

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

No.SCR/P-HQ/227/EC/INST/2025

Dt:- 14.11.2025.

NOTIFICATION

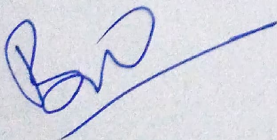
Sub: - Selection to the ex-cadre post of Instructor (Commercial) in Level-6 of 7th CPC Pay Matrix, at ZRTI/MLY.

Applications are invited from serving permanent Railway employees of South Central Railway for selection to the ex-cadre post of Instructor (Commercial) in Level-6 of 7th CPC Pay Matrix, at ZRTI/MLY.

1	No. of vacancies	02 (Two) No reservation as ex-cadre post
2	Level in 7 th CPC Pay Matrix	Level-6 of 7 th CPC Pay Matrix. (GP Rs. 4200/-) Substantive
3	Tenure	5 years
4	Age Limit	In terms of Railway Board's (RBE No.104/2023) Upper age limit as on the date of Notification should be 58 years
5	<u>Eligibility conditions</u>	<p>In terms of Railway Board's Lr.No.E(NG)/I/2017/PM 1/11 dated 13/05/2019 (RBE No.79/2019) staff in same/allied department in identical Grade Pay in GP 4200/Level 6. If staff in identical Grade Pay are not available, then staff in next below GP i.e. 2800/Level 5 may be considered. MACPS granted in Level 6/GP Rs.4200/- will not be allowed to determine the eligibility</p> <p>Employees worked/presently working in ex-cadre posts are eligible to apply only after working for a period of one year in their cadre post (parent cadre) in terms of instructions contained in this office Lr.No.R9R)529/I, dated 13/11/1990 and PCPO's S.C.No.74/1998.</p> <p>Employee who had previously worked as Instructor at ZRTI/MLY are eligible to apply only after a gap of one year from the date of joining in their parent department on repatriation.</p>
6	<u>Other conditions</u>	<p>Applicant should have good training capacity, good academic background, practical experience in teaching and capacity to prepare course material.</p> <p>Applicant should be good communicator, sensitive to the need of people, resilient, open-minded, perceptive, honest, committed and motivated.</p> <p>Selected employees will not normally be allowed to decline the post.</p> <p>Employees selected as Instructor in the same grade are not allowed for additional increment, but are allowed Training Allowance at the rate of 12% of the basic pay (RBE No.145/2017)</p> <p>The employee posted as Instructor will be repatriated to his/her parent Division at least six months prior to his/her date of superannuation.</p> <p>Employee selected as Instructor will be repatriated to their parent cadre in case their performance is not satisfactory as evaluated by CTM (G)/Training Manager/Principal of ZRTI/MLY during the period of their working at ZRTI, irrespective of the tenure period rendered or PCCM as the case may be.</p>

7	Syllabus	Enclosed as Annexure-II
8	Application form	Enclosed Annexure-I Full care should be taken while filling up application form Incomplete application form will be rejected.
9	Mode of selection	<p>In terms of Railway Board's Lr.No.E(NG)/I/2017/PM 1/11dated 13/05/2019 (RBE No.79/2019) the selection consists of Written test through CBT mode (75 marks) and Classroom lecture trial (25 marks) . Maximum Marks -100 and Qualifying marks – 60 %.</p> <p>In terms of Railway Board's Lr.No.E(NG)/I/2018/PM14, dated 14/12/2018 (RBE No.196/2018) circulated as PCPO's S.C.No.212/2018, the question paper will be 100% Objective type.</p> <p>All questions will be of multiple choice only.</p> <p>There shall be negative marks for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers</p> <p>There will be no Supplementary examination and Classroom lecture trail.</p> <p>As per Railway Board's Lr.No.E(NG)/I/2017/PM 1/11dated 13/05/2019 (RBE No.79/2019), there is no Viva-voce. .</p> <p>As per Railway Board's Lr.No.E(NG)/I/2017/PM 1/11dated 22/05/2020 (RBE No.39/2020) final Panel should be drawn in the order of merit to the extent of the vacancies notified.</p> <p>The instructions contained in PCPO's S.C.No.16/1993 regarding cases of Suspension/DAR/Vig etc., are applicable.</p>
10	How to apply	Applicants should fill the Application form after thoroughly reading the eligibility/Other conditions/Syllabus and submit the filled application form with enclosures to the Controlling officer. Any act of wrong or misleading information will be taken up under DAR.
11	Last date for submission of application	05.12.2025 to controlling officer.
12	Forwarding of application by units	The controlling officer should send the application to the respective Personnel Officer of the Divn./HQrs by 12.12.2025 . The Divisional Personnel officer should verify the correctness of the particulars furnished by the employee in the application with the respective SR and forward only the eligible applications to the APO/Cadre-I in PCPO/O/SC, Rail Nilayam, SC on or before 19.12.2025 through special messenger. Application received after due date will not be accepted.

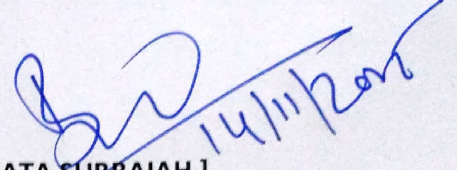
Contd—3



The applications received from the employees directly in PCPO's Office without certification by the concerned Personnel Officers will be rejected. No application will be entertained after the last date irrespective of any reasons.

The applicants may also visit Website www.scri.indianrailways.gov.in for Notification, Syllabus and Application form.

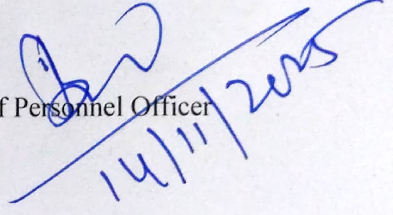
Encl: Annexure I & II.



B. VENKATA SUBBAIAH]

सहायक कार्मिक अधिकारी/ कैडर-I /APO/Cadre-I
For प्रधान मुख्य कार्मिक अधिकारी/PCPO

- Copy to: PCCM, CCM/ C & PS, CCM/FS, Dy.CCMs/Claims & PRS, Principal/ZRTI/MLY,
“ DRMs/P/SC, HYB, BZA, GTL, GNT & NED
“ Sr.DCMs/ SC, HYB, BZA, GTL, GNT & NED,
“ **CCM/PS is requested to arrange to prepare a Question Bank with**
answers in view of Rly Bd's instructions dated 14/12/2018 (RBE No.196/2018)
“ GS/SCRE Sangh & GS/SCRM Union.



for Principal Chief Personnel Officer

ANNEXURE - I

Application for the ex-cadre post of **INSTRUCTOR (Commercial), Level - 6** of 7th CPC Pay matrix.

S.No	Particulars	
1	Name (in Block letters)	
2	Father's Name (in Block letters)	
3	Present Designation (mention if Ad-hoc/MACPS)	
4	Present Level	
5	Division & Station	
6	Date of Birth	
7	Date of Appointment	
8	Community	
9	vii. P.F Number viii. HRMS ID	
10	Age as on -----	
11	Date of entry into Present Level (only regular) MACPS will not be counted to determine the eligibility	
12	Educational qualification (Academic) PG/Degree/Year/ University certificates to be attached, self attested with date	
13	Additional Qualification	
14	Details of teaching experience if any (If worked previously details of Institution and faculty)	
15	Whether previously worked as Instructor at ZRTI/MLY or any other ex-cadre post. If so details there of Period of working, Date of reporting to the parent cadre on repatriation	
16	List of enclosures	
17	Mobile No.	
18	and E.Mail ID (If any)	

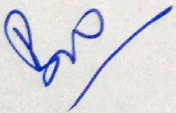
I declare that the particulars furnished above are correct and true, I am liable for Departmental DAR action if the same are found to be false or fabricated.

Date:

Station:

Signature of the employee

The above particulars are verified and found correct.



Signature of the Controlling Officer
Name & Designation
Station & Date

South Central Railway

No:

Office

Date:

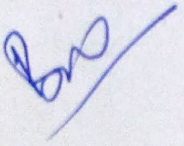
Ref :- PCPO/SC's No.SCR/P-HQ/227/EC/INST/2025 dated:- -----

Forwarded to the APO/Cadre-I, Office of the Principal Chief Personnel Officer, IV Floor, Rail Nilayam, South Central Railway, Secunderabad. The particulars of the above named employee are verified with SR and found correct. The above level is granted on regular basis & not on account of grant of MACPS.

Certified that there are no DAR/Vig./SPE cases against Sri.....

Office Seal:

Signature of the Personnel Officer



4683155/2025/O/o Ch.OS/Genl/Estt/PCCM/SCR

For the selection to the Ex-cadre post of Instructor (Commercial) (Level 6)
on VII PC Matrix.

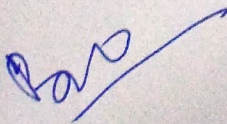
SYLLABUS

1. General

- a) History of Indian Railways with special reference to administrative setup at various levels.
- b) IRCA and its publications.
- c) Organization and functions of Commercial Department
- d) Duties and responsibilities of Commercial Officers and Inspectors
- e) Various provisions of Railway Act 1989.
- f) Passenger Amenities at stations and on trains, Initiation and finalization of works and Works Programmes, Amrit Bharat Station Scheme
- g) Complaints Organization (PGRM) - various modes of Complaints, Rail Madad, CPGRAMS
- h) Public Relations.
- i) Implementation of Official Language Act.
- j) Right to information Act.
- k) Consumer Protection Act.
- l) Role of Commercial Staff in Disaster Management.
- m) ZRUCC/DRUCC- Consultative committees
- n) Station Inspection by Commercial Inspectors.

2. Commercial- Coaching

- a) Booking of Passengers- Exchange of various concessions, Military and Police Warrants, High Official Requisition, issue of circular journey tickets etc.
- b) Rules of reservation of berths and seats, Tatkal reservation, E-Ticketing and i-ticketing, up-gradation of passengers.
- c) Booking of special coaches and special Trains, Bharat Gaurav Trains, Tourism Policy
- d) Rules of refund of fares, Computerized Coaching Refunds Scheme



- e) Ticket checking organization-Variety types of checks conducted by Ticket checking staff, collection of penalty from ticket less travelers, dealing with irregular travelers and unbooked/partially booked luggage., TTE lobbies, Hand Held terminals
- f) General rules on Acceptance, Booking, Carriage and Delivery of luggage.
- g) Booking of parcels, rationalization of parcel booking, Leasing of SLR space & Parcel Vans, Advance booking of Parcel Space, Permission to load parcels in NMG and GS coaches, JPP/RCS Policy, PCET, PMS.
- h) Opening and working of passenger halt stations.
- i) Passenger Reservation system (PRS)
- j) Unreserved ticket system (UTS)
- k) Provision of additional stoppages for existing trains.
- l) Policy related to licensed porters.
- m) UTS Mobile App-Policy and implementation. M-UTS, Rail One app
- n) Online Coaching Balance sheet- Implementation.
- o) Station Ticket Booking Agent (STBA)- Policy and Implementation.
- p) Digital Payments: UPI and POS at PRS/UTS locations/onboard and at other Commercial units- Policy and Implementation.
- q) Originating passenger Traffic Statistics- Ways and means to improve passenger Revenue

3. Commercial - Goods and Claims

- a) Acceptance, Booking, Carriage and Delivery of goods including explosives and other dangerous goods, Military traffic and RMC.
- b) Levy of Demurrage and Wharfage charges, Procedure for waiver of Demurrage and Wharfage charges, Debit Credit system in Demurrage, Stacking, rules on Weighment, Electronic In Motion Weigh Bridge (EIMWB)
- c) Private Freight Terminal (PPT) Policy and Sidling Policy, Gati Sakti Multimodal Cargo Terminal (GCT)
- d) Marketing and sales organization, Various Freight incentive schemes and transportation products LWIS, TDS, STS, TEFD, Concession on short lead traffic, Loading of bagged consignments in open & flat wagons, LSFTO, AFTO, GPWIS, Cargo Aggregator scheme etc.

e) Business Development Units, FBD Portal

f) Claims- Prevention and settlement, NR Cell, Liability of Railway administration, Manner of investigation of untoward incidents, section 124 & 124A, DRM reports and its importance in Claims prevention.

g) Railway Claims Tribunal

h) Terminal Management System (TMS) - FOIS.

i) RO-RO Scheme

j) MGR Scheme

k) Ease of doing business:

- E-registration, Registration of demand for wagons electronically (e-RD)
- Electronic transmission of Railway Receipt (e-TRR)
- Generation of Money receipt through system (TMS/FOIS)

l) Development of Goods sheds through PPP

m) Online Payment, GST

n) Safety precautions to be taken during the goods loading/unloading activities

4. Commercial- Sundries/contracts/Policies

Policy guidelines and awarding of contracts on

a) Non Fare Revenue

b) Catering/Multipurpose stalls (MPS)

c) ATM/DBUs

d) Pay & Use Toilets

e) Cloak Rooms

f) Retiring Rooms

g) Pre-paid AC Waiting Halls

h) Parking Contracts

i) Jansadharan Ticket Booking Sewaks

j) Yatri Ticket Suvidha Kendras

k) Automatic Ticket Vending Machine.

l) E-auction process for sundry revenue and parcels

5. Accounts

- a) Station Accounts
- b) Station Outstanding and its clearance.
- c) Collection and proper remittance of Railway Cash, Door step Banking, Budget, Plan Head and its allocation
- d) Railway Budget and control on Expenditure.
- e) Parliamentary committees-their constitution, jurisdiction and powers.
- f) Audit Paras.
- g) Traffic survey.
- h) Awarding of Contracts.
- i) Procedure for indenting of money value books, Stores procurement (GeM)
- j) Withdrawal from station earnings.

6. Establishment

- a) Railway Conduct Rules,
- b) Discipline and Appeal Rules.
- c) Leave Rules.
- d) Pass Rules including e-PASS through HRMS.
- e) HOER Rules.

7. E-Office Working and Ethics.