

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

Commercial Inspector (75 % DPQ)

NOTIFICATION No. 51/2023

Sub: Formation of panel for filling up the post of Commercial Inspector (75% DPQ) in Pay Matrix Level-6 in Commercial department of Bilaspur Division/SECR.

It is proposed to form a panel for filling up of **02** (Two) post of Commercial Inspector in Pay Matrix Level-6 against 75 % 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
Commercial Inspector	UR	SC	ST	02
	01	01	00	

1. ELIGIBILITY AND SERVICE CONDITIONS OF STAFF:

- Staff who have working in Sr. Commercial Clerk, ECRC, Sr. TC/TTE and Sr. CCTC (Level-5) are eligible for promotion as Commercial Inspector.
- As on date of issue of notification 02 (Two) years regular service in the working post in Commercial department Bilaspur Division.

(Authority : PCPO/SECR Estt Rule No.157/2010, 1.2 of Annexure-B of Estt. Rule No: 113/2016)

2. SYLLABUS:

The tentative syllabus for selection to the post Commercial Inspector of Commercial department against 75% DPQ is enclosed as **Annexure-B** for wide publication amongst the staff concerned.

3. PROCEDURE FOR WRITTEN EXAMINATION:

- 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. 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.

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 Inspector. L-Shape 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 01-SC & 00-ST category hence, representation of SC & ST in the cadre of Commercial Inspector 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. Feeder grade posts have been identified for PwBD in terms of 54/19 & 168/22. Being arising of 02 vacancies, reservation will not be provided at this selection. However, as and when vacancies increases then reservation will be extended in due course.

(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 Inspector 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 different seniority units in the same department i.e. Commercial 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. Srl. 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 90 working days.

(Authority : PCPO/SECR Estt Rule No.157/2010)

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 **09.06.2023** who will forward the applications in a bunch to the controlling officers on or before **12.06.2023**. 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 **14.06.2023**. 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 Department of HQs office and BSP Division including Construction organization whose lien is maintained in Commercial 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 Vayavya
Choubey

Date: 31-05-2023 07:39:57

Reason: Approved

(Vayavya Choubey)

Divl. Personnel Officer
for Sr Divl. Personnel Officer

Date: 30-05-2023

No. E/99/Comml./CI-III/7/47087

Copy forwarded for information and necessary action to:

- a) PCCM/SECR, Sr.DCM/BSP, Dy. CPO/Con./BSP, Ch. OS/Conf., Ch. OS/APAR, Bills-II, Ch. OS/IT, All Concerned Unit Incharge, DC-SECRM/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.

Application proforma for the post of Commercial Inspector in GP-4200/- (7th PC pay Matrix Level-6) against (75 % DPQ) in Commercial Department of Bilaspur Division

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 id	
8.	Date of Birth	
9.	Date of Appointment	
10.	Date of Regularisation in working post	
11.	Education Qualification	
12.	Date of Completion of 02 (Two) years regular service in present grade	
13.	Community Self attested copy of SC/ST certificate must be enclosed (Cast certificate must be entry in SR)	
14.	Mobile No.	
15.	Aadhar No.	
16.	Remarks if any	

Note:

I hereby enclose herewith educational/caste certificate duly attested, without which no application will be accepted. I have noted and understood the instructions mentioned in Notification No. 51/2023 dtd. 30-05-2023. The above information submitted by me if found incorrect, then I will not be eligible for appearing the above selection and for wrong information liable for action under DAR and deletion of my name from the panel.

Signature of the employee

Date:

Place:

The particulars finished by the staff working under me are verified and found correct. The application of the named employee is forwarded herewith for necessary action please.

**Signature along with the stamp
of Subordinate/In-Charge**



1. Freight:- Forwarding Note, Acceptance and booking of Goods and preparation of RR, Packing Labelling Manning and weightment/ re-weightment procedure, weighbridges and overloading and how to check overloading cases and levy punitive charges, re-booking and diversion, stacking, demurrage, wharfage, siding Rules, Rating and routing of Goods Traffic, FOIS, TMS/RMS, FBD portal, Freight, circulars & policy.
2. Marketing:- Different schemes of freight like advance payment scheme, weight only facilities, e-payment etc. parcel leasing policy steps involved for awarding parcel leasing contracts, Claims prevention, different Classification of Goods and related classes for charging freight.
3. Rajbhasha:- Different provisions of Official Language Act and Role of Indian Railway for promotion of Rajbhasha in Railway Working.
4. Establishment:- Pass Rules, Leave Rules, Railway Servants(discipline & Appeal) Rules.
5. Accounts:- Canons of financial propriety, financial planning and budgeting, works programme-financial justification of works and its survey, preparation of estimates capital budget, delegation of powers, Rules and procedure of tender and contracts for works contracts, earning contract pertain to commercial department, Audit para Accounts Para and clearance thereon.
6. Passenger Traffic:- Passenger fares, opening of passenger halts, procedure for allotment of JTBS reservation and refund Rules , steps to be taken for improvement of passenger traffic and earnings, Computerization of passenger reservation system UTS and maintenance of data base . Role of Commercial Department in Accident, Commercial Manual.
7. Passenger Amenities , Customer Care and passenger Services, Public complaints, customer care training to commercial staff, augmentation of class of stations. Different steps and procedure involved.
8. Function of Commercial Control and monitoring of passenger Amenities duties of Commercial Inspectors.
9. Different Steps of augmentation of Sundry earnings like cycle/Scooter/Car Parking STD/PCO booths, station earnings, outstanding-Steps for liquidating outstanding dues, luggage and parcel, Catering.
10. Sanitation and Cleanliness of station premises, Bedroll & Lines Management.
11. Different Kinds of Tickets and Concession, Upgradation Scheme, Talkal Schemes, Refund Rules.
12. Computerized reservation of passenger Services, UTS/PRS,NTES/IVRS.


नरिन्द्र प्रसाद मणिज्य प्रबंधक
Sr Divl. Comm. Manager.
दक्षिण पूर्व मध्य रेलवे, बिलासपुर
S E C Railway, Bilaspur