

**SOUTHERN RAILWAY**

No.T/C.210/TH/Calling EOI/2026/04

Divisional Office,  
Commercial Branch,  
Tiruchchirappalli,  
Date: As signed.

**NOTICE**

The Senior Divisional Commercial Manager, Tiruchchirappalli Division, Southern Railway for and on behalf of the President of India invites applications for engagement of Train Halt Agent at the following halt station in Tiruchchirappalli Division to issue unreserved tickets on commission basis for a period of five years.

| Sl. No | Name of the Halt Station/Code | Situated between                            | Section                         |
|--------|-------------------------------|---------------------------------------------|---------------------------------|
| 1      | Villianur (VI)                | Chinnababusamudram (CBU) – Puducherry (PDY) | Villupuram (VM)-Puducherry(PDY) |

**Eligibility Criteria**

- ❖ The applicant should be a permanent resident of the place where the halt station is situated. The residence shall be treated as local residence if it is located within the same district in which the station is located.
- ❖ The applicant should have minimum qualification of 10<sup>th</sup> standard pass and should have knowledge of simple English to read name of the stations and value of tickets.
- ❖ The applicant should produce a medical certificate showing that he/she is fit for active service and is free from any communicable disease as per the format in Annexure-I.
- ❖ The applicant should submit a Police Verification Certificate certifying that he/she is not involved in any criminal activities.

**Nature of Work**

- ❖ The Halt Agent shall issue unreserved journey tickets including Platform and Season tickets through M-UTS application using mobile phone/device with internet facility and Bluetooth enabled thermal printer. Thermal ticket rolls shall be issued to the Halt Agent on payment of Advance Ticket Deposit (ATD) at the Serving Station.
- ❖ The Halt Agent shall also purchase Pre-printed UTS Tickets and Pre-printed Season tickets on payment, from the Serving station and shall sell the tickets at the respective Halt station. The purchased Pre-printed tickets shall be kept under the custody of halt agent.

**The Commission payable to the Halt Agent is as under:**

| Sales turnover per month (In Rs.) | % of Commission |
|-----------------------------------|-----------------|
| 15,000 or below                   | 15% **          |
| 15,001 - 50,000                   | 12%             |
| 50,001 - 1,00,000                 | 9%              |
| 1,00,001 - 2,00,000               | 6%              |
| 2,00,001 & above                  | 3%              |

\*\* However, the minimum commission payable to the Halt agent would be Rs.1,000/- per month for halts having stoppage up to 2 pairs of trains and Rs.1,500/- per month for the halts having stoppages of more than 2 pairs of trains.

Note: The above rates are subject to revision later with retrospective effect. Any changes in the policy from time to time shall automatically be applicable to the Halt agent.

- The commission shall be on monthly basis based on the individual monthly sales turn over.
- The selected candidate has to deposit an amount of Rs.2,000/- (Rupees Two Thousand only) towards Halt Security Deposit for the fulfilment of contract and execute an agreement with Railways on non-judicial stamp paper of Rs.100/- (Rupees One Hundred only).
- Additionally, a refundable security deposit of Rs. 25,000 /- in the form of MR/DD/FD/BG shall be deposited by the Halt agent, and a refundable deposit of Rs 28,202 (subject to revision) towards Bluetooth enabled thermal printer.
- The appointment is purely contractual in nature, no facilities viz. absorption in Railway service, regularization of service, bonus, Railway pass facilities shall accrue to the halt agent. Besides commission on the sales turnover, no other remuneration or privilege shall be given on this engagement as Halt Agent.
- The existing halt agent is also eligible to apply with necessary proof of engagement.
- The applications will be scrutinized by a committee of officers of Tiruchchirappalli Division.
- If more than one applicant is eligible, the selection will be made by draw of lots. If applicants do not participate in the draw of lots, their candidature shall be cancelled without further intimation.

Necessary Proforma for application shall be obtained from this office of the undersigned on all working days or shall be downloaded from website [www.sr.indianrailways.gov.in](http://www.sr.indianrailways.gov.in).

Application duly filled in all aspects along with enclosures should be sent by Registered Post to "The Sr. Divisional Commercial Manager, Tiruchchirappalli Division, Southern Railway, Tiruchchirappalli -620 001" or can be submitted to this office directly on working days before **15.00 hrs of 28.09.2026**. On top of the cover should be written as "**Application for Engagement of Halt Agent for Villianur Railway Station**".

**Applications received after 15:00 hrs of 28.09.2026 shall not be considered under any circumstances and the application shall be opened on the same day at 15:30 hrs.** Note: If the date of receipt of application is declared to be a holiday, the date of receipt of applications shall be the next working day.

The decision of the Railway Administration in all matters relating to eligibility, acceptance of application etc., shall be final and no enquiry or correspondence shall be entertained on this account. The railway Administration does not accept any responsibility for any Postal delay and sending reply to the applicants who are not selected.

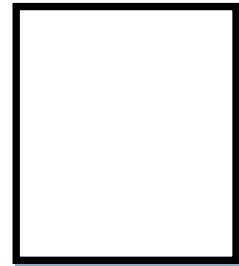
Signed by P  
Venkataragavan  
Date: 19-08-2026 13:37:28  
Senior Divisional Commercial Manager,  
Tiruchchirappalli Division,  
Southern Railway

**Documents to be enclosed:**

| Sl. No. | Details                      | Proof to be enclosed                                                                                                                                                                                                                                                                |
|---------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Age Proof                    | Birth certificate or any other proof to confirm date of birth.<br>(not less than 18 years of age as on publication of this notice)                                                                                                                                                  |
| 2       | Educational Qualification    | 10th Standard Pass certificate or any Degree certificate                                                                                                                                                                                                                            |
| 3       | Permanent Residence          | Residential address with any proof such as Aadhaar card, Nativity certificate, Voter ID card, Ration Card, Driving license, Passport and Bank Pass book.                                                                                                                            |
| 4       | Police Clearance Certificate | The applicant should submit Police Verification Certificate certifying that he/she is not involved in any criminal activities <b>Applicants residing in the Union Territory of Puducherry must submit the police verification certificate in the format enclosed as Annexure-I.</b> |
| 5       | Character certificate        | Character certificate issued by two responsible persons (gazetted) of public.                                                                                                                                                                                                       |
| 6       | Medical Certificate          | Certificate from a Registered Medical Officer should be obtained in the specified <b>format enclosed as Annexure-II.</b>                                                                                                                                                            |
| 7       | Financial Status             | Copy of the Bank pass book 1 <sup>st</sup> page (Account detail) along with transaction statement for one month.                                                                                                                                                                    |
| 8       | Passport size photo          | Latest Passport size Photograph                                                                                                                                                                                                                                                     |

**APPLICATION FOR ENGAGEMENT AS TRAIN HALT AGENT AT.....**  
**HALT STATION**

Photo



- 1 Name in full (in Block letters) :
- 2 Father's Name/Husband's Name :
- 3 Age & Date of Birth :
- 4 Educational Qualification :
- 5 Permanent Residential Address :
- 6 Station for which applied for :
- 7 Distance between Place of residence and the Halt Station in (Kms) :
- 8 Mobile Number :

**Enclosure:**

|    |                                                                           |  |
|----|---------------------------------------------------------------------------|--|
| 1. | Age Proof                                                                 |  |
| 2. | Education Qualification                                                   |  |
| 3. | Address Proof                                                             |  |
| 4. | Medical certificate                                                       |  |
| 5. | Character Certificate from two responsible persons of public              |  |
| 6. | Police Clearance Certificate                                              |  |
| 7. | Copy of the bank Pass Book along with transaction statement for one month |  |
| 8. | Whether Existing Halt Agent                                               |  |

I solemnly declare that the information furnished above are true and correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Applicant

Annexure-I

**POLICE VERIFICATION CERTIFICATE**

PHOTO

(Signature of the  
applicant)

| Sl. No | Particulars                                                                                                                          |  |
|--------|--------------------------------------------------------------------------------------------------------------------------------------|--|
| 1      | Full Name with Aliases                                                                                                               |  |
| 2      | Parents Names                                                                                                                        |  |
| 3      | Nationality                                                                                                                          |  |
| 4      | Present Address in full with Police Station & District                                                                               |  |
| 5      | Period of Residence                                                                                                                  |  |
| 6      | Home/Permanent Address in full with Police Station & District                                                                        |  |
| 7      | Addresses with Police Stations and Districts where the applicant has resided continuously for more than 6 months in the past 5 years |  |
| 8      | Aadhar Number                                                                                                                        |  |
| 9      | The applicant has been involved in a criminal case as accused (Yes/No). If Yes, then details                                         |  |
| 10     | The applicant has been arrested in connection with a criminal case (Yes/No). If Yes, then details                                    |  |
| 11     | The applicant has been convicted for a criminal offence (Yes/No). If Yes, then details                                               |  |

Declaration: I certify the above information is correct and complete to the best of my knowledge and belief.

|                                                                     |  |
|---------------------------------------------------------------------|--|
| Signature of the applicant with Date and Place                      |  |
| Countersigned by Contracting Railway Supervisor with Date and Place |  |

**Police Certificate:**

The details as stated above are correct & the above person does not have any criminal case registered or pending against him in any court of law as per official records available.

Remarks (if any):

Counter Signature of Authorized  
Signatory with stamp

Annexure-II

**MEDICAL FITNESS CERTIFICATE**

This is to certify that I have carefully examined Mr./Ms. ....  
son/daughter of. .... aged ..... of village .....  
district ..... state ..... Pin code  
.....

He/she is in good mental and physical health and is free from any physical defects such  
as deafness, colour blindness, and any chronic or contagious diseases.

This certificate is being issued to him/her for the purpose of .....

Signature of the Candidate: .....

Place: .....

Medical Officer's Name: .....

Date: .....

Registration Number:.....

Signature with Seal: .....