

No: SER/P-KGP/EC/212/1/CCTC/Selec./DPQ (33-1/3%)/24

Date: 06.09.2024

To

The Sr.DCM/KGP, Sr.DOM(Co-ord.)/KGP, Sr.Sports Officer/GRC, AARM/SRC, WPO/KGP, Sr.ARM/SHM, APO/SRC, ARM/HLZ, All CTIs, All CIs, All DTIs, All In-charges (Booking & Goods) & All SMRs of KGP Div.

NOTIFICATION

Sub: Selection for promotion to the post of Commercial-cum-Ticket Clerk in Pay Level-3 (7th CPC) against 33½ % General Selection in Commercial Department, Kharagpur Division.

It has been decided by the competent authority to hold a General Selection by way of written examination in order to form a panel of 99 for the post of Commercial-cum-Ticket Clerk in Pay Level-3 (7th CPC) against 33½ % General Selection.

UR	SC	ST	Total	PwBD		
76	11	12	99	HI	LD	Total
				02	02	04

Applications are invited from all eligible and willing candidates fulfilling the following eligibility criteria:-

1. Eligibility criteria:-

- In terms of SER Estt. Srl. Nos. 82/2018, 69/2019, 14/2021 & 94/2023, the post of Commercial-cum-Ticket Clerk against 33½ % quota will be filled up by General Selection from staff in Level-1 & Level-2 including Safaiwalas (except whom regular avenue of promotion exists) of Operating and Commercial Departments.
- The staff will be eligible for promotion against 33½ % quota having minimum 02 (Two) years continuous regular service in the relevant grade as on 06.09.2024 i.e., the date of issue of this notification in terms of SER Estt. Srl. No. 58/2017.
- The staff who were appointment as substitutes and subsequently regularized in erstwhile Gr-D category posts are required to fulfil the service condition of 02 (Two) years counted from date of regularization. (SER Estt. Srl. No. 58/2017).

Note:-In terms of SER Estt. Srl. No. 55/06 & 129/06 in respect of employees who have reported/joined in eligible Departments of KGP 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.

Contd. to P/02

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2. Mode of selection:-a) **(Para 189 of IREM & SER's Estt. Srl. No. 145/2003)**

Factors/Headings	Weightage on Max. Marks
Written Test	85
Record of Service	15
Total	100

- b) In terms of SER Estt. Srl. No. 129/2019 & 238/2019 the question paper will be 100% Objective Type. All the question will be multiple choices only. The written examination will be conducted on OMR sheet/CTB mode.
- c) Duration of examination will be 90 minutes.
- d) To ensure the authenticity of answer, cutting overwriting, erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction/overwriting. Further, it is to be noted that no corrections of any type on objective type answers will be permitted. In case any correction is made, that answer shall not be evaluated and zero marks will be given for answer. The following shall tantamount to correction:-
i) Cutting, ii) Overwriting, iii) Erasing, iv) Scoring off a ticket answer in multiple-choice and ticking another answer and v) Modifying the answer in any way.
- e) There will be 110 questions, out of which 10 questions (optional) will be on Rajbhasha. If the candidates answer more than 100, the first 100 attempted questions will be count.
- f) The question paper will be in Bi-lingual i.e., "English and Hindi."
- g) If any discrepancy found in the question of Hindi version, the only English version question will be valid.
- h) There will negative marking @ $1/3^{\text{rd}}$ of mark for a wrong answer. No negative marking against non-attempted question.
- i) There will be no supplementary examination for the absentees under any circumstances.

3. Formation of Panel

- a) In terms of 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 in the panel. In case of SC/ST & PwBD 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 & SER Estt. Srl. No. 154/2023.
- b) In terms of SER Estt. Srl. No. 03/2023, the final panel shall be drawn in the order of merit based on aggregate marks of "Written Test" and "Record of Service".

4. Syllabus & question Bank

Syllabus (Question Bank) for the written test may be communicated by the concerned B. O. to the eligible Staff immediately on receipt of the list of eligible staff for the selection.

5. Training and Medical successful candidates

- a) The candidates whose medical category is below Bee-Two, have to undergo re-medical before being called for the examination in terms of SER Estt. Srl. No. 96/2024 (RBE No. 69/2024).
- b) 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 fails in the training will be sent back to their parent cadre.

Contd. to P/03

6/9/2024

6. Important dates & points

- a) Application in the prescribed proforma should be submitted to the concerned Unit In-Charges on or before **23.09.2024**. The concerned Unit In-Charges will send the applications to respective B.O. by **27.09.2024** in a bunch duly certifying that no application is left behind. Concerned B.Os should forward the applications to Personnel Department by **01.10.2024** to concerned Bill Unit for scrutiny. Concerned Bill units must verify all the service particulars as per his/her Service Record entries and as per eligibility criteria and submit to this section by **09.10.2024** positively in a bunch with remarks "checked and found correct".
- b) Sectional CTIs, Cls, DTIs, and In-charges (Booking & Goods) are advised to give wide publicity amongst the staff so that there should not be any representation from any corner as regards non-receipt of this Notification.
- c) Pre-selection coaching for 3 to 4 weeks to the eligible reserve community staff to be imparted on receipt of list of eligible staff and compliance report be sent immediately to conduct written examination.

7. Other information:-

- a) Suppression of fact/information detected subsequently will be viewed seriously and will be taken up under D & A rules at any stage.
- b) Incomplete applications, received after the last date or without forwarding from supervisors & B. O. will not be considered.
- c) Administration holds the right to reject the candidature of any applicant at any stage of selection otherwise found ineligible.
- d) The staff once declared medically de-categorised and posted in alternative category having below Bee Two medical classification are not eligible to apply.
- e) There is no restriction of age and academic qualification for the above selection.

This notification is also available at Divisional Website page under www.ser.indianrailways.gov.in.


Encl:- Application proforma (Annexure 'I')


सहायक कार्मिक अधिकारी
कृते वरिष्ठ मंडल कार्मिक अधिकारी,
दक्षिण पूर्व रेलवे, खड़गपुर।

No. SER/P-KGP/EC/212/1/CCTC/Selec./DPQ (33-1/3%)/24

Date: 06.09.2024

Copy to :-Ch.OS/IT Cell/KGP is advised to upload the notification in Divisional Website.


कृते वरिष्ठ मंडल कार्मिक अधिकारी,
दक्षिण पूर्व रेलवे, खड़गपुर।

PROFORMA**Annexure-I**

Application for Selection to the post of Commercial-cum-Ticket Clerk in Pay Level-3 (7th CPC) against 33½ % General Selection in Commercial Department, Kharagpur Division.
(Ref No: SER/P-KGP/EC/212/1/CCTC/Selec./DPQ (33-1/3%)/24, Date: 06.09.2024)

Affix recent
passport size
photograph
attested by
Controlling
Supervisor

1	Name of the Applicant (IN BLOCK LETTER)	
2	Father's Name	
3	Employee No./HRMS ID	
4	Community (UR/SC/ST)	
5	Whether PwBD category, if yes, document to be attached	
6	Designation/Station/Department	
7	Date of Birth	
8	Date of Appointment	
9	Date of Regularization	
10	Appointed as (Designation)	
11	Date of total regular service in (L-1) & (L-2) in Optg/Comml. Deptt. as on date of notification, on substantive post	
12	Total length of service in eligible category (As on notification date)Year.....Months.....days
13	Educational Qualification	
14	Present Medical Category	
15	Transfer particulars, if any, from other Department to Optg/CommlDeptt. or from other Division/Railway and date of joining in Optg/Comml in KGP Division.	
16	Mobile No.	
17	Email ID	

I do hereby declare that, the above particulars furnished by me are true to the best of my knowledge and belief. In case of any false information detected at any stage, I may be taken up under D & A Rules. I do hereby also declare that in the event of any entry above is found incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

Place: _____

Date: _____

Signature of the applicant

Forwarded to Sr. DOM-KGP/ Sr. DCM-KGP for further action and certified that the above particulars furnished by the staff are correct and no applications are left behind in this Station/Unit.

Place: _____

Date: _____

Signature of Supervisor with date & Seal

Forwarded to Personnel Dept. duly certifying that the staff on being empanelled will be directed for medical examination where necessary and will be released for Promotional Course Training and on successful completion for posting as Commercial Cum Ticket Clerk.

Place: _____

Date: _____

Signature of Controlling Officer with date & Seal