

## SOUTHERN RAILWAY

No: T/P. 531/III/33-1/3%/PRQ

Divisional Office,  
Personnel Branch,  
Tiruchchirappalli.  
Dt: 14.09.2021.

**All Supervisory officials concerned.**  
(Commercial and Operating –Open line of TPJ DN)

Sub: Selection for the post of **Commercial Cum Ticket Clerk** in Pay matrix  
Level.3- against **33-1/3% PRQ** in Commercial Department of TPJ Dn- reg.

Ref: i) RBE No.28/2018, RBE NO.38/2017 & RBE.No. 16/2021

ii) This office notification No. T/P.608/III/CCTC/331/3% PRQ dt 30.03.2021.

ii) This office letter No. T/P 531/III/33 1/3% PRQ dt 01.09.2021

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It is proposed to conduct a Selection for the post of Commercial cum Ticket Clerk in Level-3 (CCTC) against 33-1/3% PRQ. in Commercial Department of Tiruchchirappalli Division for the vacancies as detailed below.

**1) Vacancy assessed :**

**SC : 5 ST : 2 UR : 23 TOTAL : 30**

**2) Eligibility Criteria :**

a) Volunteers are called from the employees in the pay matrix Level-1 and Level-2 including the Safaiwalas in Operating, Commercial, Catering Department of Tiruchchirappalli Division, who have completed minimum **2 years of regular service as on 30.03.2021 (Cut Off date as per the date of issue of earlier notification vide Ref (ii) )** are eligible to apply. The employees working in above substantive Level but drawing grade pay higher than Level-1 in pay Matrix on financial up-gradation under MACP scheme may also apply.

b) Such of those staff in Traffic Department like TI's Peon and Office Peon and also other who have applied for promotion from Level-1 to Office staff Level-2 are not eligible to apply.

**3) Criteria for the selection:**

As per the instructions contained in Railway Board's letter No. E(NG) I-2003/CFP/2 dt 22.09.2003 (RBE No.165/2003) there will be no viva voce and the selection will be based on the written examination and scrutiny of Record of service. The written test will consist of 85 marks and Record of service will consist of 15 Marks. Though there are no marks for seniority, the Panel will be drawn in the order of seniority amongst the qualified staff as per the provision of para 189 of IREM Vol. I and ACS No. 154 & 155 in terms of Railway Board's letter No. E(NG)I-2011/PM1/26 dt 05.05.2015/ RBE No.43/2015.

In terms of PBC No.08/2009 dt 12.01.2009, the employees must secure not less than 50% in the written exam and not less than 50% marks in aggregate for placing in the panel. In respect of SC/ST employees 10% relaxation is available in non –safety categories and they must secure 40% marks in the written exam and 40% marks in aggregate for being placed in the panel against reserved posts. The scheme of "Best Among The Failed" is also applicable for SC/ST employees as per extant instructions.

The selection consists of written test as per Railway Board's letter No. E(NG) I/2018/PM-1/4 dt 14.12.2018 (RBE No.196/2018) the question paper will be 100% objective type multiple choice question for written examination and 10% of the total marks will be from Official Language policy and rules. The question on official language policy and the rules may not, however be compulsory. In terms of RBE No.194/2019, there will no negative marking in selection against departmental quota where panel is arranged in the order of seniority from those qualified.

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#### 4) Syllabus

Written test will consist of one paper of two hours duration divided in to two parts – Part 'A' to test the working knowledge of the Railway servant of the English Language and Part 'B' to test his general standard of intelligence and proficiency through question in Arithmetic, General Knowledge mainly pertaining to Railway matters immediately pertaining to the work he/she has been acquainted with during their Railway service. In terms of PCPO/MAS letter No. P( R ) 608/P/Vol. XV(OL) dt 28.06.2019 and Railway Board's letter No. E(NG)I/2018/PM1/4 dt 09.09.2019 the question paper will be supplied in Tri- language viz., English, Hindi and Tamil. There will be no Proficiency Test in English for the persons who are attending the examination on Local/ Regional Language.

The volunteers who have passed in the written examination , have to undergo medical examination for BEE TWO medical classification and those found fit in BEE TWO only will be considered for the post of Commercial Cum Ticket Clerk against 331/3% PRQ as per Railway Board's letter No. E(NG) 11/2018/RR-1/40pt dt 28.02.2019 ( PBC No.65/2019).

Those who will be placed in the panel for the post of Commercial cum Ticket clerk will be sent for prescribed mandatory training course for 60 working days at MDZTI/TPJ and those, who successfully complete the training will be promoted as Commercial cum Ticket Clerk in pay Matrix Level.3 against 33 1/3 % PRQ as and when the vacancies occur and those who fail in the training will be sent back to their parent cadre. During the training period, the volunteers will continue to receive the pay and allowances of the post from which they were selected.

#### 5) Submission of Application

Volunteers who fulfil the above eligibility conditions may submit the application in the prescribed Proforma (enclosed) to concerned Supervisory Officials on or before **05.10.2021** afresh. The Supervisory concerned should forward the same in the bunch to this on or before **07.10.2021**, if no volunteers a Nil statement has to be sent to this office.

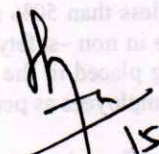
No application should be sent through the employees in a piece meal manner. Application received after the due date will not be entertained and will be rejected .

Wide publicity of this notification should be given to all the eligible staff under your control including those who are on deputation, leave/sick. Representations/ application received beyond the target date will not be entertained and the same should be disposed off at the unit level rejecting them on the account of late receipt.

There will be NO SUPPLEMENTARY EXAMINATION.

Please note that the last date viz., **07.10.2021** is SACROSANCT.

Please acknowledge the receipt of this letter with date without fail.

  
15.9.21  
(K.PADMANABHAN)

Asst. Personnel Officer / Tfc.  
for Divisional Personnel Officer/TPJ

Copy to CVO/MAS, Sr.DCM, DOM/Co-ord, DOM/G

P/MDZTI/TPJ, ITS/TPJ – for notice board

TI/OT Cell, HQ, Plg/TPJ, Ch.OS/Optg./Comml/TPJ

All CCIIs/TIs/TPJ Divn, Ch.S&WI/TPJ, CHC, Commercial Controller

DS/SRMU, AI SC/ST Assn, AIOBC/TPJ

Enclosure to DPO/TPJ L.No.T/P 608/III/CCTC 33 1/3 % PRQ dt: 14.09.2021

**Application for the post of COMMERCIAL CUM TICKET CLERK against**

**33 1/3% PRQ in Pay Matrix Level-3**

1. Name in full (BLOCK LETTERS) :
2. Staff No. & PF. No. :
3. Designation and Station :
4. Pay & Level at present VII PC :
5. Substantive Level /G.P as Per Seniority List :
6. Date of Birth :
7. a) Date of initial engagement as Casual Labour (if applicable) :  
b) Date of temporary status (if applicable) :  
c) Date of absorption in regular service :
8. Educational Qualification :  
(Attested copies of the Certificates to be enclosed)
9. Whether belonging to SC/ST :  
(Attested copy of Community certificate to be enclosed)
10. Medical classification at present :
11. Option to write the exam in English/Hindi/TAMIL :
12. Contact No. ; Rly; Mobile;

**DECLARATION :** I declare that the particulars furnished above are correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false , or in correct , at a later date I am liable to be taken up under D&AR for major penalty, apart from application being rejected.

Date:

Signature of the employee

All the particulars furnished above are verified and found correct. Forwarded to DPO/TPJ. The employee is found fit in the medical classification of ..... vide last PME / ME certificate No. .... dt. .... issued by .....

Station:

Date:

Signature of the Supervisory official  
with Name, Designation & seal

NOTE: Name, Deignation & Date of the Supervisory officials  
is to be cleared mentioned while forwarding the application.