

SOUTHERN RAILWAY

No.SA/P.608/III/CI

Divisional Office,
Personnel Branch,
Salem – 636 005.
Date: 12.08.2021

Sr. DCM/SA

Sub: Notification to fill up the post of Instructor/Commercial at MDZTI/TPJ (Ex-cadre) in PML-6 of the Pay Matrix of RSRP Rules, 2016 (corresponding to Pay band Rs.9300-34800 + GP Rs. 4600 in VI PC).

Ref: PCPO/MAS Lr.No.P(S) 535/III/32/Vol.III Dated 3.08.2021

Copy of PCPO/MAS letter no. P(S) 535/III/32/Vol.III Dtd 3.08.2021 inviting applications to fill up the post of Instructor/Commercial at MDZTI/TPJ (Ex-cadre) in PML-6 of the Pay Matrix of RSRP Rules, 2016 (corresponding to Pay band Rs.9300-34800 + GP Rs. 4600 in VI PC) is enclosed herewith.

Staff of commercial Department belonging to SC/ST/UR (excluding Ministerial staff) working in a post in PML-6 ONLY (P82 Rs.9300-34800 + GP Rs.4200 in VI PC) on a substantive/regular measure (i.e. equivalent Level/Grade Pay as the post Of Instructor (Commercial) in SA division are eligible to apply.

Employees fulfilling the criteria/ conditions stipulated in PCPO's letter are only eligible to apply for the post. Eligible employees may submit their application in the prescribed Proforma on or before 16.09.2021 duly forwarded by supervisors.

The supervisory officials are advised to forward the applications in a bunch to this office on or before 16.09.2021 and if there is no volunteers a NIL reply may be sent to this office. Wide publicity of this notification may be given among the staff under clear acknowledgement.

Encl.: As above

Assistant Personnel Officer /OPERA

for Sr. Divisional Personnel Officer/SA

C/- CCI/MPP/Sr.DCM/O/SA, Ch.OS/Comml.Br.

All Supervisors concern of Commercial Department - for information and ensure that this notification is brought to the notice of all eligible staff working under your control.

DS's SRMU, AISCSTREA, AIOBCREA, AIRPFREA/SA

Notice Board.



SOUTHERN RAILWAY

**Headquarters Office,
Personnel Branch
Chennai – 600 003.
Date: 03.08.2021**

No.P(S)535/III/32/Vol.III

**PCCM, CCM/PS, CCM/PM, CCM/FM, SDGM,
DRM (P) MAS, TPJ, MDU, TVC, PGT, SA,
CAO/CN/MS, CPD/RE/MS, CPD/MTP/MS,
Chairman/RRB/MAS, TVC, Chairman/RCT/MAS.**

NOTIFICATION

Sub: Notification to fill up FIVE vacancies of Instructor/Commercial at MDZTI/TPJ (Ex-cadre Tenure) in PML-6 (Pay Band Rs.9300-34800 with GP Rs.4200 in VI PC).

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It is proposed to fill up FIVE vacancies of Instructor/Commercial (Ex-cadre) in Level-6 of the Pay Matrix of Railway Services (Revised Pay) Rules, 2016 (Pay Band Rs. 9300-34800 with Grade Pay Rs.4200 in VI PC) at MDZTI/TPJ and the tenure will be for a period of FIVE years (as per Railway Board's letter No. E(NG)/2017/PM1/11 dated 13.01.2021 – RBE No. 04/2021 & PBC No. 05/2021) from the date of joining the Institute.

1.0 ELIGIBILITY CRITERIA

- i). Staff of Commercial Department belonging to SC/ST/UR (excluding Ministerial Staff) working in a post in PML-6 ONLY (PB2 Rs.9300-34800 + GP Rs.4200 in VI PC) on a substantive/regular measure (i.e. equivalent Level/Grade Pay as the post of Instructor (Commercial)) are eligible to apply. Staff who have been granted Financial Upgradation to PML-6 (GP Rs.4200 in VI PC) under MACPS are NOT eligible to apply.
- ii). Computer literacy and knowledge of Hindi are desirable.
- iii). The applicants should not be 55 years of age or above as on **03.08.2021** (viz. such of those employees in PML-6 **born on or before 04.08.1966 are NOT eligible to apply**)
- iv). Staff who have once completed their tenure as Instructor or in any other ex-cadre post (like CWSI, Console Operator, Commercial Inspector on drafting basis, Vigilance Inspector, etc) in any department should have worked for at least a minimum period of one year in their parent cadre.
- v). Employees who are already working in ex-cadre posts (like CWSI, Console Operator, Commercial Inspector on drafting basis, Vigilance Inspector, etc) at present are not eligible to apply as per PCPO/MAS letter No. P(R)608/P.Vol.XIII dated 16.10.2001 (PBC No. 169/2001). The Supervisory officials are advised not to forward the applications of such staff.
- vi). Employees of Commercial Department, who are working in Construction Units/ Projects/Railway Electrification Office and fulfilling the above eligibility/age criteria can also apply, provided their lien is maintained in Southern Railway.

SELECTION PROCEDURE

2.0 Selection shall consist of Written Examination and Classroom Lecture Trial and percentage of marks are as detailed below:

Factors/Headings	Maximum Marks	Qualifying Marks
(i) Professional Ability	75	45
(ii) Classroom Lecture Trial	25	
Total	100	60

2.1 The selection process will be through written examination with 100% objective-type questions as per Railway Board's letter No.E(NG)/2018/PM1/4 dt.14.12.2018 (PBC No.263/2018) and PCPO/MAS letter No. P(R) 608/P/Vol.VIII dated 18.03.2019 (PBC No.46/2019) and other orders/instructions connected therewith or incidental thereto.

1092370/202120/o Ch.OS/NGS/Comml Section/HQ/PB/MAS
 The Question Papers will consist of 100% objective-type questions. All the questions will be of multiple-choice only. There will be **NEGATIVE** marking for incorrect answers. One-third of the marks allotted for each question will be deducted for wrong answers. Cutting, overwriting, erasing or alteration of any type in the answer is not permissible. Zero marks will be given for answer having correction/overwriting.

- 2.3 Answering the Question Paper will be permitted in **English or Hindi**.
- 2.4 Employees should opt for the language in the application form to answer the Questions in Hindi. Option once exercised will be final. The default option is English in case the employee fails to indicate the option clearly in the application form and no representation in this regard will be entertained in the Examination Hall.
- 2.5 Questions on Official Language Policy and marks therefor will be regulated in terms of para 204.3 of Indian Railway Establishment Manual, Vol.I and para 6 of PCPO/MAS letter No. P(R)608/P/Vol.VIII dated 18.03.2019 (PBC No. 46/2019).
- 2.6 As per Railway Board's letter No.E(NG)/2017/PM1/11 dated 14.01.2020, (RBE No. 04/2020, PBC No. 04/2020), all those candidates who score not less than 60% marks in the written test (professional ability) will be called for classroom lecture trial.
- 2.7 The final panel will be drawn in the order of merit from amongst those who secure a minimum of 60% marks in the professional ability and 60% marks in the aggregate as per Railway Board's letter No. E(NG)/2017/PM1/11 dated 22.05.2020 (RBE No. 39/2020, PBC No. 89/2020).

3.0 SYLLABUS

The syllabus for the examination is enclosed as **Annexure – II**.

4.0 GENERAL INSTRUCTIONS

- 4.1 Cadre Controlling Officers, including cadre Personnel Officers, should ensure that the notification is brought to the notice of all concerned.
- 4.2 List of employees eligible to appear for the Written Examination would be published after scrutiny of applications.
- 4.3 After the Written Examination is over, pleading ignorance of the date of written examination will not be accepted under any circumstances. The eligible employees must contact **Ch.OS/NGS/Comml Section/HQ/PB/MAS** from time to time on Railway Telephone Number **23538** to ascertain the date/time/venue of the written examination. **There will be no supplementary written examination under any circumstances as this is an ex cadre post filled by calling volunteers.**
- 4.4 It shall be noted by all the applicants that purely based on the declaration furnished by them in the application, their eligibility will be determined and they will be admitted for the Written Examination. In the event of employees making false declaration regarding Educational Qualification, substantive/regular service in PML-6 and other credentials, they will be taken up under D&AR for major penalty. Therefore employees are advised to ensure that they are eligible for the selection with regard to number of years of regular service, Educational Qualification, etc. before submitting the application.

No enclosure is required along with the application.

LAST DATE & FORWARDING OF APPLICATIONS:

- 4.5 All eligible employees should submit the filled-in applications (**Annexure – I** duly affixing **Recent Passport Size** photograph) as per the proforma attached on or before the closing date fixed by the respective Divisions/Units. Copy of the application is also available along with notification in HQ Personnel Branch notification website at <http://10.5.2.32/www/HQRS/personnel/PBC/Website/HqpbMain.html> (Personnel->Selection->2021).
- 4.6 Applications received after the last date should not be accepted and forwarded by the Divisions and Units.
- 4.7 Cadre Controlling Personnel Officers shall verify the particulars of the applicants and **forward eligible applications only in one bunch** with a covering letter, duly mentioning the Name and

1092370/2021/O/o On 08/11/2021, to the undermentioned address along with one soft copy in Microsoft Excel format through email. It is also advised that the list may be emailed at apothg@sr.railnet.gov.in.

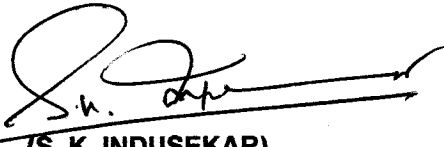
Original Applications may be sent to the following address duly superscribing on the envelope
"Selection for the post of Instructor/ Commercial / MDZTI /TPJ"

Address:

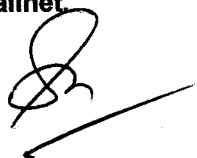
"Assistant Personnel Officer/Traffic, Office of the Principal Chief Personnel Officer, Southern Railway Headquarters, Park Town, Chennai – 600 003."

- 5.0 The last date for receipt of applications in Headquarters Office, Southern Railway, is **21.09.2021**. Accordingly, Divisions may fix their own target dates for receipt of applications at their end.
- 5.1 It may please be noted that the applications received directly in this Office or through Division/Units after the last date will not be accepted.
- 5.2 If no applications have been received from employees in any Unit, the Cadre Controlling Personnel/Establishment Officer concerned shall send a "NIL" report without fail.
- 5.3 Selected/empanelled candidates will be eligible for transfer privileges on joining the post of Instructor/Commercial/MDZTI/TPJ as per extant rules governing such benefits/privileges. They will also be eligible for Teaching Allowance @12% of Basic Pay as per Railway Board's letter No. E(MPP)2012/3/28 dated 06.10.2017 (RBE No. 145/2017, PBC No. 180/2017) and Railway Board's letter No. E(NG)/2017/PM1/11 dated 13.05.2019 (RBE No.79/2019, PBC No.109/2019)
- 5.4 Wide publicity may be given to this notification among the staff.

Encl: Annexure I, II


 (S. K. INDUSEKAR)
 APO/Traffic/HQ/MAS
 for Principal Chief Personnel Officer.

**Copy to: PCPO, CPO/Admn for information.
 Sr.DCM/MAS, TPJ, MDU, TVC, PGT, SA.
 Principal/MDZTI/TPJ, DGM/OL/HQrs, ACM/Claims/TPJ,
 General Secretary/ SRMU,
 General Secretary/NFIR
 General Secretary/AISCSTREA,
 General Secretary/AIOBC Assn.
 Notice Board.
 CS&WI/Computer section for uploading the notification on the Railnet**



APPLICATION FORM

**FOR THE POST OF INSTRUCTOR/ COMMERCIAL / MDZTI/ TPJ (EX-CADRE)
IN PML-6 (Pay Band Rs.9300 – 34800 + GP Rs.4200 in VI PC)**

Please paste (Not older than one month) Passport size photograph

(Photo should be attested by the controlling supervisor)

1	Employee's/Applicant's Name		
2	Employee No. (11 digits)		
3	Date of Birth		
4	a) Date of Initial Appointment (for posts not involving Apprenticeship/Training)		
	b) Date of Regular Appointment (for posts involving Apprenticeship/Training)		
5	Present Level in VII PC (Pay Band and Grade Pay in VI PC)		
6	Date of Entry into the Present Level (present Payband and Grade Pay in VI PC)		
7	Present Designation/Station & Date of entry		
8	Division / Workshop / Unit Name		
9	Lien Maintained in	Dept:	Division/Unit:
10	Educational Qualification	Graduate	
		Post Graduate	
11	Knowledge of Computer & Hindi		
12	Community	SC/ ST/ UR (Strike out whichever is not applicable)	
		Number of years of service completed as on 03.08.2021	
13	CATEGORY	Years and Months	Remarks
14	Indicate the Language Option for writing the exam	HINDI / ENGLISH (Strike out whichever is not applicable). Default option is English if the employee fails to exercise option.	
15	Contact Phone/Mobile No.	Rly	CUG/ Personal

DECLARATION BY THE APPLICANT

I hereby declare that all the particulars given in the application are true and correct to the best of my knowledge and belief. I possess the qualification -----
-- (quote the qualification) and I belong to -----(quote SC / ST / UR) community. I am aware that in the event of the particulars or information given herein regarding my Educational Qualification, Community, designation etc., being found false or incorrect, I know that I am liable to DAR action for major penalty proceedings, apart from my application/candidature being rejected.

Place:

Date :

*Signature of the employee:

Name :

Desgn. :

Division/Unit :

* If not signed, the application will be rejected



Certified and forwarded to: _____

The service particulars furnished by the employee in his Application Form [Sl.No.: 1 to 13] have been verified with the entries available in the SR and found correct. It is also certified that the employee fulfills the eligibility conditions prescribed for this selection.

Signature of the Personnel/Establishment Officer:

Place:

Name:

Date :

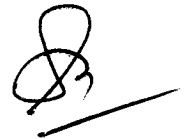
Desgn:

Division/Unit:

Office seal

NOTE.

The Cadre Controlling Personnel Officer while forwarding the applications should thoroughly check the details furnished in the application with the SRs and other records. Any discrepancy / irregularity found at a later date regarding service particulars, especially Educational Qualification / Community / Date of Entry into the present grade etc, will be viewed seriously and liable for Disciplinary Action.

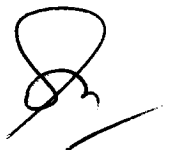


ANNEXURE-IISYLLABUSSYLLABUS FOR WRITTEN EXAMINATION FOR SELECTION TO THE POST OFINSTRUCTOR/ COMMERCIAL / MDZTI / TPJ

S. No.	Subject/Topic
COMMERCIAL - COACHING	
1	Functions of Commercial Department
2	Books of Reference
3	Complaints Reasons & Redressal complaints and Suggestion Book/Various modes of complaint
4	Public Relation – Objective Functions and Committees
5	Duties of Commercial Department at Accident Site
6	Customer Care and Customer Satisfaction
7	Courtesy
8	Passenger Amenities/Citizen Charter
9	Waiting Room / BOC / First-Aid / Licensed Porter / Retiring Room / Theft in Train / Wheel Chair
10	Divyangjan
11	IRCTC/IRCA
12	RTI – 2005 / CPA
13	Minimum Fare / Combined Fare/ Inflated Distance / Rounding off the fare / Telescopic Fare
14	Ticket – Definition
15	Types of Tickets
16	Break Journey Rules
17	Guard Certificate
18	UTS / ATVM / CO-TVM / JTBS / Mobile / Ticketing / STBA / YTSK
19	Facilities given to Lady passengers
20	Facilities given to Foreign Tourists
21	General Rules – Concessions
22	Types of Concessions
23	General Rules / Reservation from Train Departing Station and Intermediate Station / Reservation against Cancellation (RAC)
24	Computer Reservation System / Particulars printed on Computerised Ticket / Rules for Change in Reservation
25	Rules for Change in Reservation or Railway Privilege Pass, E-Pass
26	Group Reservation / Tatkal Seva / Premium Tatkal
27	Rajdhani Express / Duronto / Shatabdi Express / Garibrath / Humsafar / Tejas / Uday Train / Yuwa Train/ Deen Dayalu Coaches / Suvidha Train / Antodya
28	I-ticketing / E-ticketing System / Flexi Fare / IVRS / POET / NTES / ITES / Coach/Special Train Reservation / CCRS / EDR / TSBE
29	Refund on Fare
30	Objectives of Ticket-Checking / Types of Checks
31	Private Cash / Disposal of Collected Tickets / TDR
32	Duties of Ticket Collector / Duties of Travelling Ticket Examiner

33	Alarm Setting / Causes of Irregular Travel and its Prevention
34	Cash Remittance by TTE / Handing over Memo / MP Travel Detail / TCR / TC Return / Loss of EFR
35	Irregular Travel / Excess Fare and Excess Charge
36	Ticket Checking Stations / Types of Irregular Travel
37	General Rules / Free Allowance / Maximum Dimension of Luggage / Articles not accepted as Luggage / Articles carried Free
38	Booking of Bulky Articles / Booking of Television / Invalid Chairs / Comfortable Cot / ETC / Musical Instruments / Tricycle
39	Booking of Vehicles / Booking of Livestock / Luggage Summary
40	Booking of Dog / Booking of Small Birds/Animals
41	Booking of Live Poultry / Booking of Chicks
42	Booking of Sheep / Goats / Pigs and Calves
43	Parcel Scales
44	Maximum Weights and Dimension for Acceptance and Parcels
45	Booking of Bulky Articles / Articles not accepted / Parcel Way Bill
46	Procedure for Parcel Booking / Forwarding Note / Articles carried Free / MIS Declaration of Parcels
47	Booking of Corpses / Human Skeleton parts of Human Body / Human Ashes
48	Booking of Motorcars
49	Booking of Treasury
50	Parcel Summary
51	Loading / Unloading of Parcels
52	Punitive charges on overloading in Coaching Vehicles
53	Percentage charges on Excess Value
54	Delivery of Parcels / Memo Delivery / Open and Assessment Delivery / Partial Delivery / Value Payable System
55	Indemnity Bonds
56	Wharfage Charges / General Rules
57	Free Time
58	Rules of Wharfage Charges / Rates of Wharfage Charges on Motorcycles and Scooter / Birds and Animals / Wharfage Charges on Delayed Consignments
59	Demurrage Charge
60	General Rules
61	Free Time
62	Important Sections of Railways Act, 1989 / Cognisable and non-cognisable sections
63	Fire-fighting and First-Aid
64	Disaster Management and Golden Hour
65	Liabilities of Railway on Death and Injury to Passengers / Ex gratia payment
66	Military Traffic
67	Military Concession Voucher Forms
68	Military Certificate Forms
69	Traffic Accounts
70	Ticket Indents / Preparation and Types
71	Daily Trains Cash Book
72	Passenger Classifications
73	Station Balance Sheets

74	Parcel Cash Book
75	Particulars / Description of Coaching Traffic
76	Non-fare Revenue
77	Sundry Revenue-Parking, Catering, ATM, Pay & Use Toilets
78	Hand-held Terminal
79	TTE Lobby Office
80	Inspections
COMMERCIAL - GOODS	
1	Destinations
2	Weighment of Goods
3	Rating of Goods Traffic
4	Siding
5	Band
6	Restrictions
7	Busy Season Lean Season
8	Surcharges
9	Electronic Transmission of Railway Receipt
10	Booking of Goods
11	Wagon Registration Fees – WRF
12	E-RD:- Electronical Registration for Demand of Wagon
13	Premium Indent
14	Money Receipt (MR)
15	Preferential Traffic Order (PTO)
16	Change in Registered Indents / Supply of Wagons Allotment of Wagons
17	Acceptance and Examination of Goods
18	Misdeclaration of Goods
19	Packing / Labelling and Marking (PLM)
20	Sender's Weight Accepted (SWA)
21	Weighment on Weighing Machine Enroute
22	Electronic In-Motion-Way-Bridge
23	Routing of Goods Traffic, RBS
24	Unclassified Goods
25	Train Load Consignment & General Rules
26	Issue of Invoice Number in Goods Traffic
27	Booking of Livestock
28	Contraband Goods and Intoxicating Goods Contraband Goods
29	Booking of Dangerous and Explosive Goods
30	Booking of Railway Material Consignment (RMC)
31	Offensive Goods
32	Military Traffic
33	Loading of Goods
34	Loading Precautions
35	Rivetting Locking Sealing
36	Unloading of Goods
37	Damages and Deficiency Post Card (PPDD)
38	Damage and Deficiency Message (DD Message)
39	Delivery of Goods



40	Delivery Book
41	Partial Delivery
42	Open Delivery and Assessment Delivery
43	Open Delivery
44	Assessment Delivery
45	Memo Delivery
46	Demurrage Charges
47	General Rules
48	Wharfage Charges
49	General Rules
50	Station Groups
51	Free Time
52	Wharfage Rate
53	Crane Charges
54	Crane Haulage Charges
55	Excess Unconnected and Unclaimed Goods Public Auction
56	Punitive Charge for Loading Excess Goods
57	Unconnected Goods
58	Reasons for Goods being Unconnected
59	Disposal of Unconnected Goods
60	Parcel Consignment
61	Unclaimed Goods
62	Public Auction
63	Miscellaneous – Weekly Inventory
64	Modes of Payment
65	Weight Only System
66	E-Payment, POS
67	Responsibility of Railways as Common Carrier and Bailee
68	Claims and Claims Prevention
69	Claims Preventive Measures
70	Departments Involved in Elimination of Claims and their Role
71	Monetary Powers for Settlement of Claims
72	Procedure for Settlement of Minor Claims
73	Settlement Report of Minor Claims
74	Not Received Cell (NR Cell)
75	Dis-report / Railway Claims Tribunal (RCT)
76	Marketing and Sales Organisation
77	Steps taken in the field of Marketing
78	Freight Marketing Schemes
79	Liberalised Automatic Freight Rebate Scheme
80	Incentive Scheme for Freight Forwarders
81	Incentive Scheme for Loading Bagged Consignments in Open and Flat Wagons
82	Transportation Product
83	Engine on Load Scheme (EOL)
84	Freight Operation Information System
85	Public Private Partnership (PPP)
86	Private Freight Terminal
87	Rail Side Warehousing Scheme
88	Terminal Development Scheme

89	Special Freight Train Operation Scheme (SFTO)
90	Automobile Freight Train Operation Scheme (AFTO)
91	Policy on Development of Automobile and Ancillary Hub
92	Booking of Automobile Traffic Carried in NMG BCACM & BCCNR Wagons
93	Dedicated Freight Corridor
94	Liberalised Wagons Investment Scheme (LWIS)
95	Wagon Leasing Scheme (WLS)
96	Merry-Go-Round System (MGR)
97	Roll On Roll Off Scheme (RORO)
98	Container Service
99	Container Corporation of India Limited (CONCOR)
100	Container Rail Terminal (CRT)
101	Policy on Private Siding
102	Parcel Management System
103	Comprehensive Parcel Leasing Policy
104	Passenger Profile Management System
105	Traffic Accounts – Goods Traffic
106	Goods Cash Book
107	Goods Delivery Book
108	Machine Prepared Abstract
109	Station Outstanding & its Clearances
110	Under-charges and Over-charges
111	Goods Balance Sheet, E-Balance Sheet

OTHERS

Official Language Policy

