



दक्षिण मध्य रेलवे/ SOUTH CENTRAL RAILWAY

नांदेड मंडल / NANDED DIVISION

मंडल कार्यालय, कार्मिक शाखा, नांदेड/Divisional Office, Personnel Branch, Nanded- 431605

No.SCR/P-NED/210(a)/Comm1.Cad/CC-Cum-TC/16 2/3% LDCE

DL 10.10.2022

All SS/SMs/CRI/CCI/CBSR/CCS/CTI/CCI/Sr.DCM/O/NED/TI/TI Staff Matters/Sr.DOM/O/NED

NOTIFICATION

Sub:- Formation of panel for filling up of vacancies in the category of Commercial-Cum-Ticket Clerk in Level-3/GP Rs.2000 against 16 ²/₃% LDCE Quota in Commercial Department on NED Division.

It is proposed to conduct selection for formation of panel for filling up of 24(UR-19, SC-03 & ST-02) vacancies in the category of Commercial-Cum-Ticket Clerk in Level-3/GP Rs.2000 against 16 ²/₃% LDCE Quota in Commercial Department on NED Division.

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

1. Eligibility and Service Conditions of staff :-

- All the employees in Level-1 and Level-2 of Commercial and Operating Departments and safaiwalas of all Departments of NED Division, whose lien is maintained on NED Division and who have completed minimum 2 years of continuous regular service in their existing Pay Level-1 and Level-2 as on 10.10.2022(i.e., the date of issue of notification) in the present categories are eligible to apply for the post of Commercial-Cum-Ticket Clerk in Level-3/GP Rs.2000 in Commercial Department on NED Division.
- Employees in Level-1 and Level-2 of Commercial and Operating Departments and safaiwalas of all Departments of NED Division having minimum educational qualification of 12th(+2 stage) or its equivalent examination with not less than 50% marks in aggregate, 50% marks is not to be insisted upon in case of SC/ST/Ex-Servicemen.
- Existing employees in Level-1 and Level-2 of Commercial and Operating Departments and safaiwalas of all Departments of NED Division, who have completed 02 years regular service in the concerned seniority unit having minimum pre-revised educational qualification i.e., Matriculation as on 17.12.2014[date on which the educational qualification has been revised] irrespective of whether they are UR/OBC/SC/ST/Ex-Servicemen are eligible to appear in the selection.
- In case of employees joined on NED Division on request/mutual, 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 Commercial-Cum-Ticket Clerk 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.
- The selected employees will be subjected to pass the prescribed medical classification of Bee-Two(B-II), if already not possessed.

2. Mode of Selection, Empanelment and Qualifying Marks :-

a)

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

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- b) Written Test :- The written test ability of the employees in the field of selection will be adjudged through written test. The employees must secure 50% of marks in written test with relaxation of 10% for SC/STs.
- c) The final panel should be drawn up in the order of merit.
- 3. Syllabus/Question Bank for written examination :-
 - a) 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.
 - b) There will not be any mandatory limit of questions from the question bank.
 - c) Question bank is only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with latest Rules/circulars/policies.
 - d) It is the duty of the controlling officer to ensure that the question bank is circulated to all the eligible staff and holding of selection will not be postponed due to non-circulation of question bank.
- 4. Procedure for written examination :-
 - a) The question paper will be 100% Objective Type.
 - b) All the questions will be of multiple choice only.
 - c) The test will have 110 questions. 10 questions(optional) will be on Rajbhasha. If the candidate answers more than 100 questions, the first 100 attempted questions will count.
 - d) It is advised that the employee should use either blue or black ink ball point pen and all the answered with the same colour.
 - e) Question paper will be issued in bilingual i.e., in English and Hindi
 - f) There will be negative marking for incorrect answers. 1/3(One third) of the mark allotted for each question will be deducted for wrong answers.
 - g) 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.
 - h) The written examination will be conducted on OMR sheets.
- 5. a) The venue and time of examination will be intimated separately. However, it is advised to the volunteering staff that there will be no supplementary examination to the absentees since the selection is by calling volunteers.
b) The employees may keep an update time to time from this Railways Official Website i.e. scr.indianrailways.gov.in
- 6. How to apply :-
 - a) The employees should submit the application in the prescribed format(Annexure-'A' enclosed) through proper channel.
 - b) The application should be on good quality of A-4 size paper using one side only.
 - c) They should fill up the application form in their own writing with blue/black ink ball point pen only.
 - d) In the application form, all relevant columns should be filled completely and inapplicable columns be struck out and it should be duly signed by the controlling supervisor/officer wherever required or otherwise same will not be considered.
 - e) Application received without date cannot be considered.
 - f) Employee should paste the recent Photograph on the application which shall be attested by the concerned supervisor.

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7. Notifying to the staff :-

- a) 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.
- b) 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.
- c) 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 have to submit their applications in prescribed proforma to CMS/NED, Sr.DCM/NED & Sr.DOM/NED through their controlling supervisors on or before 09.11.2022. The controlling officer has to forward all the applications in one bunch to DPO/Co.Ord/O/NED together with DAR/SPE/Vig., clearance on or before 16.11.2022. Applications received after 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) on NED Division.

This Notification is available on S.C. Railway Website-www.scr.indianrailways.gov.in->About Us->Divisions->Nanded->Personnel.

Encl : Annexure-A

(Viswanath S.P.)

Assistant Personnel Officer

कृते मंडल कार्मिक अधिकारी/समन्वय/नदिड
for Divisional Personnel Officer/Co.Ord/NED

C/- CMS/NED

C/- Sr.DCM/NED & Sr.DOM/NED for information please.

C/- CS&WI & Ch.OS/Conf.

C/- DS/SCRES, SCRMU & AIRE/SC&ST Assn./NED

C/- Notice Board

for Divisional Personnel Officer/Co.Ord/NED

**APPLICATION FOR THE POST OF COMMERCIAL-CUM-TICKET CLERK IN LEVEL-3 AGAINST
16 2/3% LDCE QUOTA IN COMMERCIAL DEPARTMENT ON NANDED DIVISION
(Ref:- DPO/Co.Ord/NED's Lr.No.SCR/P-NED/210(a)/Comm.Cad/CC-
Cum-TC/16 2/3% LDCE, dt.10.10.2022)**

Affix latest colour
photograph and
shall be attested by
the concerned
Supervisory Official

1	Name of the Employee(in block letters (Sri/Smt)).		
2	Father's name		
3	P.F./NPS A/c No.		
4	Present Designation		
5	Present place of working		
6	Scale/Level		
7	Date of Birth		
8	Date of initial appointment/Designation		
9	Date of Regularization in the present grade		
10	Date of joining from other Division/Railway/Department etc., to Commercial/Operating Department on NED Divn.		
11	Total length of regular service in eligible category	Years	Months Days
12	Total length of regular service as Safaiwala, if at present safaiwala	Years	Months Days
13	Educational Qualification (Attested copy of school/college certificates to be enclosed)	a) Date of passing of Matriculation/10 th : (Date of Certificate) b) Date of passing of 12 th (+2 stage) : (Date of Certificate) c) Percentage(%) of marks in 12 th :	
14	Whether belongs to reserved community(SC/ST) (Attested copy of Caste Certificate to be enclosed)		
15	Any DAR/SPE/Vig/Court case pending		
16	Mobile No.		
17	I hereby declare that the above particulars and the documentary evidence submitted are true to the best of my knowledge and belief. I am aware that if the particulars/documentary evidence furnished by me are found false at a later date, my application will not be considered and I am liable to be taken up under D&R Rules. Date : _____ Station : _____		
18	It is certified that the above particulars have been verified and found correct. Forwarded to DPO/Co.Ord/NED for further action please Date : _____ Station : _____		
		Signature of employee Signature of Concerned Supervisor/Incharge & Designation/Station with office stamp	

✓
10/11/22