

दक्षिण पूर्व मध्य रेल्वे
South East Central Railway
कार्मिक विभाग, मंडल रेल प्रबंधक कार्यालय, बिलासपुर
Personnel Department, Divisional Railway Manager Office, Bilaspur

CCTC /Commercial (33½ % DPQ)

NOTIFICATION No.48/2023

Sub: Formation of panel for filling up the post of CCTC (33½ % DPQ) in Pay Matrix Level-3 in Commercial department of Bilaspur Division/SECR.

It is proposed to form a panel for filling up of **19 (Nineteen)** posts of Commercial Clerk cum Ticket Clerk in Pay Matrix Level-3 against 33½ % DPQ (General Selection) in Commercial department of Bilaspur Division/SECR (By calling options). The break-up of vacancies is as under:

Name of the Post	Categories			Total	PwBD
	UR	SC	ST		LV
CCTC	15	03	01	19	01

1.ELIGIBILITY AND SERVICE CONDITIONS OF STAFF:

- All Group "D" staff of Commercial /Operating in GP-1800/- Pay Matrix Level-01 & the staff working in Operating Department in GP-1900/- Level-2 are also eligible, except Office Peon of Operating Department Bilaspur Division.
- As on date of issue of notification, 02 (Two) years regular service in the working post/department (Commercial/Operating) is compulsory.

(RBE No. 16/2021 PCPO/SECR/BSP's Estt. Rule No: 43/2021)

2. SYLLABUS:

The tentative syllabus for selection to the post Commercial Clerk cum Ticket Clerk of Commercial department against 33½% DPQ is enclosed as **Annexure-A** for wide publication amongst the staff concerned.

3. PROCEDURE FOR WRITTEN EAMINATION:

- The exam will be held in the manner of Computer Based Test (CBT)
- Question paper will be 100% objective type.
- All the questions will be of multiple choices only.
- There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.
- There will be 110 questions including 10 optional questions on official language policy and candidates will have to answer 100 questions only. If any candidate answers more than 100 questions, the first 100 attempted questions will be counted.
- The above selection is against Departmental Quota and panel will be arranged in order of Merit and **not in order of Seniority**.
- The panel will be drawn after scrutiny of Service Record and last 03 (Three) year APAR's of the staff those who qualified in the written examination/CBT test. They will be empanelled only after passing the requisite Medical i.e. **B-2**. No supplementary Test will be held in terms of PCPO/SECR/BSP's letter dtd. 16-01-2007.
- The duration of examination under objective type multiple choices will be **120** minutes.

(PCPO/SECR/BSP's Estt. Rule No: 200/09, 196/11, 359/18, 164/19, 180/19, 267/19, 315/19 and 344/2022)

4. PROVISION OF RESERVATION:

- a. The conditions set out by the Hon'ble Supreme Court in the matter of Jarnail Singh Vs Lachhmi Narain Gupta for extending reservation in promotion to SCs/STs has been complied viz Quantifiable data has been collected in the cadre of Commercial Clerk cum Ticket Clerk. Post based roster is also maintained in due compliance of the judgment of Hon'ble Supreme Court in the case R. K. Sabharwal Vs State of Punjab. It is seen that there is shortfall of 03-SC & 01-ST category hence, representation of SC & ST in the cadre of Commercial Clerk cum Ticket Clerk is inadequate.
- b. The above selection is provisional subject to final outcome of judgment of Hon'ble Supreme Court in the matter of Jarnail Singh & others Vs Lachhmi Narain Gupta & other.

(Authority : PCPO/BSP's Estt Rule No.66/21,123/22, 165/2022)
PCPO/BSP's letter No. P-HQ/RUL/105/2 (E-86359) dtd 03-02-2023

- c. The feeder grade post is identified for PwBD category in terms of Estt. Rule No. 168/2022. Accordingly 01 vacancy arrived against PwBD. Hence 01 post is reserved for PwBD (i.e. Low vision).

(Authority : PCPO/BSP's Estt Rule No.54/19 & 168/2022)

5. MODE OF SELECTION AND QUALIFYING MARKS.

The professional ability of the employee in the field of selection will be adjudged through written test. The employees must secure minimum 60% marks in aggregate i.e. in both written test and record of service for final selection. The post of Commercial Clerk cum Ticket Clerk is non-safety hence the relaxation in the qualifying marks for candidates belongs to SC/ST community is applicable as per Estt. Sl. No. 266/99.

The final panel shall be drawn up in order of merit based on aggregate marks of "Professional ability" and "Record of Service" being General Selection since candidates from two different seniority units i.e. Commercial & Operating Department of Bilaspur Division are being called for selection. There will be no classification of candidates as "Outstanding" being General Selection. Respective weightage of marks of professional ability (written test) and record of service will be as per extant rules.

(Estt. Sl. No: 266/1999 & PCPO/SECR/BSP's Estt. Rule No: 167/2009)

6. PRE-PROMOTIONAL TRAINING:

Empanelled staff are required to be passed in mandatory promotional training for 60 working days

7. DATE OF EXAMINATION AND VENUE:

The date, venue and time of examination will be intimated in due course. However, it is to be advised to the volunteering staff that there will be no supplementary examination for the absentees being General Selection.

8. LAST DATE FOR SUBMISSION OF APPLICATIONS:

The willing and eligible employees have to submit their applications in prescribed Proforma in **Annexure-B** to their controlling supervisors on or before **02.06.2023** who will forward the applications in a bunch to the controlling officers on or before **05.06.2023**. The controlling officer will forward all the applications in a consolidated manner along with covering letter after due scrutiny to this office on or before **07.06.2023**. Applications received after the last date will summarily be rejected without assigning any reason.

9. NOTIFYING TO THE STAFF:

Wide publicity of this notification should be given amongst the eligible staff of Commercial & Operating Department of HQs office and BSP Division including Construction organization whose lien is maintained in Commercial & Operating Department of Bilaspur Division. A copy of notification should be displayed on a notice board at a conspicuous place. Staff who is on deputation/leave/sick should also be notified to enable them to submit their applications in time. It should be the responsibility of senior Subordinate/Supervisor to complete the formality in this respect. It is further advised that any other communication received in respect of the selection from time to time should invariably be intimated to all the eligible employees.

10. GENERAL INFORMATION:

- a. All candidates are advised to attend the examination hall on scheduled date of exam along with proper identification memo.
- b. Unit/Section in-charges are hereby advised to release the staff positively with proper identification memo.
- c. There will be mock test at the exam centre before starting main examination through Computer Based Test (CBT) so that candidates can be familiar with the CBT.
- d. In case of any unfair means noticed during the examination, candidates shall be asked to leave the examination hall and they will liable to be punished under DAR also.
- e. If any discrepancies are found at any stage in regard to the applicant's candidature he is liable to be disqualified at any stage of selection without any information.
- f. The notification is also available on SECR website-<http://www.secr.indianrailways.gov.in> Link of the Home page: Dept./Div of SECR → Divisions → Bilaspur → Personnel → Notifications

Digitally Signed by A

Ramesh Babu

Date: 22-05-2023 13:29:50

(A.RAMESH BABU)

Asstt. Personnel Officer
for Sr Divl. Personnel Officer

Date: 22-05-2023

No. E/153/Comml./CCTC/DPQ/P

Reason: Approved

Copy forwarded for information and necessary action to:

- a) PCCM/SECR, Sr.DCM/BSP, Sr.DOM(Co-rod)/BSP, Dy.CPO/Con./BSP, Ch. OS/Conf., Ch. OS/APAR, Bills-II, Ch. OS/IT, All Concerned Unit Incharge, DC-SECRMC/BSP, DS-AISCSTREA/BSP, DS-AIOBCREA/BSP.
- b) Ch. OS/APAR & Ch.OS/Bills-II is advised to submit last 03 years APARs & Service Record at the earliest.



दक्षिण पूर्व मध्य रेलवे /South East Central Railway

Office of the

Sr. Divisional Commercial Manager

DRM Complex, Bilaspur- 495004

(फोन) 07752-247130 (कार्यालय) 07752-247136 (फैक्स)



No.Com/Eff/CDR/Syllabus/CCTC33.33% DPQ & 16.67% LDCE/05/23

Date 11.05.2023.

To

The Sr.Divl.Personnel Officer

S.E.C.Railway,Bilaspur.

Sub:- Supply of syllabus for selection to the post of CCTC in GP-2000/- (7th PC Level-3) against 33.33% (DPQ) & 16.67% (LDCE) quota in Commercial Department over Bilaspur Division.

Ref:- Your office letter No. E/153/Comml/CCTC(DPQ & LDCE)/Pt-III, dated 10.05.2023.

In reference to letter cited above the requisite information is given below for your information and further action please.

Sr. No.	Syllabus
1	General Awareness regarding Railways
2	Quantitative aptitude upto 8 th standard.
3	Knowledge of English upto 10 th Standard.
4	Commercial Rules pertaining to Coaching Traffic, Parcel Traffic and Goods Traffic.
5	Knowledge of establishment matters regarding Leave Rules, Pass Rules and D&A matters.
6	Question from Rajbhasha (Optional).
7	General Knowledge.

(Vikas Kumar Kashyap)

Sr.Divisional Commercial Manager

S.E.C.Railway, Bilaspur.

वर्गित पण्डल वाणिज्य प्रबंधक-

Sr Divl Comml Manager-

दक्षिण पूर्व मध्य रेलवे, बिलासपुर

S E C Railway, Bilaspur

Application proforma for the post of Commercial Clerk cum Ticket Clerk in GP-2000/- (7th PC pay Matrix Level-3 in Commercial Department of Bilaspur Division against (33 $\frac{1}{3}$ % DPQ)

Notification No. 48/2023 date 22-05-2023

Srl.	Particulars	Details
1.	Name of the Candidate (In Block letters)	
2.	Father's Name	
3.	Present Designation/Station	
4.	Present GP- (Level)	
5.	Office/Unit	
6.	PF/NPS No.	
7.	HRMS No.	
8.	Date of Birth	
9.	Community Self attested copy of SC/ST certificate must be enclosed (Cast certificate must be entry in SR)	
10.	Whether PwBD or not please indicate (VH/HH/LD/MD) Medical certificate to be enclosed	
11.	Date of Appointment	
12.	Date of Regularisation in working post	
13.	Medical Classification	
14.	Date of Promotion in Level-2 in case of Operating Staff	
15.	Date of Completion of 02 (Two) years regular service in present grade	
16.	Mobile No.	
17.	Aadhar No.	
18.	Remarks if any	

Signature of the employee

Date:

Place:

The particulars furnished by the staff working under me are verified and found correct.

Signature along with the stamp
of Subordinate/In-Charge

