

No. SCR/P-HYB/212/EC/1/CCTC/16.2/3% LDCE

All Concerned.NOTIFICATION

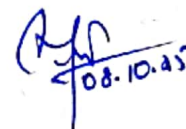
Sub: Selection for formation of panel to the post of Commercial-Cum-Ticket Clerk (CCTC) in Level -3 of 7th CPC Pay Matrix (in GP:2000/-) against 16.2/3% LDCE Quota in Commercial Department on HYB Division.

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It is proposed to fill up the vacancies of Commercial-Cum-Ticket Clerk (CCTC) in Level -3 of 7th CPC Pay Matrix (in GP: 2000/-) against 16.2/3% LDCE Quota in Commercial Department on HYB Division through Selection by calling applications from the volunteers full filling the Service/qualification/age & other eligibility conditions as mentioned below.

1	Name of the post	Commercial-Cum-Ticket Clerk (CCTC)
2	Level in 7 th CPC&G.P	In Level -3 of 7 th CPC Pay Matrix RS (RP) Rules, 2016 (in GP: 2000/-).
3	Mode of filling	16.2/3% LDCE Quota Selection.
4	No of vacancies	10 (UR-07, SC-02 & ST-01)
5	Eligible categories to apply	i) Assistants Commercial (Porter/Courier/Hamal/WRA/RRA) in Level -1 & Level-2 of 7 th CPC Pay Matrix (in GP: 1800/- & G.P.1900/-) in Commercial department on HYB Division. ii) Operating staff of APMs in Level-1 of 7 th CPC Pay Matrix (in GP: 1800/-) and PM-A in Level-2 of 7 th CPC Pay Matrix (in GP: 1900/-) in operating department on HYB Division. iii) Safaiwalas/Jamadars in Level-1 & Level-2 of 7 th CPC Pay Matrix (in GP: 1800/- & G.P.1900/-) all departments on HYB Division (in terms of RBE No.77/2016, PCPO/SC's NSC dated 16-10-2017 & 07-02-2020 and RBE No.16/2021).
6	Educational Qualifications & Service Condition	i) They should pass in Matriculation/SSC (in terms of RBE No.176/2000) ii) They should complete the 02 (two) years of regular service on the date of notification i.e. 08.10.2025 (in terms of RBE No.18/2017 & 38/2017).
7	Scheme of Examination	The written examination will be conducted on CBT (Computer Based Test). There will be no supplementary written examination under any circumstances.
8	Medical classification	Fit in B-II (BEE-Two) Medical classification at the time of empanelment (in terms of RBE No.28/2018 & SC No. 38/2019).
9	Empanelment	The final panel will be drawn in the order of merit based on aggregate marks secured in the written examination (Professional ability) and Record of service.
10	Training	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 Hyderabad Division.
11	Syllabus	Unified syllabus for the written examination in the category of CCTC is enclosed at Annexure "B".
12	Last date for submission of application	1) Staff who are willing to apply for the above post may submit their applications, duly filled in as per the prescribed pro-forma at Annexure "A", through their concerned supervisor to the respective Branch Officer on or before <u>23.10.2025</u> . 2) The respective Branch Officers shall scrutinize the applications and forward them in a single bunch, addressed to APO/T/HYB, so as to reach this office on or before <u>28.10.2025</u> .

Contd..02



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The applications incomplete or without any requisite supporting documents or received after due date will not be entertained under any circumstances.

The Supervisory officials are advised to give wide publicity to this notification by displaying a copy on the notice board.

This notification is also available on the website: www.scr.indianrailway.gov.in.

This has the approval of competent authority.

Encl: Annexures A & B.

(हनुमय्या/Hanumaiah)
सकाधिया/ / APO(T)

कृते मंकाधि/समन्वयहै/बाद/for Sr.DPO/HYB

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

C/- PCPO/SC, PCCM/SC - for kind information.

C/- CMS/HYB, ACMS/KCG -for kind information.

C/- Sr.DCM/HYB, Sr.DOM/HYB, Sr.DEE(M)/HYB, Sr.DEE (TRD)/HYB, Sr.DEN/Co-Ord/HYB, Sr.DME/HYB, Sr.DME/DSL/MLY, Sr.DSTE/HYB, Sr.DMM/HYB, CDO/KCG & DEE(TSMD)/MLY for kind information.

C/- Sr.DMO/KCG, ADMO/NZB,ADMO/MBNR& ADMO/KRNT - for kind information

C/- Ch.OS(G)/DRM/O/HYB, Ch.OS/Con.Section, CCOR/HYB.

C/- DSs: SCR MU, SCRES, AISCSTREA, SCROBCEA/HYB.

कृते मंकाधि/समन्वयहै/बाद/for Sr.DPO/HYB

APPLICATION FOR THE POST OF COMMERCIAL-CUM-TICKET CLERK IN LEVEL -3 OF 7th CPC
 PAY MATRIX (IN GP ₹.2000/-) Against 16.2/3% LDCE QUOTA.
 (Ref: DRM/P/HYB's Ir. No. SCR/P-HYB/212/EC/1/CCTC/16.2/3% LDCE Quota Dt:08.10.2025)

Affix your
photo graph
here

- 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). Educational qualification :
(Copy to be enclosed)
- 9). Date of Appointment & Design :
- 10). Date of entry into present
Designation on regular measure :
- 11). Details of MACP if granted any :

"I hereby declare that the above particulars are true to the best of my knowledge and belief. I also affirm that the documentary evidence submitted in support of S.No. 5 and 8 is genuine. If any information is found to be false at a later date, I understand that I am liable to be dealt with under the Railway Servants (Discipline & Appeal) Rules, 1968."
 Date :

Signature of the employee

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

Station :

Date :

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

[Handwritten signature]

Common syllabus of Establishment Rules for CCTC, CCTS and Ministerial(PQ & LDCE)**1. General English:**

- a. Sentence Correction: Identifying and correcting errors in sentences.
- b. Sentence Construction: Forming sentences using given words or phrases and other.

2. Arithmetic:

- a. Basic Arithmetic: Addition, subtraction, multiplication, and Division.
- b. Ratio and Proportion: Understanding and applying concepts of ratio and proportion and other.

3. General Awareness:

- a. General Knowledge: Knowledge of current events, Indian history, geography, and other general knowledge topics.
- b. Railway related Knowledge: Awareness of railway achievements, developments, and policies.

4. Official Language Policy and Rules:

- a. Knowledge of the official language policy and rules of the Indian Railways.

5. Establishment Rules

- a. RS (Conduct) Rules, 1966
- b. RS (D&A) Rules, 1968
- c. Leave Rules
- d. Pass Rules
- e. HOER
- f. NPS & UPS
- g. Allowances- TA, DA, NDA, NHA.,
- h. HRMS

Syllabus for CBT Examination – Departmental selections – Commercial Department

Post	Mode of appointment	
	16 2/3% LDCE	33 1/3% LDCE PQ
CCTC GP: 2000 (Level-3)	General <ul style="list-style-type: none"> ➤ Organization and functions of Commercial Department at Divisional, Zonal and Railway Board level. Commercial subject- <ul style="list-style-type: none"> ➤ UTS, PRS, Season tickets, Circular journey tickets, Concessions, Reservation rules, Refunds rules, Break journey rules ➤ Basic rules on booking of Luggage- free allowance, marginal allowance etc ➤ Basic rules on booking of Parcels ➤ Basic rules on Goods booking ➤ Important Sections of Railway Act related to commercial 	General <ul style="list-style-type: none"> ➤ Organization and functions of Commercial Department at Divisional, Zonal and Railway Board level. Commercial subject <ul style="list-style-type: none"> ➤ UTS, PRS, Season tickets, Circular journey tickets, Concessions, Reservation rules, Refunds rules, Break journey rules ➤ Basic rules on booking of Luggage- free allowance, marginal allowance etc ➤ Basic rules on booking of Parcels ➤ Basic rules on Goods booking ➤ Important Sections of Railway Act related to commercial
	10 % - LDCE	75 % - PQ
CCTS GP: 4200 (Level-6)	General <ul style="list-style-type: none"> ➤ Organization and functions of Commercial Department at Divisional, Zonal and Railway Board level ➤ Railways Act- Important Sections related to commercial ➤ PGRM, Rail Madad, CPGRAMS ➤ Disaster Management ➤ Door step Banking ➤ Consultative committees- DRUCC, ZRUCC ➤ Digital Initiatives in Indian Railways 	General <ul style="list-style-type: none"> ➤ Organization and functions of Commercial Department at Divisional, Zonal and Railway Board level ➤ Railways Act- Important Sections related to commercial ➤ PGRM, Rail Madad, CPGRAMS ➤ Disaster Management ➤ Door step Banking ➤ Consultative committees- DRUCC, ZRUCC ➤ Digital Initiatives in Indian Railways

<p>Station Earnings and withdrawals, Outstanding Sanctioned Withdrawals Station RPF/CPD/HQ/SCR</p> <ul style="list-style-type: none"> ➤ Office procedure and noting, E-office ➤ Passenger Amenities- Categorization of Stations, Norms for provision of amenities, ABSS ➤ Budgeting- Plan Heads/Allocations. <p>Contracts /Tenders</p> <ul style="list-style-type: none"> ➤ Catering policy – IRCTC and related subjects & MPS ➤ Tourism policy- Bharat Gaurav trains ➤ Sundry contracts- e-auction, Parking, NFR, ATMs/DBU, Pay & Use, AC Waiting hall, Cloak room etc ➤ Stores procurements (GeM) <p>Coaching</p> <ul style="list-style-type: none"> ➤ Various modes for Unreserved Ticketing ➤ Features and services of 139 ➤ Rail One app ➤ M-UTS ➤ IPPRS ➤ JTBS, ATM, STBA, YTSK ➤ Halt policy ➤ Various Concessions for passengers ➤ Rules for Reservation of passengers ➤ e – Ticketing ➤ Tatkal Reservation Scheme ➤ Upgradation of Passengers ➤ Booking of Special Coaches/Trains (FTR) ➤ Refund Rules for tickets ➤ e-Coaching Balance sheet ➤ Ticket Checking - rules and instructions, Types of checks, Duties of TTEs/Conductors, HHTs, TTE Lobbies. <p>Parcels</p> <ul style="list-style-type: none"> ➤ Rules for Acceptance, booking, carriage and delivery of Luggage ➤ Rules for Acceptance, booking, carriage and delivery of Parcels 	<ul style="list-style-type: none"> ➤ Station Earnings and withdrawals, Outstanding ➤ RTI ➤ Office procedure and noting, E-office ➤ Passenger Amenities- Categorization of Stations, Norms for provision of amenities, ABSS ➤ Budgeting- Plan Heads/Allocations. <p>Contracts /Tenders</p> <ul style="list-style-type: none"> ➤ Catering policy – IRCTC and related subjects & MPS ➤ Tourism policy- Bharat Gaurav trains ➤ Sundry contracts- e-auction, Parking, NFR, ATMs/DBU, Pay & Use, AC Waiting hall, Cloak room etc ➤ Stores procurements (GeM) <p>Coaching</p> <ul style="list-style-type: none"> ➤ Various modes for Unreserved Ticketing ➤ Features and services of 139 ➤ Rail One app ➤ M-UTS ➤ IPPRS ➤ JTBS, ATM, STBA, YTSK ➤ Halt policy ➤ Various Concessions for passengers ➤ Rules for Reservation of passengers ➤ e – Ticketing ➤ Tatkal Reservation Scheme ➤ Upgradation of Passengers ➤ Booking of Special Coaches/Trains (FTR) ➤ Refund Rules for tickets ➤ e-Coaching Balance sheet ➤ Ticket Checking - rules and instructions, Types of checks, Duties of TTEs/Conductors, HHTs, TTE Lobbies. <p>Parcels</p> <ul style="list-style-type: none"> ➤ Rules for Acceptance, booking, carriage and delivery of Luggage ➤ Rules for Acceptance, booking, carriage and delivery of Parcels
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<p>85 1563806/2025/O/o Jr.Clerk to Sr.Clerk GP: 2800 (Level-5)</p>	<p>General PCPO/HQ/SCR</p> <ul style="list-style-type: none"> ➤ Organization and functions of Commercial Department at Divisional, Zonal and Railway Board level ➤ Railways Act - Important Sections related to commercial ➤ PGRM, Rail Madad, CPGRAMS ➤ Disaster Management ➤ Door step Banking ➤ Digital Initiatives in Indian Railways ➤ Passenger Amenities- Categorization of Stations, Norms for provision of amenities, ABSS ➤ Consultative Committees DRUCC, ZRUCC ➤ Office procedure and noting, E-office, HRMS ➤ Budgeting- Plan Heads/Allocations <p>Contracts/Tenders</p> <ul style="list-style-type: none"> ➤ Catering policy – IRCTC and related subjects& MPS ➤ Tourism policy- Bharat Gaurav trains ➤ Sundry contracts- -e- auction, Parking, NFR, ATMs/DBU, Pay &Use, AC Waiting hall, Cloak room, etc ➤ Stores procurements (GeM) <p>Coaching</p> <ul style="list-style-type: none"> ➤ Various modes for Unreserved Ticketing ➤ JTBS, ATVM, STBA, YTSK ➤ Halt policy ➤ Booking of Special Coaches/Trains(FTR) ➤ Refund Rules for tickets ➤ Ticket Checking - Types of checks, HHTs, TTE Lobbies <p>Parcels</p> <ul style="list-style-type: none"> ➤ Rules for Acceptance, booking, carriage and delivery of Luggage ➤ Rules for Acceptance, booking, carriage and delivery of Parcels ➤ Parcel Management System (PMS) ➤ E-Way Bill <p>Goods</p> <ul style="list-style-type: none"> ➤ Rules for Acceptance, Booking, Carriage & Delivery of Goods ➤ Weighment- Weighbridges & Reweighment ➤ GST, E-Payment ➤ Demurrage, Wharfage, Stacking & Waiver ➤ Sidings policy, GCT, EOL ➤ Transportation Products, Freight Incentive Schemes ➤ FOIS <p>Claims</p> <ul style="list-style-type: none"> ➤ NR Cell ➤ Manner of Investigation of Untoward Incidents
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- Parcel Management System (PMS)
- E-Way Bill
- Leasing of Parcels, PCET .
- JPP/RCS policy
- Rules for booking/carriage of dangerous goods under

Goods

- Rules for Acceptance, Booking, Carriage & Delivery of Goods
- Weighment- Weighbridges & Reweighment
- Routing, Rating & Dynamic Pricing Policy
- GST, Electronic Transmission of RR (e-TRR), E-Payment, Electronic Registration of Demand (e-RD)
- Classification of Goods- Permissible Carrying Capacity
- Rebooking, Diversion
- Excess & Unconnected Packages, Undelivered Consignment & Auction Sales
- Punitive Charges
- Rules for booking of Live Stock
- Rules for booking of Dangerous, Intoxicating & Contraband Goods
- Railway Material Stores & Military Traffic
- Demurrage, Wharfage, Stacking & Waiver
- Siding policy, GCT, EOL
- Transportation Products, Freight Incentive Schemes
- FOIS
- BDU & FBD Portal
- Safety precautions to be taken during the goods loading/unloading activities

Claims

- NR Cell
- Claims and Claims Prevention
- Common Carrier Liability
- Liability of Railway Administration
- Manner of Investigation of Untoward Incidents
- Section 124 and 124A
- DRM report and its importance in Claims prevention.