

## SOUTHERN RAILWAY

No:SR-TPJOPERS(Comm)/15/2025

Divisional Office  
Personnel Branch  
Tiruchchirappalli  
Dt:31.07.2025

### All Supervisory Officials Concerned/TPJ Division

Sub:-Selection to the post of Commercial – Cum – Ticket Clerk in Pay Matrix Level – 3 against 16 2/3 % LDCE in Commercial Department of TPJ Division through CCBT-reg.

Ref:i)Railway Board's Lr.No:E(NG)I-2016/PM1/12(Pt) dt:22.02.2018 (RBE No:28/2018)  
ii)Railway Board's Lr.No:E(NG)I/2016/PM1/12(Pt) dt:05.04.2019(RBE No:59/2019)  
iii)Railway Board's Lr.No:E(NG)I-2019/PM1/14 dt:28.06.2023(RBE No:85/2023)

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It is proposed to fill up 11 vacancies of Commercial Cum Ticket Clerk in Pay Matrix Level-3 in 7th PC against 16 2/3% LDCE in commercial Department of TPJ Division by calling volunteers for the vacancies detailed below:

UR	SC	ST	TOTAL	PwBD
9	1	1	11	1(HH-1)

In terms of Railway Board's letter No. E(NG) II/2017/RC-2/1/Policy dated:27.02.2019 and E(NG)1/2019/PM 4/8 dt. 01/07/2022 (RBE No:74/2022), the vacancies earmarked for PWBD categories are with functional classification viz.,Hearing impaired(D,HH) and Locomotor Disability (OA,OL,MW,LC,DW,AAV).

### Eligibility Criteria:

In terms of Railway Board's letter No. E(NG) 1/2018/CFP/5 dt. 04.03.2021 (RBE No:16/2021) &(RBE No:77/2016) the Volunteers are called from the employees in Level -1 & Level -2 in Operating & Commercial Departments including Safaiwalas of all departments of TPJ Division who fulfill the following conditions.

### Service Conditions:

In terms of Railway Board's letter No. E(NG)I-2016/CFP/5 dt:01.03.2017 (RBE No: 18/2017) the volunteers should have completed two years regular service in Operating, Commercial and Safaiwalas of all Department and have successfully completed their probation period irrespective of the fact they belong to GEN/SC/ST.

The employee drawing pay level higher than Level-2 in Pay matrix on financial up gradation under MACP scheme may also apply.

As per RBE 34/2006, for the employees who have joined on request transfer, their service rendered in the old unit will be reckoned for determining the eligibility in the new unit subject to the condition that the service so allowed does not exceed the length of service of their immediate senior in the new unit and that they are otherwise eligible to be considered for selection in Group C posts as per extant rules.

Padmanabhan  
Kulathumani

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In terms of Railway Board's letter no. E(NG) I/2005/PM1/52 dated 22.08.2006 RBE 117/2006, the cutoff date for determining the eligibility of the staff should be the date of issue of notification. As such, volunteering employees should stand fulfill the service conditions as on the date of issue of this notification.

**Educational Qualification:**

12<sup>th</sup> Standard or its equivalent examination with not less than 50% marks in the aggregate, However, 50% marks is not insisted upon in case of employees who possess qualification higher than 12<sup>th</sup> Standard or +2 Stage for the above selection.

Matriculate qualification is also considered for the existing employees those who are eligible otherwise as on 17.12.2014(date on which the educational qualification has been revised) in terms of RBE No:157/2015 dt:15.12.2015.

**Criteria for Selection:**

i)In terms of PBC No.208/2024 and RBE No.196/2018, the above selection will be on Centralized Computer Based Test(CCBT) and the questions will be 100% objective type with Multiple choice questions.

ii)In terms of RBE No.194/2019 and PBC No.205/2016, There will be negative marks (1/3 mark) for each wrong answers and in terms of Railway Board's Lr No.Hindi-2010/OL-1/10/4 dated 14.12.16, 10% of the total marks will be from Official language policy and rules. The questions on official language policy and the rules may not, however be compulsory.

iii)The selection will be on the aggregate marks obtained on CCBT and scrutiny of record of service. The empanelment will be in order of merit subject to their suitability as adjudged by the selection committee based on their marks in the CCBT, scrutiny of service records and performance in the APARs. The employees should obtain 50% marks in the CCBT and 50% marks in the aggregate for being placed in the panel. In terms of PBC No.08/2009 dated:12.01.2009, SC/ST employees will have 10%mark relaxation in the non-Safety category and must secure 40% marks in the CCBT and 40% marks in aggregate for being placed in Panel against reserved post.

iv)In terms of Railway Board's letter No:2018-E(SCT)1/25/16 dt:17.08.20(PBC No:142/2020),the scheme of "Best among the failed" is not applicable for SC/ST employees.

**Syllabus**

The syllabus for the examination as circulated vide PBC No: 80/2024 dt:08.05.24(copy enclosed).

**Medical Standard:**

As per PBC No:65/2019 the revised medical classification for the unified category of Commercial cum Ticket Checking staff of Commercial department is Bee Two. Hence employees those who fit in not below than BEE TWO classification only will be considered for the post of **Commercial – Cum – Ticket Clerk** against 16 2/3 % LDCE.

**Training of Empanelled Staff:**

The empanelled staff will be sent for prescribed mandatory training course at MDZTI/TPJ followed by stipulated line training and those who successfully complete the training will be promoted as Commercial – Cum – Ticket Clerk in Pay Matrix Level – 3 in VII PC against 16 2/3 % LDCE and those who fail in the training will be sent back to their parent cadre.

During the training period, they will either draw stipend or their existing pay and allowances of the post from which they were selected based on their option.

**Submission of Applications:**

Employees who fulfil the above conditions may submit their applications in the prescribed format-ANNEXURE-A (Copy enclosed) to their Supervisory Official on or before 21.08.2025.

Supervisory Official shall collect the applications and forward it in one bunch with a covering letter indicating the Names/Designation of the volunteers to reach the undersigned on or before 25.08.2025. If there are no volunteers 'NIL' statement may be sent to this office.

**Applications received after 25.08.2025 will not be considered under any circumstances and will be summarily rejected.** Representations/applications received on this account will not be entertained and the same should be disposed off at the unit level rejecting them on account of belated receipt.

Wide publicity of this notification may be given to all the eligible staff under your control including those who are on training/deputation, leave/sick.

There will be **no supplementary written examination** as this is being General Selection calling volunteers.

Please note that the last date viz 25.08.2025 is SACROSANCT.

The above selection is subject to any further orders of the Railway Board in this matter issued from time to time.

Please acknowledge the receipt of this letter with date without fail

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**(K.Padmanabhan)**  
**Asst. Personnel Officer/Tfc**  
**for Sr. Divisional Personnel Officer/TPJ**

Encl : As above

Copy to: PS to DRM for kind information of DRM

PS to ADRM for kind information of ADRM

CMS/TPJ for kind information

Sr.DCM/TPJ, Sr.DOM/TPJ for kind information

TI/Hqrs/TPJ, CCI/Hqrs/TPJ, Ch. S& WI/PB/TPJ

Ch.OS/Operating Dept/TPJ, Ch.OS/Comml Dept/PB/TPJ, Ch.OS/PB/General,

Ch.OS/Confdl/TPJ, Notice Board

DS/SRMU, DS/DREU, AI SC/STREA, AIOBCREA/TPJ

**ANNEXURE –A**

**APPLICATION FOR SELECTION TO THE POST OF COMMERCIAL-CUM-TICKET CLERK IN PML-03  
AGAINST 16 2/3% LDCE**

1. Name in Full (in Block Letters) :
2. Employee No & HRMS ID :
3. Present Designation, Department & Station :
4. Present level in Pay Matrix :
5. MACP Grade Pay, if any :
6. Date of Birth :
7. Date of appointment  
(Ty. Status/Initial Training) :
8. Date of appointment  
(Regular) :
9. Date of Entry into the present  
Grade :
10. Date of completion of 2 Years  
Regular service :
11. Whether belongs to SC/ST/UR  
(Enclose attested copy of SC/ST  
Certificate) :
12. Educational Qualification  
(Enclose attested copy of Certificate) :
13. Awards, if any :
14. Medical Classification :
15. PwBD employee  
(Enclose attested certificate for HI/LD) :
16. Railway Phone No / Mobile No :

Affix recent  
passport size  
photograph  
attested by  
Controlling  
Supervisor

I hereby declare that all the conditions stipulated in the notification are accepted and further declare that the particulars furnished above are correct and if it is proved to be false at a later date, my candidature may be summarily rejected at any stage besides initiating major penalty DAR action for such misconduct.  
(Sl.No.1 to 16 are to be filled up legibly by the employee at right side)

Place:

Date:

Signature of the employee

**Certification of Supervisory Official**

Forwarded to Sr.DPO/TPJ. The above particulars furnished by the employee have been verified and found correct.

Office Seal:

Date:

Signature & Name of the Supervisory Official & Designation

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी कार्यालय  
Office of the Principal Chief Personnel Officer  
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003  
Headquarters, Personnel Department, Chennai-600003

सं/No: P(S)563/III/Indent/RRBComml./Vol.7

दिनांक/Dated: 08.05.2024

PCCM/ DRMs/PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS,  
Principal MDZTI/TPJ  
DPOs/SPOs/APOs of HQ/Divisions.

**विषय/Sub: Revised syllabus for selection to the merged category of  
Commercial-cum-Ticket Clerk in Level-3 against 33 1/3% PRQ  
& 16 2/3% LDCE Quota.**

**Ref: (1) Railway Board's letter No. E(NG)I-2016/PM1/12(pt)  
dated 22.02.2018. (RBE No. 28/2018).**

**(2) Railway Board's letter No. E(NG)I-2019/PM1/14  
dated 28.06.2023. (RBE No. 85/2023).**

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The revised syllabus for selection to the merged category of Commercial-cum-Ticket-Clerk against 33-1/3% Promotional Quota & 16-2/3% LDCE Quota is enclosed for information, guidance and necessary action.

Railway Board letters cited under reference have been circulated as PBC No.27/2018 and PBC No. 136/2023 respectively.

This has the approval of the competent authority.

संलग्नक/Encl. 01 page

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer/T,M&E  
कृते प्रमुकाधि/For Principal Chief Personnel Officer

Digitally signed  
by R RAJESH  
KUMAR, DN:  
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ou=Southern Railway,  
ou=Personnel Department,  
ou=Chennai, cn=R RAJESH  
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प्रतिलिपि/Copy to: The General Secretary/SRMU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR  
IT Section/PB/HQ - to upload on the SR website.

**Revised syllabus for selection to the Post of Commercial-cum-Ticket-Clerk in Level-3 against 33 1/3% Promotional Quota & 16 2/3% LDCE Quota.**

1. General English

- Parts of Speech [Nouns, Pronouns, Verbs & Adjectives].
- Sentence Correction/Error Spotting
- Synonyms and Antonyms
- Tenses
- Active Voice/Passive Voice
- Sentence Rearrangement
- Idioms and Phrases.

2. General Arithmetic

- Number System
- Simplification
- LCM and HCF
- Ration and Proportion
- Average
- Profit and Loss
- Simple and Compound interest
- Mensuration
- Time and Work
- Time and Distance

3. General Knowledge

- General Knowledge
- Current Affairs

4. Commercial Subjects

- Types of Tickets
- Types of ticket checking
- Maintenance of DTC book
- Reservation of seats & berths – PRS Booking
- Bulk booking
- Break Journey rules
- IRCA Concessions
- Refund Rules
- Forwarding note
- Acceptance and booking of parcels and luggage
- Parcel Scales
- Items not accepted as ICP
- Dog booking
- Types of wagons – carrying capacity
- Routing and rating of Goods traffic
- Priority Schedule
- Demurrage and Wharfage
- Sidings and types of sidings

5. Raj Bhasha

- Raj Bhasha Policy and Rules