



SOUTHERN RAILWAY

Personnel Department
Chennai Division
Chennai 600 003.

No. M/P. 608/I/Comml./CCTC/PQ
[E File No:510118]

Dt.: As signed

NOTIFICATION

Sub: Selection for the post of Commercial-cum-Ticket Clerk (CCTC) against 33 1/3% Promotional Quota in Level-3 of 7th PC Pay Matrix – Notification– Reg.

Ref: (1) RBE No.28/2018, dt.26.02.2018.
(2) RBE No. 85/2023, dt.03.07.2023.
(3) PBC No.253/2024 dt.20.11.2024

1. It is proposed to conduct a selection to fill up **41 vacancies** (UR-30, SC- 06, ST- 03 & PWBD- 02) of Commercial-Cum-Ticket Clerk (CCTC) in Level-03 against 33 1/3% Promotional Quota in Chennai Division. Out of the total vacancies, 02 posts are earmarked for PWBD candidates, as per RBE No. 74/2022, dt.05.07.2022.

2. (i) Eligibility to Apply

(a) Employees who are **holding lien & seniority in Chennai Division** in the cadre of Level - 1 and Level - 2 of VII PC Pay Matrix of Commercial, Catering Branches & Operating Department including Safaiwalas (of Operating), if any, working in Chennai Division as well as in Headquarters are eligible to apply. [Authority: Board's letter No. E (NG)1/2018/CFP/5 Dt.04.03.2021.

(b) Eligible Employees as per para above should be in possession of minimum educational qualification of Pass in Matriculation / SSLC or equivalent examination.

(c) Employees who are eligible as per para (a) and (b) above should have completed a minimum of **02 years of regular service (without any absent period)** in Level-1 as on the date of notification.

(d) Employees who are working in Level-1 posts but drawing pay in higher pay level on account MACPS are also eligible to apply. However, such employees should be available/borne in the same seniority unit, till publication of final panel. In other words, after applying, if they opt to take up promotion to higher level post in their normal avenue, before the publication of final panel, they will be declared ineligible.

(ii) INELIGIBLE EMPLOYEES

(a) Such of those staff in Traffic Department like TI peons and office peons (General Assistants) who are having avenue to Group C ministerial posts are not eligible to apply. [Authority: Para 189 of IREM Vol. I]

(b) Employees who are not provided with lien and seniority in MAS Division like Substitutes (Course Completed Act Apprentices covered under Case CA No. 1909 of 2015 in Hon'ble Supreme Court) as well as those who are in -1S scale (not in possession of X Std/SSLC/Matriculation qualification) are not eligible to apply.

3. SYLLABUS

The syllabus for the examination is given as *Annexure* to this notification [Authority: PBC 80/2024]

4. METHOD OF SELECTION:

The Selection/empanelment consists of

- (A) Written examination; and
- (B) Perusal of Service Records of those who qualify in the written examination.

Perusal of Service Records include

- (a) APAR Gradings obtained for the year ending 31/03/2024, 31/03/2023 & 31/03/2022;
- (b) Educational qualification;
- (c) Awards received during Railway Week celebrations at DRM/PHOD level; GM level and Railway Board level; DRM's Safety Awards; and
- (d) Punishments/penalties received in the past three years i.e. 2024, 2023 and 2022.

(A) WRITTEN EXAMINATION

In terms of Board's letter No.E(NG)1-2003/CFP/2 dated 22.09.2003, RBE No.165/2003, selection will be based on written examination and scrutiny of Service Register. There will be no viva-voce. The written examination will be held either **through CBT mode or in OMR sheet**, which will be advised in due course.

Being a non-safety category post, there will be NO PRE-PROMOTIONAL TRAINING for the SC/ST employees.

Being a general selection from volunteers from different seniority units across more than one department, there will be NO SUPPLEMENTARY EXAMINATION. Question paper will be set in English/Hindi bilingual.

The Written examination will consist of 100% objective type multiple choice questions. The question paper will consist of 110 questions with 100 questions on the professional subject and 10 questions from Official Language (Board letter No. Hindi - 2010/OL-1/10/4 dated 14.12.2016). Employees should answer any 100 questions out of the 110 questions. It may be noted that answering questions on official language is NOT COMPULSORY. The first answered 100 questions only will be taken for evaluation (if on OMR).

Qualifying marks in the written examination [Authority: PBC No. 08/2009]

- | | | |
|------|-----------------|----------------------------|
| (i) | UR employees | - 50% |
| (ii) | SC/ST employees | - 40% (relaxed standard)** |

**This relaxation for SC/ST employees is available only if they are considered against the notified reserved vacancies.

The Service records will be perused and other parameters into consideration only for those employees who secure the above qualifying marks.

Being a non-safety category post, the scheme of 'Best Among Failure' is applicable for this selection, as prescribed in **RBE No. 57/1995** This scheme will be operated only when eligible employees under 'relaxed standard' for SC/ST vacancies do not qualify to be empanelled.

For being placed in the panel under the above scheme, an employee belonging to SC/ST category must secure a minimum of 20% marks under Written exam, record of service, etc., and also in the aggregate.

(B) PERUSAL OF RECORD OF SERVICE

For this purpose, the written examination marks obtained by employees will be equated to 85 marks and 15 marks will be awarded for record of service which includes marks for educational qualification, gradings in APAR, awards and punishments for the last three years as detailed in Para 4 above

(C) EMPANELMENT/PROMOTION

(a) Since the empanelment will be from among the employees borne on different seniority units across more than one department, the selection is considered as General Selection and the **panel will be on merit** in terms of **RBE No.164/2022 Dt. 21.12.2022 and RBE 17/2014, dt. 06/02/2014**. As the panel will be arranged on the basis of merit, there **WILL BE NEGATIVE MARKING** while evaluating the answers, in terms of RBE No. 194/2019, dt. 14/11/2019.

(b) In terms of RBE No. 65/2019, the prescribed medical fitness for the post of CCTC is **Bee Two**. Hence, all the employees who qualify in the written examination will have to undergo medical examination for fitness in Bee Two medical fitness. Further consideration of employees in the selection process will be based on their medical fitness in Bee Two. It may be noted that mere directing for medical fitness does not entitle a candidate any claim or right for being placed in the final panel.

(c) To be placed in the final panel, an employee must secure the following marks in aggregate i.e. total of written examination, record of service marks as follows, besides being fit in Bee Two medical classification.

(i)	UR employees	- 50%
(ii)	SC/ST (relaxed standard)	- 40%
(iii)	SC/ST (Best among failures)	- 20% (also under each head)

(d) Employees who are selected and placed in the provisional panel will be directed to undergo the mandatory initial training at MDZTI/TPJ. Promotion will be only on successful completion of the training. Date of assigning seniority in the promoted post will be governed by provisions contained in **Para 303 of Chapter – 3 of IREM Vol. I**

6. METHOD OF APPLICATION

Employees who are eligible as per the terms and conditions notified above, should submit their applications "on-line" in the portal in the Chennai Division website through the link

www.pbmas.in/notifications/

Opening date for on-line registration	-	23/12/2024
Closing date for on-line registration	-	27/01/2025

Please note that physical applications (in paper format) will not be accepted and will be rejected summarily. The method of submitting application will be

- Employee should fill in the details in the on-line portal in the prescribed proforma/format
- After completely filling the application, the application should be downloaded and forwarding signature of the supervisor should be obtained on the downloaded application
- After this, the application should be scanned and uploaded in the website.

The employee should upload relevant document with the application at the time of submission.

In case the application is not uploaded after obtaining the signature of the supervisor, it will be considered as 'unwillingness of the employee' and the name of the employee will not be considered any further.

It shall be the responsibility of the Supervisors concerned to give wide publicity about this notification including those who are working outside the Division on temporary transfer/deputation etc., whose lien is with MAS Division, as well as those who are either on leave or on sick list.

7. GENERAL

After scrutiny, the list of eligible employees to appear in the selection will be notified in the website. Hence, employees may keep a constant watch to get the updates.

It shall be noted that on submitting application, the employee becomes equally responsible for ascertaining his eligibility and appearing in the written examination, if eligible, etc. Hence, they have to watch the updates at frequent intervals, which will be posted in the website (www.pbmas.in) regarding this selection.

This notification is also available in Chennai Division Personnel Department website at Railnet.

8. In compliance with the directions of the Hon'ble Supreme Court of India in Shri M.Nagaraj vs UOI & Others case, the above selection has been initiated only after ascertaining quantifiable data of representation of SC and ST employees in the grade as per the post-based roster and the same has been certified by the respective cadre controlling officers.

9. The **tentative schedule** for the selection (OMR sheet method) is given below:

1	Opening Date for application through 'on-line' mode	23/12/2024
2	Closing Date for applying	27/01/2025
3	Publishing of list of eligible employees	31/01/2025
4	Date of written examination	15/02/2025
5	Date of publication of answer keys	17/02/2025
6	Last date for representation against the answer key	24/02/2025
7	Publication of results of written examination	28/02/2025
8	Publication of provisional panel	31/03/2025

This has the approval of the competent authority.

Encl: SYLLABUS

APO/I/MAS
/Sr.DPO/MAS

Copy to: PS to DRM for kind information of DRM
CPM/GS, ADRM/I & II – for kind information
Dy. CPO/HQrs – for kind information with respect to employees
working in HQrs.
Sr.DCM/MAS & Sr.DOM/MAS – for kind information
Ch. OSs/Optg & CP Cell/MAS, CCI/MPP/MAS & TI/Staff/MAS
JE/IT – for uploading in website
DSs/DREU &SRMU
DSs/AIOBC REA &AI SC/ST REA

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. (PBC 80/2024)

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