

SOUTHERN RAILWAY

No. M/C.210/Halt/2021

Dated: 25.03.2021

PRESS NOTIFICATION

The Senior Divisional Commercial Manager, Chennai Division, Chennai -600 003, for and on behalf of the President of India, invites applications from eligible persons preferably, permanent residents of the area where the respective train halt station is situated, for appointment to the post of halt agent on contract basis for a period of five years. The particulars of the Train Halt Stations for which the Halt Agent shall be appointed are given below

S. No.	Name of the Halt Station	Situated between	Section
1	Reddipalayam	Chengalpattu – Villiyambakkam	Kanchipuram - Chengalpattu
2	Senjipanambakkam	Kadambattur – Manavur	Tiruvallur - Arakkonam
3	Padalam	Ottivakkam – Karunguzhi	Tambaram – Mundiampakkam

The person selected for appointment as halt agent shall issue train tickets including printed season tickets to passengers entraining into trains at the Train Halt Stations and also check and collect the tickets of passengers alighting at the Halt Stations. The Halt Agent will be paid Commission on the basis of sales, as mentioned below:

Sales Turnover per month (in Rs.)	% of Commission
1- 15,000	15%**
15001 - 50,000	12%
50,001 - 1,00,000	9%
1,00,001 - 2,00,000	6%
2,00,001 and above	3%

** The minimum commission payable to the halt contractors would be Rs.1000 per month for halts having stoppage upto 2 pairs of trains and Rs.1500 per month for halts having stoppage of more than 2 pairs of trains.

The person selected as Halt Agent should remit a sum of Rs. 2,000/- (Rs. Two thousand only) towards Security deposit, which shall carry no interest and shall be refunded at the end of the term of the contract. Also, the Halt Agent shall enter into an agreement with the Railways before taking up the agency. On completion /termination of contract, dues if any, will be adjusted against the security deposit and balance amount shall be refunded to the Halt Agent.

Appointment is purely contractual in nature and no facilities viz., absorption in regularization of railway service shall accrue to the halt agent.

The halt agent has to pay all the statutory taxes, Income Tax, & Cess charges etc., at the rates notified from time to time as per the Government norms, if applicable.

Interested persons may apply in the prescribed application form. A recent passport size photograph of the applicant should be firmly pasted on the top right side of the Application form.

Applications will be scrutinized and eligible candidates will be shortlisted. Selection will be by a draw of lots, drawn by any child if there is more than one suitable candidate. All the eligible candidates will be advised the date, time and venue of the draw through Courier/Regd Post. So that they may attend the draw if they so desire.

Applications complete in all respects and with all enclosures must be put in a cover and properly pasted. The address on the cover should be **“The Senior Divisional Commercial Manager, Chennai Division, Southern Railway, NGO Annexe, Parktown, Chennai 600003.”** On the cover should be superscribed “Application for Appointment to the post of Halt Agent. Serving station applied for” The name of the serving station should be clearly mentioned. Application covers that are not properly pasted will be summarily rejected.

The covers containing the applications should be dropped in the drop box provided for the purpose at the office of the Senior Divisional Commercial Manager, Chennai Division, Southern Railway, NGO Annexe, II floor, Park town, Chennai 600003, between **10:00 Hrs and 14:00 Hrs on 26.4.2021**. Applications received after **14.00 Hrs on 26.04.2021** will not be accepted.

NOTE: If the date of receipt of applications 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., will be final and no enquiry or correspondence will be entertained on this account. The Railway Administration does not accept any responsibility for sending reply to the applicants who are not selected.

For clarification on rules and conditions, Office of the Divisional Railway Manager [Commercial], Chennai Division, Southern Railway, NGO Annexe, Chennai – 600 003 may be contacted during business hours on any working day.

The applications can also be downloaded from Southern Railway Web site (www.sr.indianrailways.gov.in)

Divisional Railway Manager/Commercial,
Chennai Division, Southern Railway,
For and on behalf of President Union of India.

APPLICATION FOR APPOINTMENT AS HALT AGENT

(All Photostat copies should be self attested)

Paste recent
passport size
photo here and
self attested

Sl. No	Details	Fill up in BOLD Letters
1	Name of the applicant:	
2	Father's Name :	
3	Date of Birth, Age : (Should have attained at least 18 years of age on the day of opening of application form)	
4	Permanent residential address: (with nearest land mark)	
5	Contact Number:	
6	Distance between the residence and halt station (in Kms):	
7	Educational Qualification: (Should have passed 10 th standard from a recognized school or board) Attested Copy	
8	Station applied for: (Application must be submitted for one station only. Please note that the applicant should be a local resident of the area served by the station for which the application for halt agent is given.)	
9	Nativity certificate (Attested Copy of Ration Card, Domicile certificate)	
10	Police verification certificate (Original certificate to be enclosed)	
11	Medical certificate obtained as on application date showing the applicant is fit and capable of doing the work of issuing and collecting the train tickets and is free of any communicable diseases, etc. (Original certificate to be enclosed)	

12	Financial status a) Bank Account :	
	b) Assets Movable/Immovable	
13	Proof of experience of work involving interacting with Customers (if any),etc,	

Signature of the applicant

Enclosures to the Application

Sl No	Details	Proof to be compulsorily enclosed with the Application
1	Age	Matric or equivalent mark sheet or Matric or equivalent Transfer certificate (Attested Copy)
2	Educational Qualification	Matric or equivalent mark sheet (Attested Copy of Xth mark sheet)
3	Permanent Residence	Certificate of residence from the RDO or Tahsildar or Copy of Voter identity card attested by a Gazetted Officer or Ration card attested by a Gazetted Officer (Attested Copy).
4	Character (Sl no 10 of eligibility Criteria)	A Police Certificate issued by the Local Police station towards the verification of the antecedents of the applicant to be attached. (Original certificate to be enclosed)
5	Fitness	Certificate of an Authorized Medical Officer that the applicant is fit and capable of doing the work of issuing and collecting the train tickets and is free of any communicable diseases, etc. (Original certificate to be enclosed)
6	Financial Status Bank Balance	Bank balance as on date of publication of this notification (copy of 1 st page of Pass Book and pages relating to transactions made during the past one year until the date of publication of this notification.
7	Assets Movable/Immovable	Proof to be attached for individual/joint property. Latest valuation certificate issued by a certified consultant/engineer (or) Affidavit of movable/immovable financial assets indicating the location and value of the property attested by a Notary Public
8	Experience in any public service	Experience Certificate issued by the employer/organization.

Note: Applications without the Photograph, Signature and/or the enclosures mentioned in the table above are liable to be rejected.

Signature of the applicant