

NOTIFICATION**Calling for application for engagement of facilitators for Automatic Ticket Vending Machines**

The Senior Divisional Commercial Manager, Chennai Division, Chennai -600 003, for and on behalf of the President of India, invites applications from Retired Railway employees/General Public, for engagement of facilitators for issue of unreserved tickets through Automatic Ticket Vending Machines (ATVMs) installed in stations over Chennai Division. The stations and the number of facilitators to be engaged against each are given below.

S. No	Station Name	Stn. Code	Category	Facilitator to be engaged
1	Chennai Central	MAS	NSG 1	1
2	Chennai Egmore	MS	NSG 1	2
3	Tambaram	TBM	NSG 1	5
4	Arakkonam Jn	AJJ	NSG 2	2
5	Avadi	AVD	NSG 2	3
6	Chengalpattu Jn	CGL	NSG 2	3
7	Perambur	PER	NSG 3	4
8	Mambalam	MBM	NSG 3	6
9	Guduvancheri	GI	NSG 3	3
10	Perunglathur	PRGL	NSG 3	1
11	Tirutani	TRT	NSG 4	2
12	Tindivanam	TMV	NSG 5	1
13	Chennai beach	MSB	SG 1	4
14	Velacheri	VLCY	SG 2	5
15	Guindy	GDY	SG 2	5
16	Palavanthangal	PZA	SG 2	1
17	Ambattur	ABU	SG 3	3
18	Villivakkam	VLK	SG 3	1
19	Basinbridge	BBQ	SG 3	1
20	Tiruninravur	TI	SG 3	1
21	Vyasarpadi jeeva	VJM	SG 3	1
22	Pattabiram	PAB	SG 3	2

S. No	Station Name	Stn. Code	Category	Facilitator to be engaged
23	Taramani	TRMN	SG 3	1
24	Chepauk	MCPK	SG 3	1
25	Chintadripet	MCPT	SG 3	1
26	Tiruvallikkeni	MTCN	SG 3	1
27	Chennai Fort	MSF	SG 3	2
28	Nungambakkam	NBK	SG 3	3
29	Saidapet	SP	SG 3	2
30	St.Thomasmount	STM	SG 3	5
31	Pallavaram	PV	SG 3	3
32	Chrompet	CMP	SG 3	4
33	Tambaram sanitorium	TBMS	SG 3	1
34	Minambakkam	MN	SG 3	1
35	Chennai Chetpet	MSC	SG 3	1
36	Tirusulam	TLM	SG 3	1
37	Ponneri	PON	SG 3	1
38	Ennore	ENR	SG 3	1
39	Athipattu	AIP	SG 3	1
40	Kavaraipettai	KVP	SG 3	1
41	Tiruvottiyur	TVT	SG 3	1
42	Tiruvanmiyur	TYMR	SG3	2
Total				91

The advertisement notice and application form are available in Southern Railway website –www.sr.indianrailways.gov.in

Date of availability of application form in website	From 30.05.2024 (Thursday)
Date of issue of application form in the website	From 30.05.2024 (Thursday)
Last date for submission of file in application forms	Upto 15:00 hrs of 20.06.2024 (Thursday)

Eligibility conditions

1. Railway Employee

- a) All retired Railway employees who had served in any Department of Southern Railway are eligible to apply.
- b) Spouses and adult children of retired Railway employees may also be allowed to assist and work as facilitators in addition to retired Railway employees working as facilitators. (Only one person for one retired Railway employee to be nominated by him/her)
- c) Spouse/adult children of retired railway employee shall not have any claim for employment in Railways. An undertaking to be given by Retired Railway employees on their engagement.
- d) Applicants residing near the station of choice will be given preference.
- e) No Railway staff who has been removed/dismissed from the service on the grounds of doubtful integrity will be engaged as facilitator.

2. General Public

- a) General Public applying for the engagement of ATVM facilitator should be not below than 18 years of age – Proof for age to be enclosed.
- b) A matriculate/SSLC or equivalent exam passed – Proof for educational Qualification to be enclosed.
- c) A resident of the same district where the station applied is situated – Proof of residential address to be enclosed.
- d) Police verification certificate from the local police station serving the residence to be enclosed.
- e) Applicant should be able to converse in English, Hindi and Regional Language. At least, the regional language is essential.
- f) The applicant should submit a copy of submit his/her Aadhar Card and PAN card with the application failing which his/her application will not be considered.

3. Terms of engagement

- a) **While shortlisting candidates from general public for engaging as facilitator, in case retired railway employees also express their willingness, preference will be given to retired railway employees for engaging as facilitator.**
- b) The station applied for should be selected by the applicant. **The applicant can apply for one station only.**
- c) If more applications are received against requirement, the selection will be made by drawal of lots
- d) The tenure of ATVM facilitator will be for one year up to 31.03.2025 which may be extended on yearly basis as per Railway Board's guidelines.
- e) No remuneration will be paid by Railways. The facilitator is eligible for 3% of the commission of the value of tickets sold subject to rules in force.
- f) For operation of ATVM, facilitators will be rostered by the station in-charge on rotation basis.
- g) Commencement and closure of work should be reported to the station in-charge every day duly recording the same in the register kept for this purpose.
- h) The cleanliness of the ATVM and its surrounding area will be responsibility of the facilitator.
- i) General public engaged as facilitator will only operate the ATVM and shall not nominate any other person to operate the ATVM on his behalf.
- j) General Public holding smart cards and using ATVMs should be given priority.
- k) The facilitators can retain the incentive of 3 % given on every re-charge of smart card.
- l) The facilitator should also accept payment by Digital mode from public and will not deny the same.
- m) The rate of 3% is liable to change by Railways any time and the facilitator will not hold the right for claiming any arrears / compensation / employment.
- n) The facilitator should be in a presentable manner in the prescribed uniform by the Railway administration and converse courteously with the passengers. He/she should display the identity card with photograph issued by Railway Administration.
- o) All instructions issued by the Railway Administration from time to time will be strictly followed by the facilitator.
- p) If any lapse or malpractice is detected and is proven against the facilitator, then Railway may impose a minimum penalty of Rs.1000 on first offence, Rs.2000/- on second offence and on subsequent offences. If proven guilty, engagement of facilitator will be terminated.
- q) An agreement has to be executed with Railway Administration by the facilitator duly incorporating the terms of engagement.

4. Smart card

The facilitator engaged

- a) Will purchase a maximum of three smart card from the station to which he/she is selected.
- b) Will use only the registered smart card for issuing tickets to public through ATVM.
- c) Can do any number of re-charges as per his requirement.
- d) Will intimate the loss of smart card to the Commercial Supervisor/SM of the station where he/she is engaged and purchase another smart card in lieu of the lost card and register the same.
- e) **The smart cards will be continued to be sold to General Public and they will get priority in getting tickets through ATVMs.**

5. Security Deposit (for general public)

- a) The stations are divided into two main divisions (a) NSG I & NSG II and Other than NSG I and NSG II.
- b) If general public is engaged as facilitator he/she will have to remit the following sum as refundable security deposit in the form of money receipt or Fixed Deposit/Demand Draft.

Category of Station	Security Deposit
NSG-1 & NSG-2	Rs.50,000/-
Other Stations	Rs.25,000/-

- c) The applicant will be issued with Letter of Award (LOA) on engagement of facilitator. He/she will have to commence work within 15 days of the receipt of the LOA. The Security Deposit will have to be remitted before commencement of the work.
- d) If the applicant fails to commence the work or remit the Security Deposit after the receipt of LOA, his engagement will be cancelled.
- e) On completion of the contract, pending dues, if any, due by the facilitator will be adjusted from the Security deposit and balance will be refunded to the facilitator. In case if it is proved that the ATVM has been damaged due to any act of omission or commission on the part of the facilitator, the cost of repair will be borne by the facilitator.
- f) **In case the ATVM facilitator expresses inability to operate ATVM, after being engaged as ATVM facilitator, the security deposit made by the ATVM facilitator will be forfeited.**

6. How to apply

- The application can be downloaded from website **www.sr.indianrailways.gov.in**.
- Only one application should be submitted by an applicant. Multiple applications will be summarily rejected.
- All the information asked for in the application should be correctly filled in. Incomplete applications forms are liable to be rejected.
- The filled in application form with the enclosures as prescribed should be put in a sealed cover. The cover should be super scribed as “**Application for engagement as Facilitator to operate ATVMs at _____ station**”.
- The sealed cover should be dropped in the box kept for the purpose in the **Office of the Senior Divisional Commercial Manager, Chennai Division, IInd floor, NGO Annexe, Park town, Chennai – 600 003 between 10:00 hours and 15:00 hours on 20.06.2024 (Thursday)**.

Divisional Railway Manager (Commercial)
Chennai Division, Chennai - 600 003

Application for engagement as ATVM Facilitator for Retired Railway Employees & General Public

RETIRED RAILWAY EMPLOYEE	
GENERAL PUBLIC	

Paste recent passport size photo here and self-attested

(Please tick as applicable)

1	STATION APPLIED FOR	
2	CATEGORY OF STATION	

RETIRED RAILWAY EMPLOYEE

3	NAME	
4	EDUCATIONAL QUALIFICATIONS (Copy to be enclosed)	
5	DESIGNATION / DEPARTMENT DURNG RETIREMENT	
6	CONTACT NUMBER	
7	DATE OF RETIREMENT	
8	PPO No (Copy to enclosed)	
9	RETIRED EMPLOYEE ID CARD No (copy to be enclosed)	
10	RESIDENTIAL ADDRESS (Copy of proof to be enclosed)	
11	Assistance to facilitator* (either Spouse or Adult Child of retired employee shall be nominated	

Application for engagement as ATVM Facilitator for Retired Railway Employees & General Public

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IN CASE OF GENERAL PUBLIC

1	NAME	
2	DATE OF BIRTH & AGE (Proof to be enclosed)	
3	EDUCATIONAL QUALIFICATIONS (Copy of Proof to be enclosed)	
4	RESIDENTIAL ADDRESS (Copy of proof to be enclosed)	
5	CONTACT NUMBER	
6	POLICE VERIFICATION CERTIFICATE No. & DATE ISSUED BY (Proof to be enclosed)	
7	AADHAR NO (Copy to be enclosed)	
8	PAN NO (Copy to be enclosed)	

*Only one person for one retired Railway employee to be nominated by him/her.

Declaration

1. In case the ATVM facilitator expresses inability to operate ATVM, after being engaged as ATVM facilitator, the security deposit made by the ATVM facilitator will be forfeited.
2. I declare that all the information given above are true. I have read the terms and conditions and agree to abide by them, if selected.

Place:

Date:

Signature of Applicant.

APPLICATIONS ARE INVITED BY THE Sr. DIVISIONAL COMMERCIAL MANAGER, CHENNAI DIVISION, SOUTHERN RAILWAY, CHENNAI-600 003 FOR AND ON BEHALF OF THE PRESIDENT OF INDIA FOR ENGAGEMENT OF FACILITATORS FOR ISSUE OF UNRESERVED TICKETS THROUGH AUTOMATIC TICKET VENDING MACHINES (ATVM) INSTALLED IN STATIONS OVER CHENNAI DIVISION FROM RETIRED RAILWAY EMPLOYEES & GENERAL PUBLIC, WINDOW AD FORMAT.

Application Ref No	Name of Work	Location
M/C. 378/ATVM/2024	Application for appointment of ATVM facilitators over Chennai Division.	91 numbers at 42 Locations over Chennai Division (List of locations are available in website)
Last Date and Time for Submission of application	On 20.06.2024 (Thursday) between 10.00 hrs to 15.00 hrs.	
Opening of application form	15:30 hrs on 20.06.2024 (Thursday)	
Website address (for detailed information)	www.sr.indianrailways.gov.in	

If the date of receipt of applications and opening of Application happens to be declared as Holiday, the same will be on the next working day.

/Divisional Railway Manager/Commercial
Southern Railway, Chennai – 600 003.

Date: 30.05.2024.