

I/299193/2024



दक्षिण रेलवे/Southern Railway



मंडल कार्यालय/Divisional Office,
कार्मिक शाखा/ Personnel Branch,
सेलम/ Salem 636 005.
दि/Date:30.04.2024.

सं ./No. SA/P.608/III/CCTC/ LDCE (E-462454)

All Supervisory Officials in SA Division.

Sub : Selection to the post of Commercial-cum-Ticket Clerk in Pay Matrix Level – 3 against 16 2/3% LDCE in Commercial Department of SA Division

It is proposed to fill up 20 vacancies of **Commercial-Cum- Ticket Clerk in Pay matrix level-03 in VII PC against 16 2/3% LDCE quota** in Commercial department of Salem Division.

The break-up of vacancies is as under: -

UR	SC	ST	Total	PWDB
16	2	2	20	1 (HI)

The vacancy is earmarked for PWBD HI category with functional classification as D & HH in terms of Railway Board's letter No. E(NG) II/2017/RC-2/1/Policy dated.27.02.2019 and DOP&Ts Office memorandum dated.25.10.2022.

Volunteers are called for from the employees in Pay Matrix Level-01 & Pay Matrix Level -02 in Operating and Commercial Department and Safaiwalas of all department whose lien is maintained in Salem Division and fulfil the following conditions: -

Eligibility Conditions:

In terms of Railway Board's Letter No. E (NG) I/2005/PM1/52 dated.22.08.2006, the cut-off date for determining the eligibility of the staff should be the date of issue of notification. As such, volunteering employees should stand fulfil eligibility conditions as on the date of issue of this notification i.e., as on 30.04.2024.

Service Conditions: -

In terms of RBE No.20/2019 dated.05.02.2019, the volunteers should have completed two years regular service in Commercial & Operating department, safaiwalas of all department in either level or in Level-1 and Level-2 together and have successfully completed their probation period in recruitment grade.

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In case of staff who are transferred from other department and subsequently joined in Commercial & Operating department are required to fulfil the service condition of two years counted from the date of joining in Commercial & Operating department.

The employees drawing pay level higher than Level-2 in Pay matrix on financial up-gradation under MACP scheme may also apply.

Education Qualification: -

The minimum educational qualification is 12th (+2) or its equivalent examination with not less than 50% marks in aggregate 50% marks is not insisted upon in the case of SC/ST/Ex. Servicemen.

Mode of Selection: -

In terms of Railway Board's letter No.E(NG) I/2000/PM1/41 dated 20.08.2003, the positive act of selection to assess the professional ability of the candidate shall consist of written test and scrutiny of Record of Service. The written test will consist of 85 marks and Record of service will consist of 15 marks.

In terms of PBC No. 08/2009 date. 12.01.2009, the UR candidate has to obtain a minimum of 50% marks in professional ability being considered for further selection process and not less than 50% marks in aggregate for placing in the panel. The post of Commercial-Cum-Ticket Clerk in Commercial Department being classified as "**Non-Safety Category Post**". 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 post.

In terms of Railway Board's letter No.2018-E(SCT)I/25/16 dated. 17.08.2020 (PBC No.142/2020), the scheme of "Best among the failed" is not applicable for SC/ST employees.

The panel should be arranged in the order of merit from those qualified.

Syllabus:-

The syllabus for the written examination is enclosed as Annexure-B

Pre-Selection coaching: -

In terms of instructions contained in Railway Board's letter No.2000/E(SCT) 1/25/23 dated.29.10.2002, pre selection/pre-promotion training to SC/ST volunteers will be conducted covering the syllabus of the examination for selection to Non-Safety category post and will be imparted for a period of 3 to 4 weeks. In case if any employee expressed his unwillingness for pre-selection coaching, a written declaration to that effect may be forwarded to this office for record.

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Procedure for written examination: -

In terms of Railway Board's letter No. E(NG)I/2018/PM/4 dated.14.12.2018, the question paper for a written examinations will be 100% Objective type.

- All the questions are objective type and of multiple choice only.
- The examination will be in Pen and Paper mode.
- To ensure authenticity of the answers, cuttings, over-writings, erasing or alterations, double bubbling of any type in the answer will be considered as wrong answer.
- 10% of the questions will be on Official Language policy and Rules.
- If any candidate answers more than 100, the first 100 attempted questions will count.

There will be negative marks in the written examinations conducted under LDCE as per Railway Board's letter No. E(NG)I/2018/PM1/4 dated.14.11.2019 instructions contained in RBE No.194/2019. 1/3 mark for each wrong answer will be deducted from total marks secured in the relevant paper since the panel is arranged in the order of merit from those qualified.

Medical Standard: -

The volunteers who have passed in the written examination, have to undergo medical examination for "BEE TWO" medical classification and those fit in "BEE TWO" only will be considered for the post of Commercial-Cum-Ticket Clerk against 16 2/3% LDCE as per Railway Board's letter No. E(NG) 11/2018/RR-1/40 Pt. dated. 28.02.2018.

Training of the empanelled staff: -

The empanelled staff will be sent for prescribed mandatory training course for 60 working days at MDZTI/TPJ & 10 days line training and those, who successfully complete the training will be promoted as Commercial-Cum-Ticket Clerk in Pay Matrix Level-03 against 16 2/3 % LDCE 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.

Date of Examination:

The written examination will consist of one paper. The date, venue and time of examination will be intimated separately. However, it is to be advised to the volunteering staff that there will be no supplementary examination to the absentees in the main examination since the selection is by calling volunteers.

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Last Date for submission of Applications: -

Volunteers who fulfil the above eligibility conditions may submit the application in the prescribed Proforma which is enclosed as Annexure 'A' along with attested copies of Certificates of educational qualifications to the concerned Supervisory officials on or before **21.05.2024**. The concerned Supervisory Official should forward the same in one bunch to Sr.DPO/SA on or before 24.05.2024. The application received after the last date will not be considered under any circumstances.

Wide publicity of this notification should be given to all the eligible staff under your control including those who are on training/deputation, leave/sick/ML/CCL. 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 written examination** as this is being LDCE selection.

Please note that the last date viz: 21.05.2024 is sacrosanct.

For any assistance, the volunteers may contact **Shri.K.Sekar, Ch.S&WI/SA** on **mobile number -96009 56303 & Rly. Phone No. 65713/ 65714** during office working hours.

Please acknowledge the receipt of this letter with date without fail.

Encl.: as above

Digitally Signed by
Ramakrishnan G
Date: 30-04-2024 17:48:52
Reason: Approved

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

Copy to: CVO/MS- for kind information.
PS to DRM, ADRM for kind information of DRM, ADRM
CMS/SA, Sr. DCM/SA, Sr.DOM/SA for kind information
TI/Hqrs./SA, CCI /HQ/SA , CHI/HQ/SA Ch.S&WI/PB/SA } For
Ch.OS/Tfc./ Medical/PB/SA, Ch.OS/Conf./PB/SA } information
DSs/ SRMU, AI SC/STREA, AIOBCREA/SA } please
Notice Board._

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Annexure-A**PROFORMA****APPLICATION FOR THE POST OF Commercial-Cum-Ticket Clerk-
COMMERCIAL DEPARTMENT AGAINST 16 2/3% LDCE QUOTA - 2024**

- 1 Name in Full (in Block letters) :
2. PF No. / Employee No. :
- 3 Designation & Station :
- 4 Date of Birth :
- 5 Date of regular appointment :
- 6 Pay Level in VII PC :
- 7 Date from which working in
Present Pay Level :
8. In case of up-gradation on MACP
mention the date of up-gradation :
9. Total Services in Commercial
/Operating/Other Department : ----- years -----months----- days.
10. Whether belongs to SC/ST/UR/OBC :
11. Educational Qualification :
(Enclose attested copies of certificates)
12. Option for written Examination : English / Hindi/ Tamil
13. To attend Pre-Promotion training
(SC/ST employee only) : Willing/unwilling
14. PWDB employee
(Enclose certificate) : HI
15. Mobile No. :

I hereby declare that all the conditions stipulated para 1 to 15 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. 01 to 15 are to be filled up by the employee)

Date:

Signature of the employee

CERTIFICATION OF SUPERVISORY OFFICIAL

Forwarded to Sr.DPO/SA. The particulars furnished above by the employee have been verified and found to be correct.

Office Seal:

Signature of the Supervisory Officials

Date:

Designation:

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Annexure-B**Syllabus for the written examination to the post of Commercial Cum Ticket Clerk in Level 3 in Commercial Department against 16 2/3 LDCE Quota -Reg**

1. Test on English Language.
2. General standards of Intelligence and proficiency through questions in arithmetic
3. Administrative set up of Indian Railways and Designations.
4. Pass and PTO Rules, Kinds of Passes & their entitlement.
5. D&AR and Leave Rules.
6. General Rules regarding booking of general and reserved passengers including class of tickets, clerkage and refund rules.
7. Duties of Ticket Checking staff
8. General Rules regarding Acceptance, Booking, marking, loading & Carriage and Delivery of Parcels Luggage and types of services.
9. Booking of Goods Traffic, Forwarding Notes, Indenting, Allotment of Wagons, Loading, booking and free time for loading.
10. General Rules regarding unloading & delivery of goods and free time for unloading.
11. Demurrage and Wharfage rules (Goods).
12. Remittance of cash.
13. Types of concessions and their eligibility.
14. Public complaints cum suggestions and their redressal.
15. Different types of journey tickets, non-journey tickets in use on Indian Railways and use of computers in the preparation of tickets (Unreserved /Reserved Tickets).
16. Rules regarding Season tickets, combined tickets, circular journey tickets, concessional fares on PTCs Military concession orders and fares on Military warrants.
17. Fare Structure of different trains such as Shatabdhi, Rajadhani, Humsafar Trains etc.
18. Break journey Rules.
19. Catering facilities at Stations and on trains
20. Cloak Room and Locker charges.
21. Irregular travelling, calculation of excess fare and excess charge.
22. Rules for carriage of Horse, Cattle/Dogs by trains.
23. Organisational set up of Commercial Department at Zonal/Divisional Level.
24. Cleanliness at Stations and on trains.
25. Digital initiatives in Railways such as PMS, Mobile App., e-RR, POIS etc.
26. Hon'ble MPs's reservation of accommodation, HOR Booking
27. Duties of staff in case of Disaster
28. Various types of Travel Concessions available to Passengers and conditions to grant them.
29. Passenger amenities provided at the stations/trains.
30. Alarm chain pulling/detention to passenger's trains on commercial account.
31. Official Language Policy & Rules.
32. Railway Act, 1989 and Sections pertaining to commercial working.