

## 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, 4<sup>th</sup> Floor, Sanchalan Bhavan, Secunderabad  
No.SCR/P-SC/Comm1.Cadre/CCTC/16.2/3/2024



Date: 31.07.2024

### NOTIFICATION

**Sr.DCM/SC, Sr.DOM/SC**

Sub: Filling up of vacancies to the post of CCTC 16 2/3% LDCE Quota in Level-3 of 7<sup>th</sup> CPC Pay Matrix in Commercial Department of SC Division-Reg.

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It is proposed to conduct selection for formation of panel to the post of Commercial-cum Ticket clerk in Level-3 of 7<sup>th</sup> CPC pay matrix against 16 2/3% LDCE Quota in commercial department of SC Division.

The number of vacancies is assessed below;

SC	ST	UR	Total	incl PwBD		Total
06	03	34	43	01-HI	01-LD	02

Applications are invited from the eligible serving employees fulfilling the following eligibility criteria:

#### **1. Eligibility and Service conditions of staff:**

All employees in Level-1 and Level-2 of Commercial and Operating Departments (except office staff such as General assistants, office Jr. Clerks and staff of Accounts & RPF for whom separate avenue exists) including Safaiwalas of Commercial and Operating Departments of Secunderabad Division whose lien is maintained in the Secunderabad Division and who have completed minimum 2 years of continuous regular service in their existing Pay Level-1 and Level-2 - as on 31.07.2024 i.e the date of issue of notification in the present categories are eligible to apply for the post of Commercial cum-Ticket clerk in Level-3/ G.P.2000/- of Secunderabad Division.

- CL/Substitute service rendered after conferment of temporary status before regular absorption will be counted as service for appearing in the selection for promotion to Group 'C' posts subject to satisfactory completion of the period of probation of 2 years in regular empanelment. In case of employees joined SC division on request, the service rendered in the old unit will count in the new seniority unit provided he/she is otherwise eligible to be considered for the selection to Gr. 'C' and the category in which he/she was working in the old unit is an eligible category for selection to the post of Commercial cum-Ticket Clerk subject to the condition that the service so counted does not exceed the length of service of their immediate senior in the new seniority unit. The benefit of counting of service above will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts. (RBE.NO 34/2006)

The eligible applicants other than PwBD should be fit in B-II (BEE-TWO) Medical classification at the time of empanelment. PwBD applicants should be fit to carry out the duties connected to the post of Commercial cum ticket Clerk.

#### **2 MODE OF SELECTION , EMPANELMENT AND QUALIFYING MARKS**

- 2.1 Written Test: - The ability of the employees in the field of selection will be adjudged through written test only. The employees must secure 50% of marks in written test and 50% in aggregate. There is a provision of 10% relaxation for SC/ST employees to fill up reserved vacancies.

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**2.2 (Para 189 of IREM)**

Factors/Headings	Weightage on Max. Marks
Written Test	85
Record of Service	15
Total	100

2.3. The final panel should be drawn up in the order of MERIT.

**3 Syllabus /Question bank for written examination (Annexure -A)**

3.1 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 in Arithmetic, General Knowledge mainly pertaining to Railway matters and pertaining to the work he has been acquainted with during his Railway service.

3.2 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 at serial no.59 in the below link:

[https://scr.indianrailways.gov.in/view\\_section.jsp?lang=0&id=0,1,291,357,813,1133](https://scr.indianrailways.gov.in/view_section.jsp?lang=0&id=0,1,291,357,813,1133)

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

**4 Procedure for written examination:**

4.1 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.

4.2 The duration of the examination will be 120 minutes.

4.3 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)

4.4 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.

**5 Venue of Examination:**

5.1 The venue of examination will be intimated separately.

5.2 The candidates may keep an update time to time from this Railway's official website i.e. [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in).

**6. How to apply:**

6.1 **Eligible employees are required to submit the application in the prescribed proforma enclosed.**

6.2 **The recent Photograph on application, Signature and PwED certificate (if applicable) are mandatory.**

6.3 **PwBD candidates should upload/submit the Medical certificate from the appropriate medical authority.**

**7. 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

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place. It is the responsibility of controlling officer/supervisor to circulate the notification among the staff concerned.

- 7.1 All columns in the **Application** should be filled completely.

8 **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 30.08.2024. The controlling officers will forward the eligible applications to personnel branch on or before 05.09.2024 without fail. Applications received after the due date will not be accepted.

9. **Tentative dates:**

Last date of submission of applications	5 PM on 30.08.2024
Date of publication of eligibility list	23.09.2024
Medical examination before calling for written examination	24.09.24 to 27.9.24
Date of publication of eligibility list after medical examination.	09.10.2024
Date of Written Examination	09.11.2024
<b>Note: 1. There will be no Supplementary Examination, since the selection is conducted by calling volunteers and the panel is drawn purely on merit.</b>	
<b>2. <u>This Notification shall be treated as alert notice for written examination and no separate alert notice will be issued further.</u></b>	

10. The employees eligible to appear for exam may have to undergo medical examination in B-II(Bee-Two) medical classification before the written test as per Railway Board's instructions mentioned in RBE.No.69/2024. Only those qualified in B-II medical Classification are allowed to appear for written examination.
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 Clerk (CCTC) training at ZRTI/MLY & practical training. On successful completion of the training, they will be posted anywhere (any station) in Secunderabad Division.

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(B SATEESH)

Assistant Personnel Officer/Trf./SC  
for Sr. Divisional Personnel Officer/SC

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

C/- Copy to IT Cell to Publish on website

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for Sr. Divisional Personnel Officer/SC

**ANNEXURE 'A'**

**Syllabus:** Question bank placed in the SCR Web site-  
[www.scrindianrailway.gov.in](http://www.scrindianrailway.gov.in) Comprising General English, arithmetic &  
Grammar Language of Matriculation Standard

1. General English and grammar.
2. Basic Mathematics.
3. General knowledge.
4. Ticket- Checking Aspects.
5. Concessions.
6. UTS/PRS/Parcels/Goods/Catering/ATVM/STBA/YTSK/JTBS.
7. Reservation and refund Rules.
8. Consultative Committees.
9. General Questions related to Railways.
10. Establishment –D&AR, HOER, Leave rules, Pass rules etc.
11. Sections of Indian Railway Act.
12. Official Language /Rajbhasha.

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**ANNEXURE "B"**

APPLICATION FOR THE POST OF **COMMERCIAL-CUM-TICKET CLERK** IN LEVEL -3 OF 7<sup>TH</sup> CPC PAY MATRIX **against 16.2/3% LDCE quota in commercial department. (Employees in Level-1 and Level-2 of Operating and Commercial Departments as per RBE No.28/2018 & 16/2021 are only eligible to apply)**

DRM/P/SC's Notification No.SCR/P-SC/Comm1.Cadre/CCTC/16.2/3/2024,dt:31.07.2024

- 1) Name of the Employee :  
(In BLOCK LETTERS)
- 2) Father's Name :
- 3) Present Designation/Stn. :
- 4) In Level of 7<sup>th</sup> 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 :
- 8a) Total length of service as on  
Notification :
- 9) Date of entry into present  
Designation on regular measure :
- 10) Educational qualification. :
- 11) Department :
- 12) Bill unit no :
- 13) Ph. No & Email Id :
- 14) Whether belong to PwBD :

Attested  
photograph

(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

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