दक्षिण मध्य रेलवे /SOUTH CENTRAL RAILWAY

मंडल रेल प्रबंधक, कार्मिक शाखा, के कार्यालय, 4 मंजिल,संचालन भवन, सिकंदराबाद – 71
Office of the Divisional Railway Manager,Personnel Branch, 4th Floor,Sanchalan Bhavan,Secunderabad
No.SCR/P-SC/Comml.Cadre/CCTS/10% /2025 Date:11.02.2025

NOTIFICATION

Sr.DCM/SC

Sub: Filling up of vacancies to the post of CCTS 10% LDCE Quota in Level-6 of 7th CPC Pay Matrix in Commercial Department of SC Division-Reg.

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It is proposed to form a panel for filling up of 03 vacancies to the post of Commercial-cum Ticket Supervisor in Level-6 of 7th CPC pay matrix against 10% LDCE Quota in commercial department of SC Division.

The number of vacancies is assessed below;

UR	SC	ST	Total	incl PwBD(HI,LD)	Total
03	00	00	03	01	01

Applications are invited from the eligible serving employees of commercial department of SC Division fulfilling the following eligibility criteria:

1. Eligibility and Service conditions of staff:

Group C Staff of Commercial Department (**other than Ministerial Staff**) who are graduates and not over 40 years of age as on date of issue of this notification and are having 02 years of service as on date of notification.

2.Educational Qualification:

i) Should be graduate from a recognized university.
ii) Diploma in Rail Transport and Management from the Institute of Rail Transport/New Delhi will be a desirable qualification.

3.How to apply:

3.1 The volunteers who fulfil the conditions stipulated above may submit the applications in the prescribed proforma enclosed.

3.2 The attested recent Photograph on application, Signature and PwBD certificate (if applicable) are mandatory.

3.3 PwBD candidates should upload/submit the Medical certificate from the appropriate medical authority along with the application.

4. MODE OF SELECTION , EMPANELMENT AND QUALIFIYING MARKS (Railway Board's Lr.No.E(NG)1/2000/PM1/41,dt:20.08.2003,SC.No.144/2003

4.1 Written Test: - The ability of the employees in the field of selection will be adjudged through written test only. The employees must secure 60% of marks in written test and 60% in aggregate.

B. Satish 11/02/25

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4.2 (Para 189 of IREM)

Factors/Headings	Weightage on Max. Marks
Written Test	50
Record of Service	30
Total	80

4.3. The final panel will be drawn up in the order of **MERIT.**

5 Syllabus /Question bank for written examination (Annexure –A)

5.1 Syllabus for selection is enclosed as **ANNEXURE 'A'** . The syllabus also covers the working knowledge of the employee in English and General standard of intelligence and proficiency to be tested through questions mainly pertaining to Railway matters and pertaining to the work they has been acquainted with during his Railway service.

5.2 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, sample questions covering the complete syllabus are placed in the SCR Web site.

5.3 Sample questions are only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with latest Rules/circulars/policies.

6 Procedure for written examination:

6.1 The written examination will be 100% objective type (multiple choices) on OMR sheet consisting of 110 questions (including 10 questions on Official Language Rules. Employees are required to answer any 100 questions. If the employee answers more than 100 questions, the first attempted 100 questions will only be evaluated.

6.2 The duration of the examination will be 120 minutes.

6.3 Employees may note that there shall be negative marking for each incorrect answer as the panel will be drawn on merit. One-third (1/3) of the marks allotted for each question will be deducted for wrong answers (PCPO/SC's SC No.159/2019)

6.4 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.

7 Venue of Examination:

7.1 The venue of examination will be intimated separately while issuing eligibility list.

7.2 The candidates may keep an update time to time from this Railway's official website i.e. www.scr.indianrailways.gov.in.

8. 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.

8.1 All columns in the ***Application*** should be filled completely.

9 **Last date for submission of Applications :**

The willing and eligible volunteers have to submit their applications in prescribed proforma (enclosed as **Annexure B)**. Applications submitted are to be sent to controlling officers on or before dt.**25.02.2025** The controlling officers will forward the eligible applications to personnel branch on or before dt.**28.02.2025** without fail. Applications received after the due date will not be accepted.

B. Saleem 11/02/25

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10. Tentative dates:

Last date of submission of applications	**25.02.2025**
Date of publication of eligibility list with alert notice for examination	**13.03.2025**
Date of Written Examination	**08.04.2025**

Note: 1.There will be no Supplementary Examination, since the selection is conducted by calling volunteers and the panel is drawn purely on merit.

2. This Notification shall be treated as alert notice for written examination and no separate alert notice will be issued further.

11. **The employees are advised to be prepared to write the examination either with OMR sheet or CBT mode prevailing at that time.**

12. On empanelment, the employees will be subjected for Commercial-Cum-Ticket Supervisor (CCTS) training at ZRTI/MLY & practical training. On successful completion of the training, they will be absorbed to the post of CCTS and posted anywhere (any station) in Secunderabad Division.

B. Sateesh 11/02/25

(B SATEESH)
Assistant Personnel Officer/Trf./SC
for Sr. Divisional Personnel Officer/SC

C/-SDGM(V) for information please.
C/- OS (P) /Centralised selection cell for information and necessary action.
C /- OS/PNM for information of Recognised Trade Unions.

B. Sateesh 11/02/25

for Sr. Divisional Personnel Officer/SC

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ANNEXURE-A

Syllabus for selections to the post of Commercial-cum-Ticket Supervisor in Level-6 of 7th CPC in Commercial Department of SC Division:

1. Commercial - Organisation, role and functions, complaints and public relation.
2. Organisation of Commercial Department, its functions, Reference Books and their use.
3. Various Railway Act sections related to commercial department.
4. Unreserved Ticketing System (UTS), Mobile ticketing, YTSK, JTBS, Halt Agents.
5. Passenger Reservation System (PRS), Tatkal Scheme, Concessions, and Refund rules.
6. Parcel - Rules for acceptance, booking and carriage of parcels as per Coaching Tariff.
7. Ticket Checking - Duties of Ticket checking staff, Object of checking and collection of tickets.
8. Catering Policy, Contract/Tenders-Work orders.
9. Public Grievance Redressal organisation, public complaints and their disposal, Computerisation of complaints.
10. Consumer protection act, Introduction to consultative committees- DRUCC, ZRUCC, NRUCC.
11. Leaves - their kinds and rules, Leave encashment Rule.
12. Passes - their kinds, Rules and eligibility.
13. Pay & Allowances - Entitlements, Rules regarding TA, DA, Night Duty Allowance, Overtime and their curtailment.
14. Duty Roster - Description and classification, statutory provisions, periodical rest, long-on, short-off, split shift.
15. D& AR – Brief Introduction and provisions
16. PNM, JCM, PREM, RTI, SBF, NPS, Confidential Report (APAR).
17. Budget-Plan head/Allocation.
18. Office procedure and noting.
19. E-Office, HRMS, E-Auction.
20. General Awareness/Current Affairs.
21. Official Language/Rajbhasha.

B. Satish 11/2/25

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ANNEXURE "B"

APPLICATION FOR THE POST OF COMMERCIAL-CUM-TICKET SUPERVISOR IN LEVEL -6 OF 7TH CPC PAY MATRIX AGAINST 10% LDCE QUOTA IN COMMERCIAL DEPARTMENT OF SC DIVISION.

DRM/P/SC's Notification No.SCR/P-SC/Comml.Cadre/CCTS/10%/2025 , dt:11.02.2025

Attested photograph

1) Name of the Employee (In BLOCK LETTERS) :

2) Father's Name :

3) Present Designation/Stn. :

4) In Level of 7th CPC :

5) Community (SC/ST/UR :
(If SC,ST certificate to be enclosed)

6) P.F No. (11 digits) :

7) Date of Birth :

8) Date of Appointment & Design at the time of appointment :

9) Total length of service as on Notification :

10) Date of entry into present Designation on regular measure :

11) Educational qualification :

(a)Additional qualifications if any :

12) Bill unit no :

13) Ph. No & Email Id :

14) Whether belong to PwBD :

(If yes enclose the PwBD certificate issued by competent medical authority)

I hereby declare that the above particulars are true to the best of my knowledge and belief, 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/T/SC with reference to the above cited letter.

Station:
Date :

Signature of the Supervisor/Incharge

B. Satish 11/02/25

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