

SOUTH CENTRAL RAILWAY



No.SCR/P-HQ/263/Gaz/C-1/ACM/70%/2024

Headquarters Office,
Personnel Branch,
4th Floor, Rail Nilayam,
Secunderabad-500 025.
Date: 06.11.2024.

DGM/Co-ord & Secy to GM, SDGM, PCCM, PCOM, CAO/Systems/SC
CCM/PS, CCM/FS, CCM/PM, CCM/Claims, CPRO,
DRMs: SC, HYB, BZA, GTL, GNT & NED, GM/CRIS/SC
Sr.DPOs/ Sr.DCMs/ Sr.DSOs: SC, HYB, BZA, GTL, GNT & NED,
RGM/IRCTC/SC, RGM/CONCOR, CPM/RE/SC, CEN, BBS
Principal/ZRTI/MLY, Station Director/ SC, HYB, BZA & TPTY
Sr.LO/HQ, APO/Traffic/HQ, APO/Bills/HQ.

Sub:- Formation of panel for promotion to Group 'B' post of ACM in Level-8 of Pay Matrix against 70% selection quota in Commercial Department through Centralized Computer Based Objective Type Examination (CBT) - for the vacancy cycle 01.01.2025 to 31.12.2026.

Ref: - 1) Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024.
2) Railway Board's RBE No. 93/2024.

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It is proposed to hold a selection for formation of Group 'B' Panel for 2 (two) vacancies with the following communal break-up for the post of Assistant Commercial Manager (ACM) in Level-8 of 7th CPC Pay Matrix in Commercial Department against 70% selection quota through the Centralized Computer Based Objective Type Examination (CBT) conducted by DG/NAIR in terms of Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024 & RBE No. 93/2024.

UR	SC	ST	Total
1	1	0	2

1) Eligibility Criteria:

In terms of Railway Board's letter No. E(GP)2024/2/28, dated 08.10.2024 (RBE No. 93/2024), in respect of selections to Group 'B' posts in all departments, all employees who are eligible and who volunteer for the selection, should be considered without any limitation of number, as is being done in case of selection to the Group 'B' post of Assistant Personnel Officer. Accordingly, the following categories of employees working in Commercial Department are eligible to submit the applications to the selection to the Group 'B' post of ACM against 70% selection quota:

- All Group 'C' employees working in Level-6 and above of 7th CPC Pay Matrix with three (3) years of non-fortuitous service in Level-6 and above as on 01.01.2025 in Commercial Department (including non-fortuitous service rendered in the corresponding pre-revised grades) in terms of Railway Board's letter No. E(GP)2019/2/25 dated 27.12.2019 (RBE No. 216/2019).
- Law Assistants/Chief Law Assistants are also eligible for promotion to the post of ACM in addition to their normal avenue of promotion to the post of Law Officer depending upon the option they exercise. The option can be exercised after an employee gets selected to any of the Gazetted cadre. Such an option should be exercised within 30 days of the results of the selection by the employee in writing and option once exercised will be treated as final {Railway Board's Letter No. E (NG)II/87/PO/Genl/8 dated 23.06.1989}.

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The eligibility conditions should have been fulfilled as on 01.01.2025 in terms of Railway Board's letter No. E(GP)2024/2/28 dated 27.09.2024.

Note: Where juniors who have completed their qualifying or eligibility service and are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

2) SCHEME OF SELECTION:

The selection will consist of (A) Written examination (B) Medical Examination & (C) Viva-voce and record of Service.

A) Written examination through Centralized Computer Based Test:

In terms of Railway Board's letter No. E(GP)2018/2/31 dated 19.03.2019 (RBE No. 53/2019), Letter No. E(GP)2022/2/4 dated 07.11.2022 & 11.11.2022 and letter No. E(GP)2005/2/69 dated 04.12.2023 (RBE No. 134/2023), the written examination through the Centralized Computer Based Test shall comprise of 100 marks consisting of 100% objective type multiple choice questions only. The question paper will contain 110 questions that include 10 questions on Raj Bhasha which are optional. All objective type questions carry equal marks. The duration of the written examination will be **Two hours**. The distribution of questions will be as under:

a)	Professional Subject including optional questions of 10 marks on Official language policy and Rules	70 marks
b)	Establishment and Financial Rules	30 marks
c)	Qualifying marks	60 marks

In terms of Railway Board's letter No. E(GP)2024/2/28 dated 08.10.2024 (RBE No. 93/2024), there shall be no negative marking in written examinations held as part of Selections (70%) where the final panels are made on seniority basis.

A) Medical Examination:

Those who qualify in the written examination (CBT) will have to appear for prescribed medical Examination as per Medical Manual i.e. Group 'B' (Technical) for promotion to Group 'B' post of Assistant Commercial Manager. Those who are found fit in the prescribed medical examination will only be called for Viva-voce as per extant instructions.

B) Viva-voce and Record of Service:

The following marks are allotted for viva-voce and Record of service:

	Maximum Marks	Qualifying Marks
Viva voce	25	30 (including at least 15 marks under record of service)
Record of service	25	

3) Empanelment:

Mere passing the written examination (CBT) would not make the employees eligible for promotion to the post of Assistant Commercial Manager. In order to qualify, apart from passing medical examination, a candidate must secure minimum prescribed qualifying marks of 60 in the written examination, 15 marks out of 25 in 'record of service' and 30 marks out of 50 in 'Viva-voce' and 'record of service' put together.

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4) **Pre-selection Coaching Classes:**

Pre-selection Coaching to the eligible SC community employees will be arranged for a period of not be less than 60 Hours spread over to 15-20 working days (3-4 weeks) in terms of Railway Board's RBE No. 142/2019. The Venue and duration of coaching classes will be intimated by Secretary to PCCM/ PS-I/Gaz. to PCCM in due course. In case any candidate is unwilling to undergo pre-promotional coaching, a written declaration of unwillingness (unconditional) to attend the pre-selection coaching classes should be obtained from him/her and forward the same in one bunch to this office for record. In case any eligible reserved employee fails to attend the pre-promotional training on the specified dates, no separate pre-selection coaching will be held and they will have to appear for the written test without such pre-promotional training imparted.

5) **SYLLABUS:**

The syllabus for the 70% selection to the Group 'B' post of Assistant Commercial Manager in Commercial Department as circulated by Railway Board vide letter No. E(GP)2022/2/4 dated 07.11.2022 is enclosed as **Annexure-'B'**.

6) **SUBMISSION OF APPLICATIONS:**

- a. It should be ensured that wide publicity is given to this notification amongst all the staff concerned. It is the personal responsibility of the Personnel Officers/Controlling Officers of the units to ensure that the notification reaches all the eligible employees in time.
- b. Employees who fulfill the eligibility conditions shall submit their applications in the prescribed proforma **Annexure-'A'**.
- c. The applicants should fill all the columns in the application form.
- d. The applicants should put their signature with date on the application form. (Repeat signature and date both are compulsory, otherwise applications are liable to be rejected).
- e. The filled in applications should be submitted by the candidates to their supervisory officials on or before **18.11.2024**.
- f. The supervisory officials should forward such applications duly affixing their signature and date in each of the application invariably and forward them in one bunch under covering letter to the Personnel Department/Cadre Controlling Officer where the service register and personal files of the employees are maintained on or before **19.11.2024**.
- g. The Personnel Officer/Cadre Controlling Officer will check the correctness of all the particulars in the application with the service registers and other relevant records and certify the correctness of each item of the application duly affixing signature with an endorsement as '**checked and verified**'.
- h. Controlling officers/heads of the units have no discretion to entertain any application received beyond the last date. The applications received beyond the target date should not be entertained and the same should be disposed off at divisional/extra divisional level rejecting them on account of late receipt under advice to this office.
- i. The Personnel Officer/cadre controlling Officer should forward the scrutinized and checked applications duly affixing their signature and date in each of the application and send the same in one bunch under one covering letter furnishing the details in the prescribed proforma (**Annexure-D**) addressed to Dy.CPO/Gaz. on or before **22.11.2024 certainly**.

Further, the details are also to be sent in soft copy (MS Excel format) in the format enclosed as **Annexure 'C'**.

Only those applications of candidates who fulfill the eligibility conditions should be forwarded. Candidates who do not fulfill the eligibility conditions should be informed by the Personnel Officer/Cadre controlling Officer duly indicating the reasons for rejection.

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Staff who are on deputation/leave/sick etc. should also be notified to enable them to submit their applications through proper channel in time. It is the responsibility of the concerned officer to bring the notification to the notice of staff on deputation/leave/sick etc. under clear acknowledgement and a copy of which may be sent to this office for record.

In case an employee is holding an ex-cadre post, details of his/her post in regular cadre with the date of entry on regular measure should be furnished.

Employees who have responded to this notification are also equally responsible to appear for the CBT examination on the scheduled date and time. In case of any enquiries, they may contact 85437.

7) **Important dates:**

Date	Subject
18.11.2024	Last date for submission of the applications by the candidates to their supervisory Officials.
19.11.2024	Last date for forwarding the applications by Supervisors in one bunch to their respective Personnel/Cadre controlling officers concerned.
22.11.2024	Last date for forwarding the applications duly scrutinized and checked to Dy.CPO/Gaz by Personnel/Cadre controlling officers concerned.

It is brought to the notice of concerned Personnel Officers that under no circumstances the dates mentioned above should be changed and the applications should be submitted on or before 22.11.2024 without fail. Applications forwarded after the due date i.e. after 22.11.2024, would not be entertained under any circumstances and if the applications are delayed at the Divisional/Unit level, concerned Personnel Officer will be held responsible.

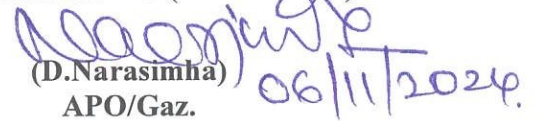
Applications received beyond the target date should not be entertained and the same should be disposed off at the Divisional/Extra-Divisional level, rejecting them on account of late receipt under advice to this office.

Note: The Notification is subject to further modification/addition/deletion of the instructions issued by Railway Board at a later date.

The notification is placed on SCR's official website.

Please acknowledge the receipt of this letter with date without fail.

Encl: Annexure – A (Application), Annexure – B (Syllabus) & Annexure – C (Excel Format)


(D.Narasimha)
APO/Gaz. 06/11/2024

for Principal Chief Personnel Officer

C/- Dy.CPO/Gaz: May arrange to upload the notification on the SCR website

Copy to: Secretary to PCCM/ PS-I/Gaz. to PCCM: for information and requested to ensure that the applications from all the concerned units are received in time, to process the selection further and to organize Pre-Selection Training in time.

C/- All through e-office.


(D.Narasimha)
APO/Gaz. 06/11/24

for Principal Chief Personnel Officer

Sl. No. (for Gaz. Section use)

Annexure-A

Application for the Group 'B' post of Assistant Commercial Manager (ACM) in Level-8 of 7th CPC Pay Matrix against 70% Selection Quota in Commercial Department.

1	Name of the employee (In Capital/Block letters)											
2	IPAS No. (11 Digit)											
3	HRMS ID (In capital letters) (6 Digit)											
4	Mobile No. (10 Digit) (as provided in HRMS)											
5	E-mail ID											
6	Present Designation, Office, Department											
7	Division/Unit											
8	Controlling officer											
9	Date of Birth		D	D	M	M	Y	Y	Y	Y		
10	Community (SC/ST/UR)											
11	Whether belongs to PwBD (Yes/No) (Relevant Medical certificate to be enclosed)	If, Yes mention PwBD category Required Scribe										
12	Educational Qualification(Highest qualification)											
13	Date of Appointment		D	D	M	M	Y	Y	Y	Y		
14	Medically Decategorised/Surplus and provided with alternative employment in Commercial Department	YES/NO If, YES Date of Absorption _____ Post _____										
15	Date of regular promotion/appointment in Commercial Department with (Not MACPS)	Level-6 _____ Level-7 _____										
16	Service rendered in Commercial Department of Level-6 and above as on 01.01.2025	_____ Years _____ Months _____ Days										

I wish to appear to the post of ACM against 70% selection quota with reference to PCPO/SC's letter No. SCR/P-HQ/263/Gaz/C-1/ACM/70%/2024 dated 06.11.2024. I am aware that, if the application is unfilled and submitted after due date i.e. 18.11.2024 the same will not be considered. I declare that my **HRMS ID, IPAS No. & Mobile No.** are verified once again and found correct.

Station:**Date:**

Signature of the employee with date :

Certification by Controlling Officer/Sr. Supervisor

The particulars furnished by the employee are verified with the available records and found to be correct. The application hereby forwarded to Sr.DPO/WPO/Personnel/Controlling Officer for further necessary action.

Signature of the Controlling Officer/Sr. Supervisor with date

Certification by Personnel/Controlling Officer

The particulars furnished by the employee are verified with Service Register and found correct. The employee is **ELIGIBLE** to appear for the examination. The application is hereby forwarded to PCPO/SC for further necessary action.

Signature of Personnel/Controlling Officer with date

Spurious for this post of ACM against 70% quota in Commercial Department ANNEXURE -13

B. TRAFFIC (COMMERCIAL)

I. General

Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.

II. Goods Traffic:

- Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Allotment, Rating and Routing of Traffic, Mis-declaration, RR, Weightment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading, Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons, Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
- Working of Goods sheds, Different charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking, Stabling, Terminal Access Charge, Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds, PPP mode development of Goods Sheds etc.
- Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, FAK Rates, Restricted and Open Commodities, Weightment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
- Weightment, Rules of Levying of Punitive Charges for overloading, Electronic In-Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
- e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
- Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like LSFTO, AFTO and GPWIS.
- MGR and Ro-Ro Policies.
- Out Agencies, City Booking Offices and other Ancillary Services.
- Siding, Assisted and Private Siding Rules, Charges, Military Siding, Liberalized Siding Policy, Siding and Shunting Charges, GCT Policy.
- Dedicated Freight Corridor.
- Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.

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- Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
- Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges, Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
- Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
- Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
- Preferential Traffic Order (PTO), Rationalization Routes, Diversion and Rebooking of Goods Traffic.
- Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
- Liability of Railways as Carriers of Goods and Animals.

III. Passenger Traffic:

- The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
- PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
- Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Rail Travel Service Agents (RTSA), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
- Suvidha Trains, Special Trains.
- Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
- Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
- Passenger Amenities, Model Stations-Minimum Essential Amenities Recommended and Desirable Passenger Amenities depending upon classification of Station, Works Programme etc.
- Policy Guidelines for Halt Stations.
- Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of

Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.

- Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
- Train Enquiry System - National Train Enquiry System (NTES), Integrated Train Enquiry System (ITES), Call Centers, RTIS etc.
- Integrated Coach Management System(ICMS)
- Customer Care Training- a more customer friendly attitude among the Frontline Staff, On the job training etc.
- Passenger Service Committee, Passenger Amenities Committee.
- Vande Bharat Trains.

IV. Parcel Traffic

- Parcel Business Scenario.
- Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
- Delivery of Parcels, Open Delivery and Assessment Delivery.
- Leasing Policy for SLRs and VPUs, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers.
- Advance Booking of Parcel Space.
- Categorization of Parcel Classes, Procedure to change the Class.
- Rating of Parcel Traffic.
- Parcel Traffic in Container: Policy.
- Disposal of Unconnected/Unclaimed Parcels.
- Handling of Claims cases in case of Parcel Traffic.
- Parcel Management System (PMS).

V. Other Sources of Revenue:

- Non-Fare Revenue & its Sources, Importance of NFR, Scope of increase and Impediments in Increasing NFR.
- Sundry Earnings.
- Commercial Publicity-Policies and implementation on Zonal Railways.
- Classification of Earnings, Earning Estimates.
- Strategies to enhance Sundry Earnings, Parking Contracts, Lounges, Cyber Cafes, ATMs, various Kiosks etc.
- Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy. BDU.

VI. Traffic Accounts:

- Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail

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Shakti Scheme.

- Online Balance Sheet.
- Commercial Inspections, Schedule of Inspections, Important factors to be observed during Commercial Inspection.
- TIA Inspections
- Station Outstandings, Realization and their Clearance, Certified Over Charged Sheet.
- Audit and its replies.
- Disposal of old Records including Tickets.
- Frauds and Embezzlements and their Prevention

VII. Misc:

- IRCTC and its functions, FTR Trains booking.
- Commercial Statistics-their usefulness.
- Postal Traffic.
- Traffic Survey.
- Land Management Policy of IR. Claims Organization:
- Claims and Claims Preventions, Claims Statistics.
- Railway Claims Tribunal Act, RCT Organization and its functions.
- **Compensation in case of** Untoward Incidents and Accidents, Ex-gratia payments.
- Railway Tourism, Circular Tickets, Bharat Gaurav Trains.
- Marketing and Sales activities at the level of Divisions and Headquarters.
- Liability of Railways in case of Accident of a Passenger Carrying Train.
- Customer Care, Courtesy and Public relations.
- Public Grievance Redressal, Rail Madad, CPGRAM etc.
- IT Applications – Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App, Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.
- National Rail Plan, Mission 3000MT.
- National Logistics Policy.

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Syllabus for Financial Rules:

1. Parliamentary Control over Railway Finance, Public Accountability, Canons of Financial Propriety.
2. Railway Budget - Budgetary terms, Types of Budgets, Budget cycle, Demand of Grants, Budgetary and Financial Reviews.
3. Rules of Allocation - Classification of expenditure - Control of expenditure - Responsibility Accounting - Performance Budgeting - Exchequer Control - Financial Results of Working lines.
4. Works Programme - Financial justification of Works - Surveys - Preparation of Estimates - Capital Budget - Control over Capital Expenditure - Reappropriation of Funds.
5. Financial control over Stores Expenditure - Purchase and Stores Keeping Procedure - Inventory Control and ABC Analysis.
6. Financial & Cost Control in Railway Workshops/Sheds/Units.
7. Rules and procedure relating to Tenders and contracts for execution of works and Procurement of Stores, M&P Programme and RSP.
8. Procedure for Possessing and finalizing Audit Objections and Draft Paras.
9. Delegation of Powers.
10. Losses, Frauds and Embezzlements.
11. General Financial Rules
12. Government e-Market (GeM)
13. Classification of Railway Revenue (Earnings)
14. Information Technology in general with specific reference to Railway's IT Applications
15. Taxation matters with special focus on GST & Income Tax
16. Organization of CGA and C&AG
17. Any other topic felt necessary from time to time

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Syllabus for promotion to Group- B posts - 70% selection and 30% LDCE.

Syllabus for Establishment Rules:

1. Organization of the Personnel Department in Railways objectives functions and policies of Personnel Department.
2. Recruitment and Training, Classification of Services, Recruitment in Different services, Railway Recruitment Boards & Railway Recruitment Cells Compassionate Ground Appointments, Initial & In Service Training, Refresher Courses, Central Training Institutes, Training Centers in Zones, Divisions & Workshops, Training Modules for different posts, Training under Apprentices Act, Online Training, APARs.
3. General conditions of service in Railways, Seniority, Lien, Inter Railway & Inter Division transfers, Deputation, Promotion Policy & methods. Selection, Suitability, Trade Tests, Leave Rules, Pass Rules, Joining Time Reservation policy, HOER, Overtime, Payment of wages, current CPC Pay Rules, Advances in Railways.
4. Manpower planning, Rightsizing & Benchmarking, creation, extension and surrender of posts, creation of posts against new assets, different types of posts including workcharged posts.
5. The Railway Servants (Discipline & Appeal) Rules, 1968 and related instructions.
6. The Railway Services (Conduct) Rules, 1966 and related instructions.
7. Retirement benefits, qualifying service, pension, family pension, commutation gratuity, new pension scheme.
8. Staff welfare, SBF, Railway institutes, Railway schools, Ex-gratia payment, Incentive Bouns Scheme, Staff Grievances Redressal Mechanisms.
9. Industrial relations in Railways, recognized trade unions, industrial disputes. The Industrial Disputes Act, 1947. The Industrial Relations Code, 2020. The Trade Unions Act, 1926, PNM, PREM, JCM, Various Associations & Informal Meetings.
10. The Factories Act, 1948. The workmen's Compensation Act, 1923. Functions of Labour Enforcement Officers, Right to Information Act.
11. The scope of Information Technology in Railway e – office. HRMS, IPAS , LIMBS, ARPAN, CPGRAMS, ANUBHAV etc.

Official Language

Official Language Policy, Act, Rules, Incentive Schemes etc.,

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ANNEXURE-C

Centralised CBT for Gr.B Selection - ACNM 70% for the vacancy cycle 01.01.2025 - 31.12.2026

Format of particulars of eligible applicants to be sent to NAIR

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