



SOUTH EAST CENTRAL RAILWAY

RAIPUR/ DIV

Notification

Digitally Signed.
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Date : 13/04/2026

Subject : SELECTION TO THE POST OF CHIEF COMMERCIAL CUM TICKET SUPERVISOR, PML-6 AGAINST 10% LDCE QUOTA IN COMMERCIAL DEPARTMENT.

Last Date of application : 24/04/2026

A. Cadre Details

Department	COMMERCIAL	Sub-Department	
Cadre ID	Commercial cum Ticket Clerk (58179)	Cadre Level	Chief Commercial-cum-ticket Supervisor (5453Pay Level: 6)
Intake Type	LDCE	Intake %	10.00%

B. Details of Vacancies

Note : Net vacancy is inclusive of PWBD vacancy as reservation for PWBD is horizontal reservation.

Net Vacancies					PwBD Vacancies				
#	SC	ST	UR	Total		a	b	c	d&e
Total	2	1	10	13	Backlog	0	0	0	0
					Current	0	1	0	0
					Total	0	1	0	0

C.

1. रायपुर मंडल के वाणिज्य विभाग में 10% LDCE कोटे के तहत, पे मैट्रिक्स लेवल-6 में 'मुख्य वाणिज्यिक सह टिकट पर्यवेक्षक' के 13 रिक्त पदों (UR-10, SC-02, ST-01) — जिसमें 1 PwBD (श्रेणी b) पद भी शामिल है, को भरने के लिए आवेदन आमंत्रित किए जाते हैं विवरण निम्नानुसार है Applications are invited for filling up 13 vacancies (UR-10, SC-02, ST-01) including 1 PwBD (category b), of Chief Commercial cum Ticket Supervisor in pay Matrix Level-6, against 10% LDCE Quota in Commercial Department of Raipur Division. The details are as under. उम्मीदवारों को सलाह दी जाती है कि वे अधिसूचना को ध्यानपूर्वक पढ़ें और अंतिम तिथि, यानी 24-04-2026 से पहले HRMS के माध्यम से अपना आवेदन जमा करें Candidates are advised to read the notification carefully and submit their application through HRMS before closing date i.e. 24-04-2026

D. Service condition

1. अधिसूचना की तिथि को अधिकतम 40 वर्ष तक की आयु वाले, और निम्नलिखित पात्रता शर्तों को पूरा करने वाले कर्मचारी इस चयन के लिए आवेदन करने हेतु पात्र हैं The employees upto 40 years of maximum age on the date of notification fulfilling following eligibility conditions are eligible for applying for this selection. a) वाणिज्य विभाग में कार्यरत सभी Class III (Group 'C') कर्मचारी (कार्यालय लिपिक/ मंत्रालयीन कर्मचारियों को छोड़कर), जो GP-4200 (Level-6) से नीचे, यानी Level 2/3 से Level 5 में काम कर रहे हैं (Level 3 से 5 में CCTC), All serving Class III (Group 'C') staff in the Commercial Department (other than Office clerk/Ministerial staff) working below GP-4200 (Level-6) i.e Level 2/3 to Level 5. (CCTC in Level 3 to 5). b) ECRC कैडर के Level-5 में, और CC तथा TC कैडर के Level-3 से Level 5 में काम करने वाले कर्मचारी भी पात्र हैं Staff working in Level-5 of ECRC cadre and Level-3 to 5 in the cadre of CC and TC respectively, are also eligible c) उम्मीदवारों ने ऊपर बताई गई पात्र श्रेणी/ग्रेड में, यानी Level-2 से Level 5 तक, कुल 2 साल की नियमित सेवा पूरी कर ली हो Candidates should have completed 2 years combined regular service in the eligible category/grade from Level-2 to Level 5 as mentioned above.

E. Required Education Qualification

1. किसी मान्यता प्राप्त विश्वविद्यालय/संस्थान से किसी भी विषय में स्नातक Graduation in any discipline from a recognized university/institute केवल उन्हीं डिग्रियों/योग्यताओं पर विचार किया जाएगा, जिनकी प्रविष्टि कर्मचारी की सर्विस शीट/HRMS मॉड्यूल में दर्ज की गई है Only those degrees/qualifications will be considered, for which the entry has been made in the service sheet/HRMS module of the employee.

F. Required Medical Fitness

1. Mandatory Fitness required in

G. Syllabus for the Examination

1. इस अधिसूचना के साथ अनुबंध 'A' में पाठ्यक्रम संलग्न है पाठ्यक्रम में यदि कोई परिवर्तन होता है, तो उसकी सूचना दी जाएगी Syllabus is enclosed with Annexure- A with this notification. Changes if any, in the syllabus will be informed.

H. Pre Promotional Training Requirement

1. अंतिम रूप से चयनित / पैनल में शामिल उम्मीदवारों को वर्तमान आवश्यकताओं के अनुसार उचित पदोन्नति प्रशिक्षण प्रदान किया जाएगा Finally selected/empanelled candidates will be imparted proper pre-promotional training as per present requirement.

I. Mode of Selection

1. I. उम्मीदवार की पेशेवर क्षमता का मूल्यांकन लिखित परीक्षा (CBT/TBT मोड) के माध्यम से किया जाएगा उम्मीदवार को लिखित परीक्षा में 60% अंक प्राप्त करना अनिवार्य है The Professional ability of the employee will be adjudged through Written Examination (CBT/TBT mode). Candidate must secure 60% of marks in written examination. II. उम्मीदवार 'बी-2' (B-2) मेडिकल श्रेणी में फिट होना चाहिए ऐसे उम्मीदवार जो कि प्रारम्भिक नियुक्ति के समय बी-टू मेडिकल कैटेगरी में फिट नहीं थे उन्हें लिखित परीक्षा पास होने पर बी टू मेडिकल कैटेगरी में मेडिकल परीक्षण हेतु भेजा जायेगा एवं बी टू मेडिकल कैटेगरी में पास होने पर ही उन्हें अंतिम चयन हेतु विचार किया जायेगा Candidate must be fit in Bee Two medical category. Candidates, who were not fit in Bee Two medical category at the time of their appointment, will be sent for re-medical examination in Bee Two medical category. Their final selection will be subjected to their passing in Bee Two medical category only. III. मेडिकल श्रेणी में फिट उम्मीदवार जो लिखित परीक्षा में एवं एग्रीगेट (CBT परीक्षा एवं सर्विस रिकॉर्ड में) न्यूनतम 60% अंक प्राप्त करेंगे उन्हें अंतिम स्क्रीनिंग हेतु विचार किया जाएगा The candidate who secure minimum 60% marks in written examination and in aggregate (CBT and record of service) will be considered for final screening.

J. Written Examination

1. I. CBT/TBT जून 2026 महीने के पहले सप्ताह में आयोजित किया जाएगा CBT/TBT will be conducted in first week of June 2026. II. लिखित परीक्षा CBT/TBT मोड में आयोजित की जाएगी The written examination will be conducted on CBT/TBT mode. III. सभी प्रश्न बहुविकल्पीय (MCQ) प्रकार के होंगे प्रश्नों की कुल संख्या 110 होगी (जिसमें राजभाषा के 10 प्रश्न शामिल हैं) हालाँकि, उम्मीदवारों को किन्हीं 100 प्रश्नों के उत्तर देने होंगे All questions will be of Multiple Choice Question (MCQ). Total No. of question will be 110 (Including 10 questions from Rajbhasha). However, candidates have to answer any 100 questions. IV. गलत उत्तर के लिए 1/3 अंक की नेगेटिव मार्किंग होगी There will be a negative marking @ 1/3 mark for a wrong answer. V. लिखित परीक्षा (CBT) की अवधि 2 घंटे होगी The duration of Written Examination (CBT) will be 2 hours.

K. Procedure of drawal of Panel

1. (i) अंतिम पैनल "व्यावसायिक क्षमता" और "सेवा का रिकॉर्ड" के कुल अंकों के आधार पर मेरिट के क्रम में तैयार किया जाएगा The final panel shall be drawn up in order of merit based on aggregate marks of "Professional ability" and "Record of Service" (ii) उम्मीदवार द्वारा लिखित परीक्षा (CBT) में प्राप्त अंकों के 50% अंक और सेवा रिकॉर्ड के 30 अंको (जिसमें एपीएआर, पुरस्कार, दंड आदि शामिल हैं) अर्थात् कुल 80 अंको पर पैनल का गठन किया जायेगा Panel will be prepared on a maximum marks of 80 i.e. 50% of the marks secured by the candidates in CBT plus 30 marks under record of service (which includes APAR, Awards, D&A etc). (iii) अनुसूचित जाति एवं जनजाति के उम्मीदवारों को इनके लिए आरक्षित पद के विरुद्ध पैनल में शामिल होने के लिए लिखित परीक्षा में 50% और कुल मिलाकर (लिखित और सेवा रिकॉर्ड) भी न्यूनतम 50% अंक प्राप्त करना अनिवार्य है Scheduled Caste and Scheduled Tribe candidates must secure a minimum of 50% marks in written examination and 50% in aggregate (CBT/Record of service) for being placed on the panel against the posts reserved for them. (iv) इस चयन में "असफल SC/ST उम्मीदवारों में से सर्वश्रेष्ठ" का मापदंड लागू नहीं है The criteria of "Best among Failed SC/ST candidate" is not applicable in this selection.

L. Prerequisite for Submission Of Application

1. (i) उम्मीदवार को अपना आवेदन केवल HRMS के माध्यम से ही जमा करना चाहिए परीक्षा के लिए कर्मचारी का नाम , पदनाम, कार्यस्थल, कर्मचारी संख्या, HRMS ID, ई-मेल ID और मोबाइल नंबर जैसी जानकारी HRMS से ली जाती है HRMS में सही जानकारी दर्ज है, यह सुनिश्चित करने की ज़िम्मेदारी उम्मीदवारों की होगी है परीक्षा के दौरान या उसके बाद किसी भी बदलाव के अनुरोध पर विचार नहीं किया जाएगा Candidate should submit his application through HRMS only. Details like name of employee, designation, working place, Employee No., HRMS ID, E-Mail ID, and Mobile No. are taken from HRMS for the examination. Candidates will be responsible for ensuring correct entries in HRMS. Requests for changes during or after the exam will not be considered. (ii) अंतिम तिथि के बाद प्राप्त आवेदनों पर किसी भी परिस्थिति में विचार नहीं किया जाएगा Applications received after closing date will not be considered at any circumstances.

M. Grounds for Rejection of Application

1. यदि आवेदन में कोई विसंगति पाई जाती है—जैसे कि आवश्यक दस्तावेजों/जानकारी का अधूरा होना या उनकी कमी, अथवा यदि उम्मीदवार चयन के लिए अधिसूचना में निर्धारित न्यूनतम शैक्षिक योग्यता, आयु, चिकित्सा मानक या अर्हक सेवा की शर्तों को पूरा नहीं करता है—तो आवेदन अस्वीकृत कर दिया जाएगा और उसकी उम्मीदवारी रद्द कर दी जाएगी Application will be rejected and candidature will be cancelled if any discrepancy is found like, Incomplete or lack of required documents/information etc or the candidate does not meet the minimum Educational Qualification/ Age / Medical standard/ required qualifying service specified in the notification etc.

N. Post Empanelment Conditions

1. उम्मीदवारों को वर्तमान आवश्यकताओं के अनुसार उचित प्रशिक्षण प्रदान किया जाएगा चयनित उम्मीदवारों को प्रशासन की आवश्यकता के अनुसार रायपुर मंडल के किसी भी स्टेशन/यूनिट में तैनात/स्थानांतरित किया जाएगा Proper training will be imparted to the candidates as per present requirements. Selected candidates will be posted / transferred at any station/units of Raipur Division as per requirement of administration.

O. Tentative Timeline

1. last date for submission willingness/option 24/04/2026

P. Attached Annexure List

Sr	Type	Remarks
1	SYLLABUS FOR EXAMINATION	

Signed by:

MAHENDRA KUMAR SHARMA
APO
SECR/RAIPUR /DIV

Copy To (HRMS ID) :

Concerned Employee: NISHA DILIP PATIL (CBHEBK)/CHIEF OFFICE SUPERINTENDENT/SECR/(RAIPUR /DIV), AVADHESH KUMAR TRIVEDI (ECRCZD)/SR DCM/SECR/(RAIPUR /DIV), VIVEK TAUNK (IRRPKZ)/OFFICE SUPERINTENDENT/SECR/(RAIPUR /DIV), BRIJESH SINGH (LLDNBL)/CHIEF COMMERCIAL CUM TICKET SUPERVISOR/SECR/(RAIPUR /DIV), ANAND MYLAPILLI (OHFSGS)/OFFICE SUPERINTENDENT/SECR/(RAIPUR /DIV), DEV PRASAD DHURUW (OZTRGO)/CHIEF OFFICE SUPERINTENDENT/SECR/(RAIPUR /DIV), SWARNSINGH KALSI (XJQQPQ)/CHIEF OFFICE SUPERINTENDENT (Level-8)/SECR/(RAIPUR /DIV)

Copy To :

Sr DCM/RAIPUR, DC/SECRM/R, DS/AISCSTREA/R, DC/SECROBCEA/R,

Annexures

I. General

1. Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.
2. Reference Books and their use.
3. IT Applications - Freight Business Development Portal (FBDP)/ Rail Sugam Mobile App. Parcel Business Development Portal, ICMS, e-Auction, NTES, IRPSM, IREPS, PRIMES, UDM (User Depot Module), GeM, RBS (Rates Branch System), e-ACT & TPMS (Terminal Pipeline Management System) in FOIS.

II. Goods Traffic:

1. Organization and Functions of Commercial Department at Divisional, Zonal and Railway Board level.
2. Booking of Goods Traffic - Forwarding Notes, Registration of Indents, Premium Indent, Allotment. Rating and Routing of Traffic. Mis-declaration, RR. Weighment including Punitive Charges due to overloading, Classification of Goods, Loading and Unloading including Transshipment, Free Time for Loading and Unloading. Booking of Animals, Dangerous and Offensive Goods, Military Traffic, RMC, PCC of Wagons. Special Purpose Wagons, Standard Rake Sizes, Terminal Management System (TMS) etc.
3. Working of Goods sheds, Different charges rent charges like Demurrage, Wharfage, Penal Demurrage, Penal Wharfage, Stacking. Stabling, Terminal Access Charge. Terminal Charge. Through Distance Charging, Round the clock working of Goods Sheds. PPP mode development of Goods Sheds etc.
4. Container Traffic, Container Rail Terminals, Booking of Container Traffic, Haulage Charge, Container Class Rates, Weighment of Container and Exemptions, Double Stack Dwarf Containers, Tank Containers.
5. Weighment, Rules of Levying of Punitive Charges for overloading, Electronic In- Motion Weighbridge (EIMWB), Automatic Pre Weighbin System, Integration of Weighbridges with FOIS.
6. FOIS/TMS/RMS, BDU, FBD, RBS,
7. e-RD and e-TRR, e-Payment / Online Payment, Late Payment of Freight Charges, GST/e-Waybills.
8. Freight Incentive Schemes, Trainload Benefit, Quick Transit Service, Loadability of Wagons, Higher Capacity Routes. Various Wagons Investment Schemes like
9. LSFTO, AFTO and GPWIS.
10. MGR and Ro-Ro Policies.
11. Out Agencies, City Booking Offices and other Ancillary Services.
12. Siding Policy, GCT Policy. PFT and other Freight Terminals. EOL
13. Dedicated Freight Corridor.
14. Other recent Policy changes regarding Freight, Lump Sum Rates, Piece Meal Traffic, Freight Forwarder Scheme etc.
15. Sealing and Labelling of Wagons, Delay in Transit, Diversion of Wagon Load Traffic, Disposal of Seal Defective Wagons, Transport of Small Traffic.
16. Delivery of Consignment, Undercharges, Overcharges, Refund of Overcharges. Delivery of Consignment Short of Destination, Disposal of Consignments Over Carried, Disposal of Unclaimed and Unconnected Consignments, Open Delivery and Assessment Delivery, Missing Goods Report, Damage and Deficiency Report.
17. Dynamic Pricing, LTTC, TEFD, Station to Station Rates (STS) etc.
18. Various Private Siding Policy - Green Field PFT, Brown Field PFT etc.
19. Preferential Traffic Order (PTO), Rationalization Routes. Diversion and Rebooking of Goods Traffic.

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20. Coordination of functions of various Consultative Committees at National, Zonal and Divisional Level.
21. Cause of claims and their prevention. Organization of claims and refunds. Procedure for settlement of claims, Common Carrier Liabilities. RCT.
22. Compensation in case of Untoward Incidents and Accidents, Ex-gratia payments. Sec-124/124A

III. Passenger Traffic:

1. The Railways Act chapters relating to Passenger Traffic and Traffic Facilities, Working of Railways, Responsibility of Railways as Carriers and Penalties and Offences.
2. PRS, Reservation and Refund Rules, Break Journey Rules, ARP (Advance Reservation Period), PNR, Concept of e-Tickets, Tatkal Rules, Tickets through ATMs, Premium Trains/Dynamic Pricing, Different types of Quotas and its allotment Block Booking, Passenger Profile Management (PPM).
3. Unreserved Ticketing System (UTS), UTS on Mobile, Automatic Ticket Vending Machines (ATVM), Jansadharan Ticket Booking Scheme (JTBS), Station Ticket Booking Agent (STBA), Yatri Ticket Suvidha Kendra (YTSK) etc.
4. Vande Bharat Trains. Suvidha Trains, Bharat Gaurav Trains, FTR, Special Trains and other various trains.
5. Various measures including Intensive Check Posts (ICPs) to Combat Ticketing Frauds and Ticket less Travelling, Hand Held Terminals (HHT), TTE Lobby System,
6. Categorization of Railway Stations depending upon Passenger Earnings and/or outward Passengers.
7. Passenger Amenities, Model Stations-Minimum Essential Amenities, Recommended and Desirable Passenger Amenities depending upon classification of Station, ABSS, Station Redevelopment, Plan Head-53, Works Programme etc.
8. Policy Guidelines for Halt Stations.
9. Integrated on-board Services, Bedroll distribution in AC Coaches, Cleanliness of Coaches, On Board Housekeeping Services (OBHS), Clean Train Station (CTS), National Green Tribunal (NGT), Station Cleanliness and Role of EnHM Directorate etc.
10. Public-Private-Partnership (PPP) Schemes, Pay and Use Toilets (Deluxe as well as Normal), Retiring Rooms, Waiting Halls, Beautification of Stations etc.
11. Train Enquiry System - National Train Enquiry System (NTES), Integrated Train
12. Enquiry System (ITES), Call Centers, RTIS etc. Integrated Coach Management System(ICMS)
13. Passenger Service Committee, Passenger Amenities Committee.

IV. Parcel Traffic

1. Parcel Business Scenario.
2. Rules regarding Parcel Booking, Marking, Labelling, Overloading etc.
3. Delivery of Parcels, Open Delivery and Assessment Delivery.
4. Leasing Policy for SLRS and VPU's, Parcel Cargo Express Trains (PCET), Kisan Rail, Rail Milk Tankers and other Parcel services.
5. JPP-RCS
6. Advance Booking of Parcel Space.
7. Categorization of Parcel Classes, Procedure to change the Class.
8. Rating of Parcel Traffic.
9. Disposal of Unconnected/Unclaimed Parcels.
10. Handling of Claims cases in case of Parcel Traffic.
11. Parcel Management System (PMS)
12. Luggage.

V. Other Sources of Revenue:

1. Non-Fare Revenue & its Sources, Importance of NFR. Scope of increase and Impediments in Increasing NFR.
2. e-Auction, Tenders and Contracts.
3. Sundry Earnings.
4. Commercial Publicity-Policies and implementation on Zonal Railways.
5. Classification of Earnings, Earning Estimates.
6. Strategies to enhance Sundry Earnings. Parking Contracts, Lounges. Cyber Cafes, ATMs, various Kiosks etc.
7. Catering and Vending Services, Catering Policy, Book Stalls Policy, Multi Purpose Stall (MPS) Policy, One Station One Product (OSOP) Policy, PMBJK.

VI. Traffic Accounts:

1. Station Balance Sheet, Accountal of Earnings, Collection of Earnings and Rail Shakti Scheme.
2. Realization and their Clearance, Certified over Charge sheet.
3. Online Balance Sheet.
4. Commercial Inspections, Schedule of Inspections. Important factors to be observed during Commercial Inspection.TIA Inspections
5. Station Outstanding, its clearance.
6. Audit and its replies.
7. Disposal of old Records including Tickets. Frauds and Embezzlements and their Prevention

VII. Misc:

1. IRCTC and its functions,. Commercial Statistics-their usefulness.
2. Postal Traffic.
3. Traffic Survey.
4. Land Management Policy of IR.
5. Railway Tourism, Circular Tickets,
6. Marketing and Sales activities at the level of Divisions and Headquarters.
7. Liability of Railways in case of Accident of a Passenger Carrying Train.
8. Customer Care.
9. Public Grievance Redressal, Rail Madad, CPGRAM etc.
10. National Rail Plan, Mission 3000MT.
11. National Logistics Policy.
12. HOR, Identity card cum railway pass for MPs and Ex-MPs, Rail Travel Coupons for MLA/MLC & Accredited Press Correspondents and News Cameramen.
13. Kinds of Rly. Passes – Class Eligibility, Luggage Free Allowance and other facilities and P.T.O.
14. Leave Rules, DAR, Conduct Rules.
15. RTI, PNM, iGOT-Karmyogi.
16. Various Railway Act sections related to commercial deptt.,
17. Rabhasha