



NOTIFICATION

Sr.DCM/SC

Sub: SELECTION for Promotion to the post of Commercial-cum-Ticket Supervisor in Level-6 against 75% PRQ quota in Commercial Department to be filled by employees in Level-5 ie;Sr.CCTC in Commercial Department of SC Division-Reg.

It is proposed to conduct selection for promotion to the post of Commercial-cum-Ticket Supervisor in Level-6 of Pay matrix in 7th CPC (GP 4200), against 75% PRQ in Commercial Department of SC Division. The selection consists of Computer based Test and Scrutiny of Service records ie; APARS and Service registers.

The No of vacancies assessed is as detailed below:

Category	SC	ST	UR	Total	(incl) PwBD			
CCTS (75% Promotional Quota)	13	06	67	86	HI	LD	MD	Total
					02	01	01	04

Since this being a promotional quota, the employees in the field of consideration should be called on 1:3 ratio, and the employees who are coming up in the field of consideration are furnished in **Annexure-A** in terms of Boards instructions in RBE.No.21/2014.They may be alerted to be in readiness to appear for computer based test. It is the responsibility of the supervisory officials to inform these employees in writing about the selection and a copy of this notification along with syllabus should be made available to them. If any of the employees expresses his un-willingness to appear for the selection a written declaration may be obtained from them in duplicate and the original may be sent to this office on or before **17.10.2025**.Supervisors are accountable to inform the candidates who are on leave/sick/absent or any other grounds. They may also be served this notification to such of those staff under clear acknowledgements and it should be forwarded to this office.

Eligibility and Service conditions of staff: As per RBE 85/2023 and PCPO clarification letter dated 03.09.2025 the employees from feeder category in level-5 ie Sr.CCTC's from commercial department who have completed minimum 2 years of continuous regular service in their existing Pay Level-5 as on 09.10.2025 ie: the date of issue of this notification categories are eligible to apply for the post of Commercial-cum-Ticket Supervisor in Level-6 of Secunderabad Division.

Method of selection: The computer based test will be conducted as per syllabus enclosed. The question paper will be in English and Hindi languages only. In terms of Railway Boards Letter No.E(NG)I/2018/PM14,dt:14.12.20218,(RBE No.196/2018)circulated under PCPO Serial Circular No.212/2018, the question paper will be 100% objective type. All questions will be multiple choices only.

1. The examination will be conducted in Computer based test(CBT) as per RBE.No.47/2025 & 75/2025.
2. 10% of the questions (optional) will be on Rajbasha . If any candidate answers more than 100, the first attempted questions will be evaluated.
3. There will be supplementary examination provided the reasons adduced by the absentees are satisfactory and accepted by the competent authority. It will also be similar objective type.
4. There will be no negative marks in departmental selections where panel will be drawn on seniority. Hence, there is no negative mark in the instant selection.
5. The alert notice is also subject to outcome of any court case pending before any court of law regarding reservation matters and other related issues.

B. Sateen
9/10/25



6. The panel will be drawn after scrutiny of service record and last three (03) years APARs of staff those who are qualified in the written examination/CBT Test.
7. There is no pre selection coaching for SC/ST employees since the post is declared as Non-Safety.
8. The employees may be advised to note that if it is found that they are not fulfilling the eligibility and other criteria required for the selection, their candidature is liable to be cancelled at any stage of the selection without any notice.

The employees who secured 60% of marks in the Written Examination will qualify for further process of Scrutiny of Service Records. There is a provision of 10% relaxation for SC/ST employees to fill up reserved vacancies. Final panel will be drawn if the candidates secures 60% marks in written examination and 60% in aggregate (RBE No.33/2025 dt:23.04.2025) and **panel will be drawn strictly as per seniority** to the extent of vacancies notified duly observing reservations.

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

Particulars of DAR/SPE/Vig cases pending/proposed to be initiated in favour of the employees concerned may be advised to this office with full details of the case duly indicating the penalty imposed/undergoing if any.

The final panel will be being subject to their being fit in medical classification of B-II only.

The instructions contained in PCPO serial circular No.16/93 are applicable.

The date and venue of Computer based test will be notified separately. However the tentative date of examination will be held in **3rd week of November-2025** (As per PCPO's letter dated:25.09.2025). The syllabus is enclosed as per the Unified Syllabus & Question Bank for CCTS in Commercial department vide HQ's letter No.SCR/P/HQ0PERS(CSC)/10/2025(e-504056),dt:19.09.2025. The sample question bank will be uploaded in the website www.scr.indianrailways.gov.in.

B. Sateesh
9/11/25
(B SATEESH)
APO/T

for Sr. Divisional Personnel Officer/SC

C/-PCPO/SC, SDGM/Vig/SC for information and for further action please.

C/-PS (Gaz) to DRM for information of DRM/SC.

C/- All CI's/CTI's/CCI's for information and necessary action.

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

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

B. Sateesh
9/11/25
for Sr. Divisional Personnel Officer/SC

LIST OF THE ELIGIBLE EMPLOYEES WHO ARE IN THE FIELD OF CONSIDERATION AND TO BE ALERTED FOR SELECTION (WRITTEN EXAMINATION) TO THE POST OF CCTS/LEVEL-6 AGAINST 75% PRQ QUOTA.

SL. No.	NAME (Sri/Smt/Kum)	HRMS ID	PF NO.	Community	Station
1	Malyala Dinesh Kumar	HSIQFJ	24129802571	SC	CSPS /MUGR
2	G.Balchander	NGMDEK	24129802563	OBC	SCRM / MMZ
3	M Satish Yadav	GNHYRD	24129802526	OBC	SC
4	Dasari Venkata Krishna	OXCRR0	42504626343	SC	CCTC/LTRR
5	B Raghavalu	OTEYWQ	242IE060448	UR	SEM
6	Sehran Sandhu	NNZZOO	24229802898	UR	SC
7	A. Vijay	WFXFDA	24229802837	OBC	SC
8	Y V Sita Rama Raju	YAHDKF	24229802843	UR	HYB
9	Pratap Lakra	RLAEXQ	24229802841	ST	HYB
10	Lovepreet Singh	RZNRGD	24229802838	UR	SC
11	Suman Kujur	NBWMWF	24229802842	ST	SC
12	Ashwini Jitendra Patil	GNHYRD	42429802730	OBC	BTNR
13	Dharma Naren Reddy	GBRFDR	24229803050	UR	SC
14	Erra Deexitha	PYYUMP	24229803052	OBC	SC
15	M. Raju	FXKAYM	24229802941	OBC	SC
16	Vicky Tomar	ACZRYP	24229804070	OBC	SC
17	Gumpula Gopichand	ACZRYP	24229803104	OBC	SC
18	Pittala Sailaja	ZOHCUL	24229804883	OBC	JET
19	Harish Shankar Naik	TYQYAY	24229803105	OBC	SC
20	Reshma Bhanu Mohd	OUTFKL	24129801592	OBC	ZN
21	Yasaram Manasa	WCGIQU	24129801595	SC	SEM
22	Kaushik Ram.E	CCYKHI	24129802051	OBC	SC
23	Ragu Ram.M	MSFDJM	24129802052	OBC	SC
24	Pintu Kumar Yadav	FETOSE	24129802072	OBC	SC
25	Govindaraj .N	RULOEO	24129802073	SC	SC
26	Bipin Kumar Patel	OMBMLH	24229805411	OBC	SC
27	Prashanthi Vivian Castelino	UFYYOI	39215AB0615	UR	SC
28	Yannamalla Amarender	BOCLRL	24229807728	SC	CTI/G/SC
29	Arepally Satish Kumar	LUDEJX	24229807757	SC	CTI/G/SC
30	Dhanavath Bharath Kumar	ZYIORR	24229807791	ST	MCI
31	Rathod Divya Rani	FCOUOL	24229807741	ST	BMT
32	Patlolla Mounika	SSWJJA	24229807937	EWS	BTNR
33	Palnati Sharath Reddy	ZCDZRY	24229807939	UR	CTI/G/SC
34	Kanneboina Mallesh	LYBNJX	24229807759	OBC	LKPL
35	Banoth Kumar	JNGWOG	24229807754	ST	KQD
36	Pendyala Srimannarayana	PNHPJF	24229807934	OBC	WL
37	Ejjagiri Hariprasad	ZWWQTE	24229807790	UR	WL
38	Gugulothu Jummilal	TKJJGK	24229807773	ST	FNB
39	Gadida Shiva Teja	PRYIDJ	24229807765	SC	MUGR
40	Podishetty Vamsi Krishna	GSAEFJ	24229807930	UR	GT
41	Thota Ramu	BCWAPC	24229807922	OBC	LPI
42	Mandula Mahesh	CRFPCI	24229807732	SC	GT
43	Narsina Sahith	KSEIYM	24229807931	EWS	HYB/PO

B. Satish
09/11/21

SL. No.	NAME (Sri/Smt/Kum)	HRMS ID	PF NO.	Community	Station
44	Poorimitla Nagarjuna	ZQAKAS	24229807787	SC	CHZ
45	Muntha Shashank	STTQBH	24229807772	UR	BN
46	Pranav K Vijayan	XKYZSL	24229807783	UR	SC
47	Bhukya Manjula	XAOYMO	24229809232	ST	CTI/BMT
48	Anugula Bhagyalaxmi (Ph-Ld)	RWXDRM	24229807770	OBC	MCI
49	Muduganti Rajeshwar Reddy	FDLUOA	24229807742	UR (EX SM)	JET
50	Yudhister Reddy Yeluguri	BCMPRP	24229807921	EWS	SC
51	Tallapally Jackson Kiran Kumar	CNOAIX	24229807730	SC	ZN
52	Sonaboina Suman	GSAMCE	24229807747	OBC	BN
53	Palla Nikhil	AYAROQ	24229807725	SC	GNP
54	Yerragunta Uday Kiran	MWZRXL	24229807760	OBC	CTI/WL
55	Abhishek Raj Kashyap	EXZRML	24229807739	UR	CTI/PRLI
56	M Sridhar	KAMRGP	24229807755	UR	BRBD
57	Thatikindi Gopi	BDJGIT	24229807726	UR	KMT
58	Nanne Chandrakanth	SIQOFX	24229807935	UR	CTI/WL
59	Bolleni Venkatramana	CYSSYW	24229807733	EWS	WL
60	Srinivas Maasidi (Ph Ld/Ol)	YALFNO	24229807784	OBC	RDM
61	Ande Vijaykumar	SKPFHH	24229807936	OBC	KMT
62	Bommagani Veerababu	XJKKIY	24229807938	OBC	SC
63	Nishani Babu	EESKMW	24229808982	SC	SC
64	Alli Jagadeesh Kumar	TYJWDP	24229807776	OBC	MABD
65	Jarapala Vinodh	EOFQOA	24229807926	ST	CTI/WL
66	Thelagamalla Nagaraju	PLTQXB	24229809474	SC	SC
67	Dondapati Sandeep	AJYAGZ	24229807640	UR	CTI/WL
68	Choppari Revanth Kumar	GHGKKR	24229807745	UR	GDRA
69	Rayapuri Jayasri	DBIEKA	24229807734	ST	WL
70	Ramavath Nagu	KTJSUE	24229809475	ST	PDPL
71	Dingari Navaneeth	CEMROL	24229807729	UR	STBD
72	Chennabathini Prakash	ZQHKDN	24229807788	UR	CTI/WL
73	Ch Harsha Vardhan Reddy	PUCNUF	24229807766	EWS	SC
74	Tejashvi Raj	QQBZYA	24229807767	OBC	WL
75	Madhubindu Kongi	DAWKDE	24229807923	SC	NCHS
76	Poreddy Karthik Reddy	FGGTJQ	24229807927	EWS	SC
77	Basani Alekhya	ZGQYJU	24229807785	OBC	CHZ
78	P Anandam	DTQQZR	24229807736	UR	CHZ
79	Rahul Ranjan	RSLNTZ	24229807769	UR	SKZR
80	Pavan Kumar Gupta	LUGXDZ	24229807758	UR	WL
81	Chilumula Arun Raj	FHXZXS	24229807744	SC	RDM
82	Dikensh Kumar	NPOKEP	24229807761	OBC	MMZ
83	Gaddam Pranathi Reddy	JGDQOT	50200411377	UR	SC/BO
84	Anand Kumar Sah	EJPUHP	24229807738	OBC	LPI
85	Buddhadev Chanakya Ramagalla	OPSEFD	24229807762	SC	CHZ
86	Amit Kumar	FMYDQG	24229807928	UR	LPI
87	Anil Kumar Reddy M	EEWOLK	24229809300	UR	RFCR/RDM
88	Chintalapati Sunil Sharma	OQUIXI	24229807933	EWS	NLRD
89	Brij Bihari Prasad	FRXXJK	24229807929	OBC	KCCS/RDM
90	Nitesh Kumar	JTUJQS	24229808981	UR	MSCA/ASAF
91	Vikash Kumar Ojha	ZLREFI	24229807786	UR	BHLK
92	Madan Kumar	ILOISX	24229807750	OBC	BHLK

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9/1/24



SL. No.	NAME (Sri/Smt/Kum)	HRMS ID	PF NO.	Community	Station
93	Bhukya Nageswara Rao	LIAMAX	24229809896	ST	TPY
94	Tanuja	ZSRCOJ	24229807789	OBC	SKZR
95	Bandari Narendar (Ph Ld)	KAYFZR	24229807756	SC	PDPL
96	Rahul Kumar Patel	MUKBNX	24229809174	OBC	SC
97	Sumit Yadav	BDKUJY	24229807727	UR	BIDR
98	Vinod Kumar Singh	ZWUWHI	24229808751	UR	SKZR
99	Mallesham Karishaka (Ph-Ld/Od)	UUNFJD	24229809303	OBC -NCL	SC
100	Ashish Patel	NQIXDT	24229809302	UR	UCLG
101	Ashish Shukla	KTBER	24229809301	UR	PRPI
102	Kajal Kumari	POKSLX	24229809299	UR	UDGR

B. Sateesh
9/12/21

(B SATEESH)

APO/T

for Sr. Divisional Personnel Officer/SC





SOUTH CENTRAL RAILWAY
मुख्यालय/Headquarters Office
कर्मिकविभाग/Personnel Department
सिकंदराबाद/Secunderabad.



.सं.दमरे/का/प्र.का /No. SCR/P/HQ0PERS(CSC)/10/2025(e-504056) दिनांक /Dt: As signed

Sr.DPOs/SC,HYB,BZA,GNT,GTL & NED

Sub:- Unified Syllabus & Question Bank for CCTC,CCTS & Sr.Clerk in
Commercial

department - Reg

Ref:- Railway Board's Lr.No E(NG)I/2025/PM1/3 dated 26.05.2025.

In terms of RBE No. 19/2025, Railway Board has given guidelines on conduct of Computer Based Test for departmental examinations. In commercial department, for promotional quota and LDCE quota, the following posts are identified and planned to conduct the CBT examination.

- (i) CCTC - 33 1/3% Promotional Quota & 16 2/3% LDCE Quota
- (ii) CCTS - 75% Promotional Quota & 10% LDCE Quota
- (iii) Ministerial (Sr.Clerk) - 66 2/3% Promotional Quota

In view of the above, for the above departmental examinations, the competent authority has approved the unified syllabus is enclosed herewith for further course of action at your end.

Encl: as above

[B. VENKATA SUBBAIAH]

सहायक कर्मिक अधिकारी/मुख्यालय /APO/HQRS

For प्रधान मुख्य कर्मिक अधिकारी/PCPO

C/- PCCM, Secy to PCCM – for kind information
C/- Dy.CPO/Rectt&Chairman – for kind information
C/- Sr.DCMs/SC,HYB,BZA,GNT,GTL & NED - for kind information

**Digitally Signed by B
Venkata Subbaiah
Date: 19-09-2025 15:02:43
Reason: Approved**

Post	Mode of appointment	
	16 2/3% LDCE	33 1/3% ~~LDCE~~ PQ
CCTC GP: 2000 (Level-3)	General ➤ Organization and functions of Commercial Department at Divisional, Zonal and Railway Board level. Commercial subject- ➤ 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 ➤ Organization and functions of Commercial Department at Divisional, Zonal and Railway Board level. Commercial subject ➤ 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 ➤ 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 ➤ 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

- Parcel Management System (PMS)
- E-Way Bill
- Leasing of Parcels, PCET
- JPP/RCS policy
- Rules for booking/carriage of dangerous goods under Red Tariff.

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.

- Parcel Management System (PMS)
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4583806/2025/O/o S&P/Secy/RESURSON/SPR
General Manager (General) PCPO/HQ/SCR

Jr.Clerk

to

Sr.Clerk

GP: 2800

(Level-5)

- 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

Contracts/Tenders

- 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)

Coaching

- 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

Parcels

- 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

Goods

- 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

Claims

- NR Cell
- Manner of Investigation of Untoward Incidents

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