



दक्षिण पूर्व मध्य रेलवे

South East Central Railway



कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 49500

**PERSONNEL DEPARTMENT, 1<sup>st</sup> FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004**

No. P-HQ/CON/452/1/C/ 209

Dated 22.12.2020

PCCM, PCOM, PCPO, SDGM/SECR

CSO, DRM/BSP, R & NGP /SECR.

CHAIRMAN/RRB, CWM/WRS/R, CWM/MIB, PCPO/SER/GRC & ECoR/BBS,

SPO (HQ), Dy CPO (CON)/SECR, PRINCIPAL ZMDTC/BSP, PRINCIPAL ZTC/SINI

**Sub: -Selection for formation of a panel of ACM (Gr-'B') against 70% vacancies in Commercial Department in S E C Railway (5th Cycle)**

**Ref: (1) This Office letter No. P-HQ/CON/452/1/C /78 Dated 28.05.2020.**

**(2) This Office letter No. P-HQ/CON/452/1/C/131 Dated 22.12.2020**

1. In continuation to this office letter quoted under reference (2) above, list of willingness from eligible Group "C" staff, of Commercial department having lien in SECR was issued for selection, for formation of a panel for the post of ACM (Group-"B") against 70% vacancies for 04 posts (i.e UR-03, SC-01 & ST-Nil). The competent authority has decided to conduct the written examination for the said selection on **29.01.2021 (Friday) at 11.00 hrs. 3<sup>rd</sup> floor GM's Conference Hall /SECR/Bilaspur.** Details of the seating arrangement will be available at the venue.

2. A provisional list of eligible and willing candidates (**at Roll No. 01 to 13**) is enclosed as **Annexure "A"**. The zone of consideration has been decided on the basis of 3 X formula (i.e. three times the number of vacancies) in order of seniority amongst the willing & eligible candidates. Which was further extended to the extent of number of such candidates in the normal zone of consideration who belongs to reserved Community as per paras 8.4, & 8.5. **In case any candidate is found ineligible for the above selection at any stage, their candidature will be rejected. Candidates may be released and directed to report to the Nodal officer on the scheduled date at the venue half an hour before to start of the examination with their identification memo.** The format of identification memo is enclosed as **Annexure "B"**. It may be noted that individual identification memo should be given to each candidate.

3. In case any candidate is on leave or on deputation to other Railways/Units or on sick list, the controlling officer concerned should send necessary advice to the authority under whom he is working or the medical authority as the case may be acknowledgement obtained. This may be ensured to avoid any representation later on this issue.

4. The Sr.DPOs/DPOs/SPO/APO should ensure that the ACR's/APAR's of the candidates who have volunteered for the above examination, for last 05 years complete in all respects and updated Service Records are available with him to be sent to PCPO (Gaz)/SECR at short notice.

5. This is the fifth round of gazetted selection for Commercial department being notified for S E C Rly. It is made clear that employees concerned should clearly satisfy themselves regarding their eligibility, in terms of grade, length of non-fortuitous service and holding lien in S E C Railway. Provisional consideration for selection, based on available records, will not preclude summarily debarring/disqualification of ineligible candidates at any stage.


6. The pre-selection coaching for reserved community candidates (SC/ST) has been conducted by PCCM's Officer vide their letter No. C/SECR/BSP Dated 05.10.2020.

7. The syllabus for the post of ACM (Gr "B") of Professional subject, Establishment and Finance Rules for written test is enclosed in **Annexure "C"** which may be circulated widely to all concerned. This syllabus is indicative & not necessarily exhaustive.

8. Any omissions/discrepancies notified in Annexure "A" may be brought to the notice of this office immediately on or before 31.12.2020, after expiry of this date no representation will be entertained.

The notification is also available in S E C Railway web site.http\\ www.secr.indian railways.gov.in.

Encl: As above

  
22/12/2020

(Neeraj Anand)

Sr. Personnel Officer (HQ)

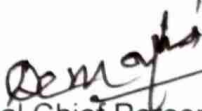
for Principal Chief Personnel Officer

No. P-HQ/CON/452/1/C / 209

Dated: 22.12.2020

Copy forwarded for information and necessary action to:

1. SECRETARY to GM/SECR: for information please
2. PS to AGM/SECR: for information please
3. Sr.DPO /BSP,R & NGP 4. Sr.DCM, BSP, R, NGP
5. AWO/WRS/R, AWO/MIB/NGP
6. GS/SERMC/BSP, GS/AISC-ST/Association/BSP
7. NOTICE BOARD

  
22/12/20

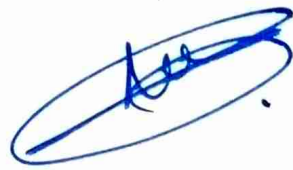
for Principal Chief Personnel Officer



ANNEXURE-'A'

LIST OF WILLING CANDIDATES AS PER PROVISIONAL INETGRATED SENIORITY.

S#	NAME (S/SHRI)	DESIG	STN/ UNIT	COM M	DOB	Effective date of 4600
1	SUKH LAL SUNDI	CHOS	HQ	ST	12-01-1967	01-11-2003
2	AVINSASH KUMAR .ANAND	CCI	CCM/HQ	UR	25-02-1973	01-11-2003
3	RAVINDRA KUMAR SHARMA	CLA	BSP	UR	03-08-1969	15-12-2004
4	MANOJ KR. SINGH	CLA	SDGM	UR	18-10-1974	03-02-2005
5	EMMANUEL JACOB	CCI	HQ	UR	01-06-1968	31-03-2005
6	G.V. PRASAD RAO	CHOS	HQ	UR	10.07.1961	30-05-2005
7	ANUPAM DUTTA	CCI	HQ	UR	03-01-1967	04-01-2006
8	SANJAY KHALALE	CCI	HQ	ST	07-03-1966	18-04-2006
9	DILIP KUMAR CHANDRA	CS/B/P	BSP	SC	06-12-1961	09-07-2006
10	P.S. SILAWAT	CTI	BSP	SC	30-06-1967	25-07-2006
11	BHASKAR GUHA	CLA	HQ	UR	06-08-1976	20-09-2006
12	ANTARYAMI DAS	CTI	R	UR	15-07-1961	21.09.2006
13	DULAR SAI CHAUHAN	CLA	HQ	SC	01-06-1971	11-10-2006

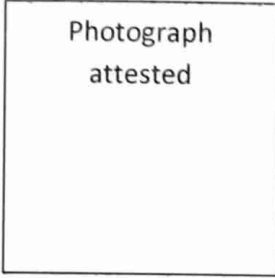




PROFORMA FOR IDENTITY SLIP

Certified that the Identity of Shri..... Designation.....  
..... PF No....., Date of Birth....., Date of  
Appointment..... Date of effective promotion in scale PB-2 GP ₹ 4600/ is  
.....who is a candidate for the ACM (Group 'B') examination against 70% quota  
in terms of Circulation No ..... Dated ..... has been verified.

His/Her signature is attested below.



(Signature of the Controlling Officer/  
Supervisor with Office Seal)

(Signature of the Candidate)

ATTESTED

Countersignature of the APO/DPO/WPO  
(Name ----- )

(Signature of the Controlling Officer/  
Supervisor with Office Seal)

**N.B:**

1. The signature of the Controlling Officer/Supervisor should be in his own name and designation with Office Seal.
2. No cognizance will be given if the signature is by any one on behalf of the Controlling Officer /Supervisor.
3. It is the personal responsibility of the candidate to carry necessary proof to prove his Identity in examination hall by presenting proper identity slip as per proforma to satisfy the Officer-in-Charge/Invigilating Officer.
4. In case nothing is produced by the candidate, the Officer-In-Charge/Invigilating Officer is to satisfy himself about the proper identity of the candidate and suitable record for the same is to be kept, otherwise he is to be debarred from sitting for the examination.

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ANNEXURE - 'C'

Syllabus for written examination of 70% departmental examination for selection to the post of

ACM. Total Marks: 100

A)

1. Working of PRS, UTS, and UTS cum PRS.
2. Reservation Rules, types of quotas, E ticketing, I ticketing, regund Rules.
3. Booking of Special trains, coaches.
4. All types of Concessions, Circular journey tickets etc.
5. Booking at halt stations.
6. Passenger amenities at stations, Touch and feel scheme, Modern stations, framing proposals and follow up
7. Catering, Role of IRCTC and associated rules, catering policy, complaints, inspection etc.
8. Parcels traffic, Leasing policy, categorization of trains, parcel classification, over carriage, claims prevention etc.
9. Ticket checking, types of checks, targets, extant rules.
10. Commercial Publicity.
11. working of gods shed, maintenance of record , free times, Charging freight , demurrage and whargage, stacking rules, over loading , weigh bridges, claims and prevention etc .
12. Working of Sidings, free time and its calculation, freight charging, demurrage and liberalized siding rules.
13. Working of FOIS- TMS and RMS.
14. Freight marketing – Incentive scheme , rebates, customer interface.
15. Payment schemes-E-Payment, Advance Payment schemes, CNCC etc.
16. Stations out standings.
17. Audit inspection reports.

B). Establishment & Finance Rules:

Personnel Management of Railways, Selections, Leave Rules, Industrial Relations & Welfare ,HOER ,D&A Rules, Parliamentary control over Railway Finance- Public accountability cannons of Financial property. vii). Works programme- Financial justification of works-survey-preparation of Estimates- capital budget control over capital expenditure- productivity.

NOTE: Over and above, Questions on official language policy will be 10% marks out of 150 marks , Though answering the same will not be compulsory.

