

दक्षिण रेलवे/Southern Railway

सं./No. J/P. 608/II/CCTC/33 1/3% PRQ

मंडल कार्यालय/Divisional Office
कार्मिक विभाग/Personnel Department
पालक्काड/Palghat
दि./Dt. 12.10.2022

**All Supervisory Officials of Operating & Commercial
Department of PGT Division**

Sub: Selection to the post of **Commercial Cum Ticket Clerk** in Pay Matrix Level-3, against 33 1/3 % PRQ in Commercial Department of PGT Division-reg.

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It is proposed to conduct a selection to the post of **Commercial cum Ticket Clerk** in Pay Matrix Level-3 against 33 1/3% PRQ in Commercial Department of Palghat Division in terms of RBE No.28/2018 & 59/2019 for the vacancies detailed below:

UR	SC	ST	TOTAL
22	8	4	34

I Eligibility Criteria:

Applications are invited from employees in PML 1 & 2 of Operating & Commercial Department of Palghat Division, who have completed minimum 2 years of regular service, as on 12.10.2022 i.e date of notification, in the Division are eligible to apply for the above selection as per RBE No.38/2017 dated 21.04.2017. As per RBE.34/2006, the service rendered in the old unit, by employees who have come on request transfer, will be reckoned for determining their eligibility in the new unit subject to the condition that the service so allowed does not exceed the length of service of their immediate senior in the new unit and that they are otherwise eligible to be considered for selection in Group C posts as per extant Rules; and the category in which they were working in the old unit is an eligible category for selection to the post in the new unit also. Employees drawing higher pay in Pay Matrix level under MACPS may also apply.

II Educational Qualification

Pass in Matriculation/SSLC

III Criteria for the selection

a) As per the instructions contained in Railway Board's Letter No. E (NG) I-2003/CFP/2 dated 22.09.2003 (RBE 165/2003), there will be no viva voce and the selection will be based on written examination and scrutiny of record of service. The

written exam 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 provisions in Para 189 of IREM Vol. I, ACS No. 154 & 155 and in terms of Railway Board's letter No. RBE No.43/2015 dated 05.05.2015.

b) In terms of PBC 08/2009 dated 12.01.2009, employees must secure not less than 50% in the written examination and not less than 50 % marks in aggregate for being placed in the panel. SC/ST employees will have 10% relaxation in the non safety category and 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 to SC/ST employees as per extant instructions.

c) In terms of Railway Board's letter RBE No.196/2018, the question paper will be 100% objective type with Multiple choice questions and as per Board's Lr No.Hindi-2010/OL-1/10/4 dated 14.12.16, 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.

IV Syllabus

a) The Written exam will be of 2 hours duration with the question paper 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/her general standard of intelligence and proficiency through Questions in Arithmetic & General Knowledge which will mainly be pertaining to Railway matters and matters immediately pertaining to their work that they have been acquainted with during their Railway service and the answer sheet will be in OMR. In terms of RBE No.194/2019, there will be no negative marks where the panel is arranged in the order of seniority from those qualified.

b) Candidates who pass in the written examination, will have to undergo medical examination for **Bee Two** medical classification and only those found fit in Bee Two, will be considered for the post of Commercial cum Ticket Clerk against 33 1/3 % PRQ as per Railway Board's Letter No. E (NG)11/2018/ RR-1/40 Pt dated 28.02.2019 (PBC No.65/2019).

c) Those placed in the panel for the post of Commercial cum Ticket Clerk will be sent for the prescribed initial mandatory training course at MDZTI/TPJ and only those, who successfully complete the training, will be promoted as Commercial Cum Ticket Clerk in PML-03 against 33 1/3 % PRQ. Those who fail in the training will be sent back to their parent cadre. During their training period, they will either draw stipend or their existing pay based on their option.

V Submission of Application

a) The applications of employees who fulfil the above eligibility conditions may be submitted in the prescribed proforma (enclosed) duly forwarded by the concerned Supervisory officials in a bunch, to this office **on or before 07.11.2022**. No applications should be sent in a piece meal manner. If there are no volunteers, a NIL statement may be sent to this office.

b) Applications received after the due date will not be entertained at any cost and will be summarily rejected. Representations/applications received on this account will not be entertained and the same should be disposed off at the unit level rejecting them on account of late receipt.

Wide publicity may be given to all eligible staff working under your control including those who are on deputation, leave/sick.

There will be no **SUPPLEMENTARY EXAMINATION**. Please note that the last date viz., **07.11.2022** is SACROSANCT.

Please acknowledge the receipt of this letter.

LAVANYA B

Digitally signed by
LAVANYA B
Date: 2022.10.13 15:12:13
+05'30'

लावण्या बी/Lavanya B.

संकाधि/Divisional Personnel Officer/PGT

कृतेमंडलकार्मिकअधिकारी/समन्वय/

For Divisional Personnel Officer/Co-ord

Copy to: PS to DRM, ADRM,
Sr. DCM/PGT, Sr. DOM/PGT,
CCI/HQ/PGT, TI/HQ/PGT, Ch. OS/Optg Br, Ch. OS/Comml.Br,
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“A copy of this document can be accessed at Southern Railway Web Site at the following address –www.sr.indianrailways.gov.in under the location “About SR-Department ->Personnel -> Palghat Division”.

**APPLICATION FOR SELECTION TO THE POST OF COMMERCIAL-CUM-TICKET
CLERK IN PML-03 AGAINST 33 1/3% PRQ - 2022.**

(Enclosure to Letter J/P. 608/II/CCTC/33 1/3% PRQ dated 12.10.2022)

1. Name in Full (in Block Letters) :
2. P.F No/ Employee No. :
3. Present Designation & Station :
4. Present level in Pay Matrix :
5. MACP Grade Pay, if any :
6. Date of Birth :
7. Date of appointment
(Ty. Status/Initial Training-
Empanelment/Absorption) :
8. Date of Entry into the present
Grade :
9. Date of completion of 2 Years
Regular service as on 02.2021:
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:
preceding 03 years
13. Medical Classification :
14. Office Phone No / Contact No/ :
Mobile No. :

Affix recent
passport size
photograph
attested by
Controlling
Supervisor

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 summarily rejected at any stage besides initiating major penalty DAR action for such misconduct.

(Sl.No.1 to 14 are to be filled up legibly by the employee at right side)

Place:

Date:

Signature of the applicant

Forwarded to DPO/Co-ord/O/PGT. The above particulars furnished by the employee have been verified and found correct.

Office Seal:

Date:

Signature of the Supervisory Official & Designation