

S. E. Railway

Office of the  
Sr. Divl. Personnel Officer  
S. E. Railway / Ranchi

No. SER/P-RNC/EC/CCTC/33.33%/2024

Dated: 25.01.2024.

To  
The Sr. DCM/RNC, Sr.DOM/RNC  
S.E.Railway, Ranchi Division.

**NOTIFICATION**

**Sub:** Selection for promotion to the post of Commercial-cum-Ticket Clerk in Level-3 against 33.33% Departmental Promotional Quota (General Selection) in Commercial Department.

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It has been decided to fill up the vacancies of Commercial-cum-Ticket Clerk in Level-3 against 33.33% Departmental Promotional Quota (General Selection) in Commercial Department of RNC Division. Accordingly applications are invited from all eligible and willing candidates of Commercial and Operating Department of Ranchi Division. Details are as under:-

**1. Vacancies:**

Total 21 [UR-14, SC-05 & ST-02. Including 01 PwBD (D&HH)]

**2. Eligibility criteria:**

In terms of PCPO/SER/GRC's Estt Srl. Nos. 14/2021, 82/2018 (RBE Nos.16/2021, 28/2018), RBE No. 85/2023 and RBE No.164/2022, the post of Commercial-Cum-Ticket-Clerk against 33.33% quota will be filled up by General Selection from staff in Level-1 and Level-2 including Safaiwalas of Operating and Commercial Departments.

The staff will be eligible for promotion against 33.33% quota having minimum 02 (two) years continuous service in the relevant grade on successful completion of probation period irrespective of the fact whether such staff belong to GEN/OBC/SC/ST.

The staff who are appointed as substitutes and subsequently regularized in erstwhile Gr-D category posts are required to fulfill the service condition of 02 (two) years counted from date of regularization. (RBE No. 165/2003, Estt. Srl. Nos. 145/2003, 77/2016, 38/2017, 58/2017).

**Note:-** In terms of Estt. Srl. No. 55/06 (RBE No. 34/06) & 129/06 (RBE No. 99/06) in respect of employees who have reported/joined in eligible Departments of RNC Division on Inter Railway Request Transfer/Inter Divisional Request Transfer on bottom seniority, the service rendered in the old unit will be count for the purpose of qualifying service for promotion in new seniority, subject to condition that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new seniority unit and the category in which he/she was working in old unit is an eligible category for the selection/post in the new unit also.

**3. Cutoff date:**

In terms Estt. Srl. No. 153/2006 (RBE No. 117/2006) date of notification is cutoff date for all purpose like length of service, qualification, service condition etc.



Contd....(2)

#### 4. Mode of selection:

The posts of Commercial-cum-Ticket Clerk in Level-3 against 33.33% Departmental Promotional Quota (General Selection) shall be filled on the basis of selection. The selection will consist of written test and record of service of 85 and 15 marks respectively in terms of Estt. Srl. No. 145/03 (RBE No. 165/03).

In terms of RBE Nos. 196/2018, 97/2019, SER's Estt. Srl. No. 129/2019 and RBE No. 194/2019, the question paper will be 100% Objective Type. All the question will be of multiple choices only. The written examination will be conducted on OMR sheet/CBT mode.

To ensure the authenticity of the answers -

- (a) Erasing/using liquid fluid is not permitted. Hence in such case, question will be treated as attempted wrong and marks will be deducted accordingly.
- (b) Multiple marking of options not permitted. Hence in such case question will be treated as attempted wrong and marks will be deducted accordingly.
- (c) Stray marking, dots, slashes is not permitted.
- (d) Only Blue Colour ball pen is to be used in examination & OMR Sheet.

Answer having correction/overwriting, Erasing/using liquid fluid, multiple marking of options will be treated as attempted wrong. There will be negative marking @1/3 mark for a wrong answer. No negative marking against non-attempted question. Duration of examination will be 90 minutes.

Question papers are required to be prepared in bilingual form i.e., English and Hindi. The staff will have the option to write their answers either in Hindi or English. The Question for about 10% of total marks allotted for written test should be set on official language policy and rules. The Question on official language policy and the rules may not, however be compulsory. Question papers will contain 110 objective question, out of which only any 100 question to be attempted. If any candidates attempt more than 100 questions, only 100 questions from the first be evaluated. If any discrepancy found in the Question of Hindi version, the only English version question will be valid

- (i) **Record of Service:-** Record of service will be assessed based on entries in the Service Book/ Personal file regarding academic/technical qualifications, awards/punishment etc.

#### Distribution of marks of Service Record:-

- (a) **Service Record – 05 marks:-** The base marks under this heading will be taken as 03 for all candidates. Further as per SER Estt. Srl. No. 177/02 & 266/99, Award and merit certificate for DRM/PHOD/GM/Board level in last 3 years, maximum 01 mark for each award/merit certificate will be taken. For major penalty during the 03 years under consideration, 01 marks to be deducted for each major penalty and ½ marks to be deducted for each minor penalty. The maximum marks under this heading should not exceed 5 marks.

- (b) **Educational qualification 10 marks:-** The marks will be allotted as follows:-

Srl. No.	Education Qualification	Marks
1	Post Graduation in any stream/Master degree/Higher	10
2	Degree in Engineering/ Graduation/Hons. Degree	09
3	HS /10+2 / Diploma	08
4	Matriculation/10 <sup>th</sup> pass/ITI	07
5	Below Matric	06

(Authority:- As per CPO/GRC's Ir. No. SER/P-HQ/Ruling/0/963 dated.23.03.2023 & 24.05.2023)

Contd....(3)



## **5. Formation of Panel:**

In terms of RBE Nos. 113/2009 & 17/2014 (SER Estt. Srl. No. 19/2014), the UR candidates must secure 60% or more marks in Written Test as well as in aggregate for being placed on the panel. In case of SC/ST candidates, 10% relaxation in the qualifying marks in the written examination as well as in aggregate will be allowed against the reserve vacancies. Reservation of PwBD employee will be made in accordance with instructions contained in RBE No. 74/2022.

In terms of RBE No. 164/2022, the final panel shall be drawn in the order of merit based on aggregate marks of "Written Test" and "Record of Service".

## **6. Syllabus & Question bank**

The syllabus prescribed for the examination is enclosed as **Annexure-II**. Updated question bank covering the complete syllabus will be provided to the staff concerned or the same can be downloaded from Official Website: [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in). It is further advised that there will not be any mandatory limit of question from the question bank.

## **7. Training and Medical of successful candidates**

The selected candidates have to pass the prescribed medical examination in Bee-Two medical category and who fail in the prescribed medical examination will not entail to any right to claim for promotion of Commercial-cum-Ticket Clerk. The candidates who will pass the medical category in Bee-Two will be sent to undergo prescribed promotional course training at ZRTI/SINI. Those who passed the promotional course training will be promoted as Commercial-cum-Ticket Clerk (Provisionally) and those who fail in the training will be sent back to their parent cadre.

## **7. Important dates & points Staff/Officer to be noted:**

Last date of receipt application in concerned staff departmental office is **21.02.2024**. Concerned Deptt. must verify all the service particular as per eligibility criteria and forward the same to this office on or before **23.02.2024** in a bunch. Application will not receipt directly in this office. **After the 23.02.2024 (last date) no application will be entertained under any circumstance.**

Staff working in Construction/Project/ Ex. Cadre organization/units etc. and maintain lien in RNC Division should submit their application through their respective Personnel Branch Officers. Their eligibility will be determined with reference to position in parent department of RNC Division subject to fulfillment of other condition laid down.


## **8. Other information:**

At any stage of selection, if any applicant candidature is found to be defective/ineligible or not as per extent rules, his candidature will be rejected without assigning any notice/reason. Thus mere calling or being eligible provisionally for the selection does not confer them for such promotion. The administration also reserved the right to cancel the notification/notified vacancies at its discretion, if any discrepancies are found at any stage and such decision will be final and binding on all.

Contd....(4)

The controlling staff officers are requested for wide circulation of this notification to all concerned and invite applications from all the willing and eligible staff including those on leave/training/deputation having lien in RNC Division.

**Encl:** 1. Annexure-I (Application Proforma)  
2. Annexure-II (Syllabus)


  
( Alok Kumar Ray )  
Asstt. Personnel Officer  
for Sr. Divl. Personnel Officer / Ranchi

**No. Even**

**Date : 25.01.2024.**

Copy forwarded to the following for kind information and necessary action:-

(1) All SMRs of RNC Division, Sectional DTIs, CYMs/HTE/MURI, (2) CCIs/CSs/CTIs of RNC Division, (3) Comml. Control, (4) Ch.OS (Confdl)/Personnel/RNC, (5) Ch.S&WIs/S&WIs of RNC Division, (6) DC/SERMU/RNC, (7) Representative of NFIR, (8) Divisional Secy. AISCSTREA / AIOBCREA/RNC & (9) Notice Board.

  
for Sr.Divl. Personnel Officer/Ranchi





Affix passport  
size photo  
attested by  
controlling  
officer

### Proforma of Application

**Sub:** Application for Selection to the post of Commercial-cum-Ticket Clerk in Pay Level-3 (GP 2000/-6<sup>th</sup> CPC) against 33.33% in Commercial Department, RNC Division.

**Ref:** Sr.DPO/RNC's Notification No. SER/P-RNC/EC/CCTC/33.33%/2024 dtd. 25 .01.2024.

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1	Name of the Applicant (in block letter)	
2	Father's Name	
3	PF No/Employee No	
4	Community(UR/SC/ST) (Caste certificate SC/ST must be enclosed)	
5	Designation/Station/Department	
6	Date of Birth	
7	Date of Appointment	
8	Date of Regularisation	
9	Capacity on Appointment	
10	Date of total regular service in GP Rs. 1800/- (Level-1), Rs. 1900/- (Level-2), in Optg/Comml Department as on date of notification on substantive post.	
11	Total length of service in eligible category (As on 25.01.2024)	..... Year.....Month.....Days
12	Educational Qualification(Attested photocopy of educational qualification certificate must be enclosed)	
13	Present Medical Category	
14	Transfer particulars if any from other Department to Optg/Comml Deptt or from other Division/Railway and date of joining in Optg/Comml in RNC Divn.	

I hereby declared that the information given above is true to the best of my knowledge. I also understand that candidature shall be liable to be cancelled in case of any wrong/misleading information given by me. (N.B: All columns should be filled up by the staff concerned himself/herself)

Date:

Station:

Signature of the Applicant

Forwarded to Sr.DTM/DCM/RNC for further action and above particulars are verified and found correct.

Date:

Station:

Signature of immediate Supervisor  
with stamp

Name:

Designation:

Verified and counter signed and forwarded to Sr.DPO/RNC.

Date:

Signature of the Controlling Officer  
with stamp



## ANNEXURE - II

**IN TERMS OF ESTT SL NO 145/2003, THE SYLLABUS FOR SELECTION TO THE POST OF COMML-CUM-TICKET CLERK IN LEVEL-3 AGAINST 33.33% QUOTA IN COMMERCIAL DEPARTMENT IS AS UNDER.**

**Part-A : General English.**

- (i) Meanings, Antonyms, Synonyms, Sentence correction (preposition, conjunction, verb-tense usage).
- (ii) Objective type comprehension, passage, arranging points/arguments in chronological sequence, spotting flaws in language, arguments or rule quoted.

**Part-B :**

- (i) Mathematics -  
Multiplications, divisions, averages, percentages, profit & loss, time and work, speed and distance, simple interest etc.
- (ii) General Knowledge & current Affairs.
- (iii) Ticket checking aspects, Concessions, UTS/PRS/Parcels/Goods/Catering/ATVM / STBA/YTSK/ITBS, Reservation & Refund Rules, Consultative Committee,
- (iv) Historical and current personalities and place of national importance.
- (v) General Knowledge about Indian Government (E.g. Important offices and Ministers etc) and sports (E.g. Personalities).
- (vi) Railway related.  
Indian Railways organization structure - Railway Board, Zonal Railways, Division, Production unit etc.  
South Eastern Railway zone-Organization structure, geographical jurisdiction, important stations, important loading points, important tourist location etc.
- (vii) Rajbhasha (optional).  
The question paper shall also contain questions on official language and policy rules to the extent of 10% of the total marks allotted which will be optional.

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