

SOUTHERN RAILWAY

No.U/P.531/III/CCs/33-1/3%PRQ/Vol.V

Divisional Office  
Personnel Branch  
Madurai dt.19.12.2017

All Supervisory Officials of Traffic, Commercial & Catering  
Departments of Madurai Division  
All TIs, DCIs of Madurai Division

Sub: Selection for the post of Commercial Clerk in level-3 of the Pay  
Matrix RSRP rules-2016(corresponding Pay Band Rs.5200-20200  
with Grade Pay Rs.2000/- against 16-2/3% (LDCE) –  
Commercial Department – MDU Division.

It is proposed to conduct a selection for promotion to the post of  
Commercial Clerk in Pay level-3 of the Pay Matrix RSRP rules-2016 (corresponding  
Pay Band Rs.5200-20200 with Grade Pay Rs.2000/- against 16-2/3% LDCE.

**The number of vacancies assessed is indicated below:**

SC	ST	UR	Total
1	1	6	8

**Employees eligible to apply:**

Applications are invited in the prescribed proforma from the regular  
employees in level-1 of the Pay Matrix RSRP rules 2016 (corresponding Pay Band  
Rs.5200-20200 + G.P.Rs.1800/-) (Substantive), working in Traffic Operating,  
Commercial & Catering Departments of MDU Divn.

**Service conditions:**

The Employees should have qualified in Matriculation or its equivalent  
course.

The employees should have put in minimum 2 YEARS of continuous  
service including substitute service as on the date of issue of this letter i.e. **19.12.2017**.

As per the instructions contained in the Railway Board's letter  
No.E(NG)1/2000/PM1/41 dated 07.08.2003 there will be no Viva-Voce and the selection  
will be based on the written test and record of service/Performance Report.

In terms of PBC No.08/09 dt.12.01.2009, the UR employees must secure  
not less than 50% (i.e.,42.5 out of 85) in the written examination and not less than 50%  
in aggregate to be placed in the panel.

The post of Commercial Clerk being a non-safety post, there will be 10%  
relaxation in qualifying marks for SC/ST candidates against reserved posts i.e., 40%  
marks in the Written Test and 40% in the aggregate for being placed in the panel. The  
scheme of "Best among the failed" is also applicable for SC/ST employees as per extant  
instructions.

The written examination will consist of objective type of questions for  
about 50%(in the range of 45% to 55%) of the total mark and official Language/Rules  
for 10% of total marks. The paper will be of 3 hours duration.



PART 'A'	To test the working knowledge of the Railway servant in English Language
PART 'B'	General standard of intelligence and proficiency through questions in Arithmetic, General Knowledge mainly pertaining to the Railway service matter.

There will be **no supplementary written examination**, since selection is conducted by calling for Volunteers.

The employees who qualify in the written test should also qualify in the prescribed medical classification for the category of Commercial Clerk.

**Training:**

- i) The empanelled employees will be directed for the Training course at ZRTI/TPJ. The standard of Training will be the same as for the Direct recruits.
- ii) In case of failures in the first attempt in the training, a second chance will be given.
- iii) Successful completion of the Training is compulsory and those who fail to qualify in the Training will have no claim for absorption as Commercial Clerk in level-3 of the Pay Matrix RSRP rules 2016 (corresponding Pay Band Rs.5200-20200 with Grade pay Rs.2000/-).
- iv) Employees after successful completion of Training should not seek reversion to their parent cadre at the time of posting.

In terms of Railway Board's letter No.E(NG)1-2011/PM1/26 dated 05.05.2015 the selection against 16-2/3% (LDCE) from Group 'D' to Group 'C' the panel will be drawn in the order of merit amongst the qualified staff as per the provisions of para 189 of IREM Vol.I.

In terms of Board's letter No.E(NG)1/90/PM-41 dated 08.07.92, use of regional language for answering the question paper is permitted subject to the condition that where necessary, knowledge of English may be separately tested to ensure that the person would understand the instructions relating to the requirement of the job (In terms of CPO/MAS letter No.P.(R) 608/P/Vol.XV dated 28.02.2011). The term 'regional language' used here means the official language of the state in which the office is located.

**Forwarding of applications:**

- i) Employees who fulfill/accept the above conditions may submit their applications in the prescribed forms (Copy enclosed) to their supervisory officials latest by **17.01.2018**.
- ii) Supervisory officials shall collect the application and forward it in One Bunch with a covering letter indicating the names of the volunteers to reach **Shri M.P.Lipin Raj, Divisional Personnel Officer/Madurai** on or before **23.01.2018**, through a special messenger (Office copy of the forwarding letter shall be placed on the station record by supervisory officials).
- iii) Administration will not be responsible for non receipt of application sent in piecemeal.
- iv) Wide publicity shall be given duly exhibiting the copy of this letter on the notice Board. The employees who are on leave/sick list etc., should



be notified by the Supervisor without fail.

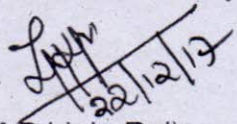
v)The supervisory officials should ensure that only the eligible applications are forwarded in the prescribed proforma on or before **23.01.2018** positively.

vi) APPLICATIONS RECEIVED AFTER THE DUE DATE (i.e.23.01.2018) WILL NOT BE ENTERTAINED

Please note and notify all the employees concerned accordingly.

This notification is also available in the web-site of Southern Railway Madurai Division Personnel Branch at Rail-net

Encl: One Proforma

  
(M.P.Lipin Raj)  
Divl.Personnel Officer/MDU

Copy to: CPO/MAS,CCM/MAS,CVO/MAS,Manager Operations  
IRCTC/Chennai:for Kind information  
Sr.DCM,Sr.DOM,DCM,DOM,DSO/MDU : For information  
ACM,AOM/MDU,RA/MDU,PS (Con) to DRM, Principal ZRTI/TPJ,  
Steno to DPO, Traffic & Comml.Controller, CHC/MDU  
Ch.OS/Traffic Branch, Ch.OS/Comml.Branch,  
S&WI/Computer section for uploading the notification in the web-site  
Divl.Secretarys/SRMU,, AISC/ST REA, AIOBC REA

