



दक्षिण मध्य रेलवे / SOUTH CENTRAL RAILWAY



मंडल रेल प्रबंधक, कार्मिक शाखा, के कार्यालय, 4 मंजिल, संचालन भवन, सिकंदराबाद - 25

Office of the Divisional Railway Manager, Personnel Branch, 4th Floor, Sanchalan Bhavan, Secunderabad - 25

No.SCR/P-SC/209/EC/Comm/CC/CSR/10%LDCE

Date: 01.04.2026

ALL CONCERNED

NOTIFICATION

Sub: Filling up of the vacancies in the category of Commercial Supervisor in Level-6/ GP-4200 of 7th CPC Pay Matrix against 10% LDCE quota in Commercial Department of Secunderabad Division - SCR - Reg.

Ref: PCPO/SC's letter No.SCR-HQ0PERS(COMM)/26/2025-(E-517172) dated 04.12.2025.

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It is proposed to fill up 21(Twenty One) vacancies including one PwBD (HI) vacancy of Commercial Supervisor in Level-6/GP-4200 of 7th CPC Pay Matrix against 10% LDCE quota in the cadre of Commercial Clerk in Commercial Department of Secunderabad Division, South Central Railway

1) Vacancies:

The break up of vacancies to be filled is as detailed below,

UR	SC	ST	Total	Including one PwBD vacancy for the category of HI
19	02	Nil	21	

2) Eligibility and Service conditions of staff:

2.1. Employees working in Pay Level- 3 to Pay level-5 of the Commercial clerks cadre (i.e Commercial Clerks(Level-3), Sr. Commercial Clerks(Level-5) and having a minimum of 2 years regular service in these pay levels put together shall be reckoned as on the date of notification ie. **01.04.2026 and they are Graduates or possess an equivalent qualification in any discipline from a recognized University.**

2.2. The employees **should not be more than 40 years** as on date of issue of notification. The upper age limit for SC employees would be 45 years as on date of issue of notification.

2.3. In terms of RBE No.102/2019, time spent on training period before appointment into service is to be counted as service for purpose of appearing in departmental exam only.

2.4. In case of staff joined on request transfer on bottom seniority service rendered by them in the old unit in the same category as in the category (mentioned at 2.1) in the new unit will be reckoned for determining their eligibility subject to the condition, that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new unit (RBE No.34/2006).

[Signature]
01.4.2026

3) Cut-Off date for eligibility criteria:

In terms of Railway Board's Lr.No.E(NG)I/2005/PM/1/52 dated 22/08/2006 circulated under PCPO/SC's Serial Circular No.131/2006, the cut-off date for determining the eligibility of staff should be the date of issue of notification. As such the volunteering employee should fulfill the eligibility conditions as on the date of issue of the notification i.e., 01.04.2026.

4) How to Apply:

The volunteers who fulfil the conditions stipulated above may submit the applications in the prescribed proforma ANNEXURE-A (also available along with notification in SCR Website i.e. [www.scr.inidanrailways.gov.in.](http://www.scr.inidanrailways.gov.in)) alongwith copies of educational certificates in proof of graduation or equivalent from any recognised university. The attested recent Photograph on application, Signature and PwBD certificate (if applicable) are mandatory. PwBD candidates should enclose the Medical certificate from the appropriate medical authority along with the application.

5) Mode of Selection:

The selection will consist of a Computer-Based Test (CBT) (Computer / Tablet) followed by scrutiny of service records. Candidates must secure 60% marks in CBT and 60% in aggregate and the final panel will be drawn up in the order of MERIT to the extent of notified vacancies. The post of Commercial Supervisor being classified as "non safety Category post" there is a relaxation in qualifying marks to employees belonging to the category of SC only (relaxation of 10% for SC candidates).

6) Syllabus /Question Bank for written examination :

The Unified Syllabus & Unified Question Bank for the post of Commercial Supervisor against 10% LDCE quota in Commercial Department issued by PCPO/SC vide Lr.No. SCR/P/HQ/110(a)/EC/CCTC (E-310230) dated 04.12.2025 is enclosed as Annexure "B" & "C" (also available in SCR Website i.e. [www.scr.inidanrailways.gov.in.](http://www.scr.inidanrailways.gov.in)). 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 syllabus **are placed in the SCR Website**. It is further advised that there will not be any mandatory limit of questions from sample questions.Sample questions are only indicative in nature but not exhaustive. The examinees are advised to update their knowledge with latest Rules/circulars/policies.

7) Procedure for Computer Based Test mode examination (Computer/Tablet):

a. In terms of Railway Board's Lr.No. E (NG)I/2018/PM1/4 dated 14.12.2018 (RBE No. 196/2018) circulated as PCPO/SC's SC No. 212/2018, examination consists of 100% objective Type Questions with multiple choice only. The examination will be conducted on **Computer Based Test mode (Computer/Tablet)**. The question paper will contain 110 objective questions. Out of 110 questions, 10 questions (Optional) will be on official language policy rules. The first 100 attempted questions from the start will be evaluated.

b. In terms of Railway Board's Lr. E (NG)I/2018/PM1/4 dated 14.11.2019(RBE No.194/2019) communicated as PCPO/SC's SC No.159/2019, there will be negative marks@ 1/3 mark for the wrong answer.

8) Pre-selection coaching:

There will be no pre-selection coaching to SC/ST employees since the post is declared as Non-Safety.

9) Date of Examination:

The date and venue of Computer Based Test Mode examination (Computer Tablet) will be intimated separately. There will be no supplementary examination to the main absentees in the


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main examination since the selection is by calling volunteers. The employees will have the option to write examination either in Hindi/English.

10) Procedure of drawal of Panel:

The final panel shall be drawn in the order of **merit** based on **aggregate marks of CBT and service record**. The final empanelment is subject to the availability of vacancies.

11) Mandatory Training:

The empanelled employees have to undergo mandatory training successfully for being considered for the promotion. The employee selected and promoted as CSR will have to seek further promotion as per the avenue and no request for repatriation to the parent category will be entertained under any circumstance.

12) Notifying to the staff:

In terms of Railway Board's Ir.No.E(NG)-72/PMJ/166 Dated 26/06/1972 circulated at CPO/SC's S.C.No.213/72, the Senior Subordinates/Supervisors concerned has to furnish a certificate that "the eligible candidates were duly notified of holding of the test and asked to submit their applications duly giving their willingness" and forward the same to Sr.DPO/SC through proper channel. It should be the personal responsibility of the Senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection should invariably be intimated to all the eligible employees. In case of non receipt of any other communication the same may be obtained from the Personnel Department or from the Controlling Officer. Any laxity in this regard will be viewed seriously. The above notification may be circulated to all concerned. The employees should affix the recent passport size photograph on the application which will be attested by the concerned Supervisory Official without fail.

13) The tentative schedule of Selection:

Date of issue of notification	:	01.04.2026
Last date for submission of application to Supervisors	:	15.04.2026
Last date of submission of applications to Controlling Officer	:	22.04.2026
Last date of submission of applications to Sr.DPO/SC	:	29.04.2026

- Encl:1. Application Proforma(Annexure- 'A')
2. Syllabus (Annexure- 'B')
3. Question Banka(Annexure- 'C')


(G.JITHENDAR)
APO/Engg./SC
for Sr.Divl.Personnel Officer/SC

C/- Ch.OS/IT: He is advised to place the notification alongwith syllabus&Qeston Bank in official website/SCR.

ANNEXURE "A"

With respect to Sr.DPO/SC's Notification No. SCR/P-SC/209/EC/Comm/CC/CSR/10%LDCE dated 01.04.2026

APPLICATION FOR THE POST OF COMMERCIAL SUPERVISOR, IN LEVEL -6/GP-4200 OF 7TH CPC PAY MATRIX AGAINST 10% LDCE QUOTA			
Employees working in Commercial Clerk in Level-3 and Sr.Commercial Clerk in Level-5 of Commercial Department are only eligible to apply			
1	Name of the Employee (In BLOCK LETTERS)		Photograph of candidate duly attested by the concerned supervisor
2	Father's Name		
3	Present Designation/Stn and Level/Grade Pay		
4	Community (SC/ST/UR)		
5	P.F No. (11 digits)		
6	Date of Birth		
7	Date of Initial appointment and Design.		
8	Date of Entry as	From	To
	a). Commercial Clerk/Level-3		
	b). Sr.Commercial Clerk/Level-5		
	Total cumulative service in Level-3 & Level-5		
9	Educational qualification as per entry in SR (Graduation or equivalent certificate to be enclosed)		
11	Undergoing penalties, if any, to be mentioned.		
12	Bill unit no		
13	Ph. No & Email Id		
14	Whether belong to PwBD (If yes enclose the PwBD certificate issued by the 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 or I do not satisfy/fulfill the eligibility criteria, my candidature for appointment on promotion is liable to be cancelled besides I am liable to be taken up under D&A Rules, 1968. Signature of the employee			
Certified that the above particulars are verified & found correct and forwarded to Sr.DCM/SC with reference to the above cited letter. Station: _____ Date : _____ Signature of the Supervisor/Incharge			

(Incomplete application if any will not be considered, all the columns should be filled without fail)