri-language viz., English, Hindi and Tamil.

The Volunteers who have passed in the written examination, have to undergo medical examination for **BEE TWO** medical classification and those found fit in **BEE TWO** only will be considered for the post of Commercial-cum-Ticket Clerk against $33\frac{1}{3}\%$ PRQ as per Railway Board's letter No.E(NG) 11/2018/RR-1/40 Pt. dt 28.02.2019 (PBC No.65/2019).

Those who will be placed in the panel for the post of Commercial-cum-Ticket Clerk will be sent for prescribed mandatory training course for 60 working days at MDZTI/TPJ and those, who successfully complete the training will be promoted as Commercial-cum-Ticket Clerk in Pay Matrix Level - 3 against $33\frac{1}{3}\%$ PRQ as and when the vacancies occur and those who fail in the training will be sent back to their parent cadre. During the training period, the volunteers will continue to receive the pay and allowances of the post from which they were selected.

V. Submission of Application

Volunteers who fulfil the above eligibility conditions may submit the application in the prescribed Proforma (enclosed) to Supervisory concerned on or before **22.08.2021**. The Supervisory concerned should forward the same in a bunch to this office on or before **25.08.2021**, if there is no volunteers a 'Nil' statement has to be sent to this office.

No applications should be sent through the employees in a piece meal manner. Application received after **25.08.2021** will not be entertained and will be rejected.

Wide publicity of this notification should be given to all the eligible staff under your control including those who are on deputation, leave/sick. Representations / applications received beyond the target date will not be entertained and the same should be disposed off at the unit level rejecting them on account of late receipt.

There will be **NO SUPPLEMENTARY EXAMINATION**

Please note that the last date viz., **25.08.2021** is SACROSANCT

Please acknowledge the receipt of this letter with date without fail

Assistant Personnel Officer/OPERA
for Sr.Divisional Personnel Officer / SA

Copy to: PS to DRM & ADRM for kind information of DRM & ADRM
Sr. DCM/SA, Sr.DOM/SA for information please
TI/Hqrs./SA, CCI /HQ/SA , Ch.S&WI/PB/SA,
Ch.OS/Tfc./SA, Ch.OS/Conf./PB/SA
DSs/ SRMU, AI SC/STREA, AIOBCREA, AIRPF/ Assn./SA
Notice Board.

PROFORMA APPLICATION

Application for the post of Commercial-cum-Ticket Clerk in PML-3 against 33 $\frac{1}{3}$ % PRQ-2021

Enclosure to Letter No.SA/P.608/III/TE/33 $\frac{1}{3}$ % PRQ/Vol.II dt 26.07.2021

- 1 Name in Full (in Block Letters) :
- 2 PF. No./Employee No. :
- 3 Designation, Station & Department :
- 4 Present level in Pay Matrix :
- 5 MACP Grade Pay, If any :
- 6 Date of Birth :
- 7 Ty.Status/Initial Training –
Date of appointment
Empanelment/Absorption :
- 8 Date of entry into the present grade :
- 9 Date of completion of 2 years of
Regular service as on 26.07.2021 :
- 10 Whether belongs to SC/ST/UR
(Enclose attested copy of SC/ST
certificate) :
- 11 Educational Qualification
(Enclose attested copy of certificate) :
- 12 Awards if any received during the
Last three years (Enclose copy of
certificate) :
- 13 Medical classification at present :
- 14 Office Phone No./Contact Mobile
No. :
- 15 Option of Examination
(tick appropriate box) :

Affix recent Photograph
attested by Controlling
supervisor

English	Hindi	Tamil
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I hereby declare that all the conditions stipulated in the notification are accepted and further declare that the particulars furnished above are correct and if it is proved to be false, my candidature may be rejected at any stage besides initiating major penalty DAR action for such misconduct.

Note: Those who are writing examination in Hindi/Tamil have to write English test separately.

Place:

Date:

Signature of the employee

All the particulars furnished above by the employee have been are verified and found correct. Forwarded to Sr.DPO/SA. The employee is found fit in the medical classification of _____ vide last PME / ME certificate No. _____ dt _____ issued by _____.

Office Seal:

Date:

Signature of the Supervisory Official & Designation