

SOUTH CENTRAL RAILWAY



Office of the
Divl. Railway Manager,
Personnel Branch, 4th Floor,
Sanchalan Bhavan,
Secunderabad.

No.SCR/P-SC/212/EC/Promotion/Gr 'D' to Gr 'C'

Date: 09.10.2020

All SS's /CRI /CCI /CBSR /CTI (G),CI/staff matters/Sr.DCM/O/SC

NOTIFICATION

Sub: Formation of panel for filling up the post of Commercial cum-Ticket Clerk (i.e Gr. 'D' to Gr. 'C') in Level-3 (GP 2000) against 33.1/3% general selection to be filled by employees in Level-1 of T&C Departments of SC Divn

It is proposed to conduct selection for formation of panel to the post of Commercial cum-Ticket Clerk (in Level-3 of Pay matrix in 7th CPC (GP 2000), against 33.1/3% general selection in Commercial Department of SC Division.

The No of vacancies assessed is 86 as detailed below.

SC	ST	UR	Total
12	05	69	86

Applications are invited from the eligible serving employees fulfilling the following eligibility criteria:

1. Eligibility and Service conditions of staff:

All employees in Level-1 of 7th CPC Pay Matrix RS (RP) Rules, 2016 (in GP: 1800/-) of **Traffic and Commercial Department** of Secunderabad Division whose lien is maintained in the Secunderabad Division and who have completed minimum 2 years of continuous regular service in Level-1/ G.P. 1800/- as on 09.10.2020 i.e the date of issue of notification in the present category are eligible to apply for the post of Commercial cum-Ticket clerk in Level-3/ G.P.2000/- of Secunderabad Division.

- CL/Substitute service rendered after conferment of temporary status before regular absorption will be counted as service for appearing in the selection for promotion to Group 'C' posts subject to satisfactory completion of the period of probation of 2 years in regular empanelment.
- In case of employees joined SC division on request, the service rendered in the old unit will count in the new seniority unit provided he/she is otherwise eligible to be considered for the selection to Gr. 'C' and the category in which he/she was working in the old unit is an eligible category for selection to the post of Commercial cum-Ticket Clerk subject to the condition that the service so counted does not exceed the length of service of their immediate senior in the new seniority unit.
- The benefit of counting of service above will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts. (RBE.NO 34/2006)
- Medical classification should be Fit in B-II (BEE-TWO) at the time of empanelment.

2. MODE OF SELECTION , EMPANALMENT AND QUALIFYING MARKS

- (Para 189 of IREM)

Factors/Headings	Weightage on Max. Marks
Written Test	85
Record of Service	15
Total	100

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- 2.1 Written Test :- The written test ability of the employees in the field of selection will be adjudged through written test only. The employees must secure 50% of marks in written test with relaxation of 10% for SC/ST's. If there is still deficiency, the policy of 'Best among the failed' will be followed.
- 2.2 They have to obtain minimum of 50% in written test & 50% in aggregate.
- 2.3 Distribution of Marks under Head of Record of Service.

10 Marks	On the basis of entries of Awards/Punishments in the SR
5 Marks	On the basis of entries in SR for Academic/Tech. Qualification

- 2.4. The final panel should be drawn up in the order of inter -se-seniority. However, the employees must secure a minimum of 50% marks in 'Professional ability' and 50% marks in aggregate, for being placed on the panel.

3. Syllabus /Question bank for written examination

- 3.1 Syllabus for written examination covers the working knowledge of the employee in English and General standard of intelligence and proficiency to be tested through questions in Arithmetic, General knowledge mainly pertaining to Railway matters and immediately pertaining to the work he has been acquainted with during his Railway service.
- 3.2 In terms of Railway Board's Lr. No. E(NG)I-2006/PM1/34, dated 06.11.2006, CPO/SC's S.C.No.196/2006, updated Question banks covering the complete syllabus are placed in the SCR Web site-
https://scr.indianrailways.gov.in/view_section.jsp?lang=0&id=0,1,291,357,813,1133
- 3.3 It is further advised that there will not be any mandatory limit of questions from the question banks.
- 3.4 Question bank is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with latest Rules/circulars/policies.

4 Procedure for written examination:

- 4.1 In terms of Railway Board's Lr.No.E(NG)I/2018/PM1/4, dated 14.12.2018(RBE No.196/2018), CPO/SC's S.C.No.212/2018, the written examination consists of 100 objective and all the questions will be of multiple choice only.
- 4.2 In terms of RBE No 194/2019 'There will be no negative marking in selection against departmental quota where panel is arranged in the order of seniority from those qualified'.
- 4.3 Cutting, over writing, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction or overwriting.
- 4.4 The written examination will be conducted on OMR sheets.

5 Date and Venue of Examination will be advised

5.1 Important dates:

Last date of submission of applications	09-11-2020
Date of publication of eligibility	25-11-2020
Tentative Written Examination date	22-12-2020

Note: There shall be no Supplementary Exam. Since the selection is by calling volunteers .

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- 5.2 The venue and time of examination will be intimated separately. However, it is to be advised to the volunteering staff that there will be no supplementary examination to the absentees.
- 5.3 The candidates may keep an update time to time from this Railway's official website i.e. www.scr.indianrailways.gov.in.

6. How to apply:

- 6.1 The employees should submit the application in the prescribed format (Annexure 'A' enclosed) through proper channel
- 6.2 The application should be on good quality of A-4 size paper using one side only.
- 6.3 In the application form all relevant columns should be filled completely and in applicable columns be strike out and it should be duly signed by the controlling supervisor/officer wherever required or otherwise same will not be considered.
- 6.4 Application received without date cannot be considered.
- 6.5 Employee should paste the recent Photograph on the application which shall be attested by the concerned supervisor.
- 6.6 Employees are also required to fill the application proforma online through Google forms by accessing the same through following links.

(i) <https://docs.google.com/forms/d/1S3WTxw7E3LLxfU7LMOsANeERSbLZRd1vhOGcMLtPICg/edit>

or

(ii) <https://tinyurl.com/yxudyg66>

7. Notifying to the staff:

- The controlling officer/supervisor shall give wide publicity of the notification to all the eligible staff under their control, and notification should be displayed at conspicuous place. It is the responsibility of controlling officer/supervisor to circulate the notification among the staff concerned.
- 7.1 All relevant columns in the application should be filled completely & strike out the inapplicable columns and forwarded duly signed by the controlling supervisor/officer wherever required or otherwise same will not be considered.
- 7.2 Employee should paste the recent Photograph on the application which shall be attested by the concerned supervisor.

8. Last date for submission of Applications :

- The willing and eligible volunteers has to submit their applications in prescribed proforma to Sr.DCM/SC & Sr.DOM/SC through their controlling supervisors on or before **09-11-2020**. The controlling officer has to forward all the applications in one bunch to Sr.DPO/O/SC together with DAR/SPE/Vig. Clearance on or before **11-11-2020**. Applications received after the due date or with incomplete information will be rejected.
9. On empanelment, the employees will be subjected for Commercial-Cum-Ticket Clerk (CCTC) training at ZRTI/MLY & practical training. On successful completion of the training, they will be posted anywhere (any station) in Secunderabad Division

Anurag
9/10/2020
(ANURAG WADHWA)

APO/SC

for Sr. Divl. Personnel Officer/SC

C/- Sr. DCM/SC / Sr.DOM/SC

C/- OS(P) /Centralised selection cell for information and necessary action.

C /- OS/PNM for information of Recognised Trade Unions.

Anurag
9/10/2020
for Sr. Divl. Personnel Officer/SC

Annexure "A"

APPLICATION FOR THE POST OF **COMMERCIAL-CUM-TICKET CLERK** IN LEVEL -3 OF 7TH CPC PAY MATRIX RS
(RP) RULES, 2016 (IN PAY BAND ₹. 5200-20200 + GP ₹.2000/-) **AGAINST 33.1/3% General selection.**
Vide DRM/P/SC's Notification No.SCR/P-SC/212/EC/Promotion/Gr 'D' to Gr 'C' Dated: 09.10.2020

Latest
Photograph to
be affixed

- 1). Name of the Employee :
(In BLOCK LETTERS)
- 2). Father's Name :
- 3). Present Designation/Stn. :
- 4). In Level of 7th CPC & G.P ₹. :
- 5). Community (SC/ST/UR) :
(Copy to be enclosed)
- 6). P.F/NPS A/c No. :
- 7). Date of Birth :
- 8). Date of Appointment & Design
at the time of appointment :
- 9). Date of entry into present
Designation on regular measure :
- 10). Educational qualification :
(Copy to be enclosed)
- 11). Details of MACP if granted any:
- 12). Ph. NO :
- 13). Email Id :

I hereby declare that the above particulars are true to the best of my knowledge and belief and the documentary evidence in support of S.No. 5 & 8, if proved false at a later date I am liable to be taken up under D&A Rules, 1968.

Date :

Signature of the employee

Certified that the above particulars are verified & found correct and forwarded to APO/I/SC with reference to the above cited letter.

Station :

Date :

Signature of the Supervisor/In Charge &
Designation/Station with Stamp.