

SOUTH CENTRAL RAILWAY



Office of the  
Divisional Railway Manager,  
Personnel Branch,  
Pattabhipuram,  
Guntur – 522 006.

SCR/P/-GNT/210(a)/Cadre/C1/Comml/CCTC/331/3% Dated 09.09.2021.

The Supervisory Officials Concerned  
Commercial Department & Operating Department  
Guntur Division

**NOTIFICATION**

Sub: Filling up of the vacancies of Commercial Cum Ticket Clerks in  
Level 3 of 7 th PC Pay Matrix against 33 1/3% Promotional Quota –  
Commercial Department –Guntur Division –Reg

^^^

1. It is proposed to fill up **07 vacancies of Commercial Cum Ticket Clerk** in  
Level 3 of 7 th CPC Pay Matrix against 33 1/3% Promotional Quota in Commercial  
Department on Guntur Division.

The communal brake up of the vacancy is as under:

UR	SC	ST	Total
05	01	01	07

2. **Eligibility and Service conditions of Staff:**

Applications are invited from the existing regular employees including Safaiwalas in  
Level 2 and Level 1 of 7 th CPC Pay Matrix of Commercial & Operating Departments  
whose lien is maintained on Guntur Division and who have completed minimum two  
years of continuous regular service and above in Level 1 & Level 2 of 7<sup>th</sup> CPC Pay Matrix  
subject to successful completion of probation period as on **09.09.2021** ( **Date of issue of  
the notification**). The willing/eligible employees have to apply in the Proforma Application  
enclosed as '**Annexure A**' to the notification.

CL/Substitute service rendered after conferment of temporary status before regular  
absorption will be counted as service for appearing the selection subject to satisfactory  
completion of the period of probation of 2 years in regular empanelment

In terms of Railway Board's Lr. No. E (NG)/2005/PM1/52 dated 22.08.2006  
circulated as PCPO/SC's S.C.No. 131/2006, the cut-off date for determining the eligibility of  
staff should be the date of issue of notification. As such the volunteering employees should  
stand fulfill the service conditions as on the date of notification i.e., **09.09.2021**.

Contd..2

  
09.09.2021

In respect of the employees who have reported/joined on this division on inter railway request transfer/inter divisional request transfer on bottom seniority the service rendered in the old unit will count for the purpose of qualifying service for promotion in the new seniority unit provided,

- i) He/ She is otherwise eligible to be considered for the selection to Group 'C' post as per extant rules; and
- ii) The category in which he/she was working in the old unit is an eligible category for the selection/post in the new unit also. The service so counted does not exceed the length of service of their immediate senior in the new seniority unit. ( In terms of PCPO/SC's S.C.No. 41/206 & 117/2006)

3. **Mode of Selection** : The eligible candidates will have to appear for a selection which consists of written examination followed by scrutiny of Service Records. The candidate has to obtain a minimum of 50% marks in written examination with relaxation of 10% for SC/STs & if there is still deficiency, the policy of best among failed will be followed. Those who qualify in the written examination will be considered for further selection process of scrutiny of Service Records.

4. **Syllabus** : The syllabus for the written examination consists of working knowledge of the employee in English, General Standard of Intelligence and proficiency through questions in Arithmetic, General knowledge mainly pertaining to Railway Matters and matter immediately pertaining to the work he has been acquainted with during his Railway Service.

5. **Medical Examination** : The employees who qualified in the written examination should undergo medical examination in Bee-Two (B-2) classification. The employees who found fit in Bee-Two ( B-2) medical classification will only be considered for further process of scrutiny of service records.

6. **Procedure for written examination**: In terms of Railway Board's Lr. No. E (NG)I/2018/PM1/4 dated 14.12.2018 ( RBE No. 196/2018 ) circulated as PCPO/SC's S.C.No.212/2018, the written examination consists of 100% Objective Type Questions with multiple choice only.

In terms of Railway Board's Lr.E (NG)I/2018/PM1/4 dated 14.01.2019 ( RBE No.94/2019) communicated as PCPO/SC's 159/2019, there will be no negative marks for answers.

7. **Pre-Selection Coaching** : There will be no pre-selection coaching to SC/ST employees since the post is declared as Non-Safety.

8. **Question Bank**: In terms of Railway Board's Lr. No. E (NG)I-2006/PM1/34 dated 06.11.2006 circulated as PCPO/SC's S.C.No. 196/2006, updated question banks covering the complete syllabus will be provided to the staff concerned. It is further advised that there will not be any mandatory limit of questions from questions bank. The Controlling officers/Supervisor official has to ensure that the question bank is circulated to all the eligible staff.

Contd..3

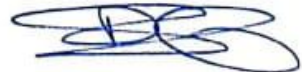


Handwritten signature and date: 07.07.2024



9. **Date of Examination** : The date, venue and time of examination will be intimated separately. There will be no supplementary examination to the absentees in the main examination since the selection is by calling volunteers. The employees will have the option to write exam either in Hind/English.
10. **Procedure of drawl of Panel** : In terms of Para 189 of IREM, the final panel shall be drawn in the order of seniority. However, a candidate must secure a minimum of 50% marks in the professional ability and 50% marks in the aggregate for being placed on the panel and final empanelment is subject to the availability of vacancies.
11. **Mandatory Training** : The empanelled employee has to undergo mandatory training successfully for being considered for the promotion.
12. **Additional Information for guidance to the staff** : The distribution of marks under the head of Professional Ability and Record of Service is 85 & 15 respectively to assess the suitability of the candidates for considering for empanelment to the post of Commercial Cum Ticket Clerk against 33 1/3 % Promotional Quota.
- The assessment under "Professional Ability" will be based on the marks secured by the individual employee in the written examination held as a part of selection.
- The allotment of 15 marks under the head of "Record of Service" will be assessed as per the entries available in the Service Register with respect to the educational qualifications, awards and punishments.
- As per the instructions of communicated under CPO/SC's Lr. No. P ( R )605/XI dated 22.08.2007 and clarifications issued under vide CPO/SC's Lr. No. SCR/P-HQ/Ruiling/O/975 dated 22.03.2011, the marks will be added for each individual cash award/merit certificate issued during the Zonal Railway Week celebrations preceding three years at Divisional Level, Zonal level and at Railway Board level i.e at the level of DRM/HOD/PHOD/GM/Railway Board. Similarly, marks will be deducted for each minor/major penalty imposed preceding three years.
13. **Notifying to the staff**: In terms of Railway Board's Lr. No. E (NG)-72/PM1/166, dated 26.06.72 circulated as CPO/SC's S.C.No. 213/72, the Senior Subordinate/Supervisor concerned has to furnish a certificate that " the eligible candidates were duly notified of holding of the test and asked to submit their applications duly giving their willingness" and forward the same to DPO/Co-Ord/GNT. It should be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection should invariably be intimated to all the eligible employees. In case of non receipt of any other communication the same may be obtained from the Personnel department or from the Controlling Officer. Any laxity in this regard will be viewed seriously. The above notification may be circulated to all the concerned.

Contd..4


  
09.09.2014

14. **Last date for submission of Applications:** The willing and eligible volunteers has to submit their applications in the proforma enclosed as "Annexure A" to their respective Senior Subordinates/Supervisor Officials on or before 08 .10. 2021 who will forward the applications in one bunch to the Controlling Officer ( Sr.DCM/GNT or Sr.DOM/GNT as the case may be) on or before 14 .10.2021. The Controlling Officer has to forward all the applications in one bunch to DPO/Co-Ord/GNT together with DAR/SPE/Vig., cases on or before 20 .10.2021. The applications received after the last date will be summarily rejected without assigning any reasons. The candidate should necessarily fill up all the relevant columns and date in particular. The Supervisory Officials while forwarding the applications to Controlling Officer ( Sr.DCM/GNT or Sr.DOM/GNT) should necessarily indicate the date without fail. The employees should submit the attested copies of educational qualifications and caste certificates along with the applications. No individual applications from the candidates will be received in this office. Any individual application received in this office will be rejected with any notice to the candidates.

The notification itself is an alert notice for the purpose of written examination for the eligible volunteers. The notification should be exhibited in the notice board and wide publicity may be given among the staff.

**Note :** If any of the above instructions were modified/alterd at a later date by the Railway Board or Head Quarters, the administration reserves right to amend the above notified instructions to the extent to give the effect of the same.

Encl: **Application at Annexure 'A'**

  
( P. Sreenath)  
APO  
for Divisional Personnel Officer/Co-Ord  
Guntur

C/- SDGM/Vig/SC – for kind information please.

C/- Sr.DCM & Sr.DOM/ GNT - for kind information please.

C/- DS/SCRMU, SCRES, AISCSTREA & SCROBCEA – for kind information please

C/- Notice Board, Guide File

SOUTH CENTRAL RAILWAY

Application for the post of Commercial Cum Ticket Clerk in Level 3 of 7 th CPC Pay Matrix against 33 1/3% Promotional Quota – Commercial Department  
( Ref : No SCR/P/-GNT/210(a)/Cadre/C1/Comml/CCTC/331/3% Dated 09.09.2021)

1. Name of the Candidate :  
( In block letters)
2. Father's name :
3. Present Designation/Station :
4. Department :
5. Present Level :
6. P.F.No & Bill Unit :
7. Date of Birth ( Copy of proof to be enclosed):
8. Date of initial appointment & Level :
9. Community : UR/OBC/SC/ST  
(Write the relevant community in Bold letters in the Box)
10. Post in which initially appointed :
11. Date of Entry into the present Post :
12. Date of entry (Regular measure) : From To  
a) Post /Level- 2 :  
b) Post/Level -1 :
13. Total length of service in Level 1 and above : -----yrs---- months----days  
and above as on 09.09.2021
14. Education Qualifications :  
a) Academic ( Attested copies to be enclosed)  
b) Technical ( Attested copies to be enclosed)

Affix latest  
passport  
size to be  
attested by  
immediate  
Supervisor

Contd..2

  
09.09.2021



15. Whether belongs to SC/ST :

(Attested copy to be enclosed )

16. Awards conferred during the last three years (Railway Week)

a) Divisional Level ( DRM Level ) :

b) Headquarters Level/PHOD/HOD :

c) GM /Railway Board' s Level :

17. Penalties imposed during the last three years

a) Minor :

b) Major :

18. Any other relevant information :

19. Contract No.

a) Office Phone No. :

b) Mobile No. :

**Declaration:** I hereby declare that the particulars furnished are true, complete and correct to the best of my knowledge and belief. I understand that, if at any stage it is found that the information furnished is false or incorrect or I do not satisfy/fulfill the eligibility criteria, my candidature/appointment on promotion is liable to be cancelled besides disciplinary action as per Rules. I have read the contents of the notification and agree to abide by the Rules, regulations and procedure prescribed for promotion to the post of Commercial Cum Ticket Clerk against 33 1/3% Promotional Quota in Commercial Department.

Date:

Signature of the employee

Station:

Name :

Designation:

---

Forwarded to Sr.DCM/GNT or Sr.DOM/GNT ( As the case may be ) for further action and above particulars are verified and found to be correct

Station :

Date :

Signature of Supervisory Official

---

Certified and forwarded to Personnel Branch for further action.

Date:

Signature of the Controlling Officer

Station

Name :

