

**South Eastern Railway**

**RANCHI DIVISION**

**NOTIFICATION**

**Appointment of Halt Contractor at BAKARKUDI**

**No.C.40/PH/Bakarkudi/2025 , Dated: 11.03.2025**

For and on behalf of the President of India the Senior Divisional Commercial Manager, South Eastern Railway, Ranchi invites applications from the interested candidates to work as Halt Contractor on commission basis for initial period of 5 (Five ) years for selling of tickets to passengers as per Railway rules.

Name of the Passenger halt.	Name of the work	Details of payment of commission		Security deposit	Period
		Sales turnover in Rs.	COMMISSION payable		
Bakarkudi Passenger Halt.	Railway Ticket sale commission agent	1-15,000	15%	The appointed/selected candidate (agent) has to deposit Rs.2000/- (Rupees two thousand only) with the Railway administration as security deposit. Security deposit may be enhanced and no interest will be payable on this amount.	For 05 (Five) years
		15,001 – 50,000	12%		
		50,001 – 1,00,000	9%		
		1,00,001 – 2,00,000	6%		
		2,00,001 and above	3%		

**Place of submission of Application:-**

Application form should be dropped in the box kept at the office of Sr.Divisional Commercial Manager/S.E.Railway, Ranchi on 11.04.2025 {Friday} from 11.00 hours to 15.00 hours. Envelope containing the application should be super scribed with "**Appointment of Halt Contractor for 'Bakarkudi' Passenger halt**". The Application Performa along with the rules and conditions and other information can be obtained from the office of the Sr.Divisional Comm'l.Manager, S.E.Railway, Ranchi on any working day from 13.03.2025 to 11.04.2025 between 10:00 hours to 17:00 hours.

**Date and time for opening of Application:-**

At 15:30 hrs of 11.04.2025 (Friday) at Sr.DCM Office, Ranchi.

Website particulars where complete details (including application format and terms and conditions) can be seen.

[www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in) from 13.03.2025 and upto 15:00 hrs on 11.04.2025.

NB: It may please be noted if leading of normal life/activities is disturbed by any order of Nation/state Authority on the date of dropping/opening, then it shall be suspended and will be rescheduled on next usual working day.

## TERMS AND CONDITIONS

### Essential Eligibility Criteria:-

- 1. Residential Certificate:** - The halt contractor should be a permanent resident of the place where the halt station is opened. The residence of an applicant would be treated as local residence if it is located within the same district in which the station is located. For this the applicant will be required to submit a certificate of local residence from the DC/SDO/BDO/CO/DM or Tehsildar of the district in which the station is located along with the attested copy of Aadhar card/Voter Identity card.
- 2. Educational Certificate:-** The applicant should be at least 10<sup>th</sup> standard pass and should have working knowledge of simple English so as to read the names of the stations and the value of tickets. For this for the applicant will be required to submit 10<sup>th</sup> board passing certificate.
- 3. Age, Date and Birth Certificate:-** A certificate issued by Educational Board or Admit Card of class 10 exam is to be submitted, wherein the date of birth is available.
- 4. Medical Certificate:** - Applicant should produce a Medical certificate by Registered Medical Practitioner showing that He / She is fit for active service and free from any communicable disease. It is to be attached as per format given in Annexure "A" along with the application form. This certificate should not be issued before 11.03.2025.
- 5. Police Verification Certificate:-**The antecedent of the applicant needs to be verified from Police Department before their appointment as halt contractors. The Police Verification certificate is to be attached as per format (circulated through Railway Board vide it's letter no.2024/TG-I/20/88, dated.28.11.2024) given in Annexure "B" along with the application form .This certificate should not be issued before 11.03.2025.

### SCREENING OF APPLICATION FORMS:

Applicants received from the applicants will be scrutinized and eligible offers will be shortlisted. Selection will be done by drawing lots, drawn by any child if there is more than one suitable candidate. All the eligible candidates will be advised the date, time and venue of the draw through Courier/Regd.AD So that they may attend the draw if they so desire.

### Other terms and conditions: -

- 1.** The selected candidate will have to submit/remit a refundable security deposit sum of Rs.2000/- (Rupees two thousand only) by way of DD/FDR issued in favour of FA & CAO, S.E.Rly. GRC. Kolkata drawn from any Nationalized Banks. The amount of security money to be deposited by the selected candidate before taking charge of halt station. It is refundable without interest after expiry of contract after adjusting of all Railway dues (if any). In addition to that, he/she has also to deposit the approximate cost of the Railway articles supplied to the agent to safeguard the interest of the administration.

2. The agent will have to collect tickets in advance from the base station on cash payment, The appointment as Halt Contractor is purely on contractual basis and no facilities viz absorption in Railway service, regularization of service, Bonus, Railway pass facilities etc, shall accrue to the Halt Contractor.

3. Regarding regularization of halt contractors, facilities provided to halt contractors, etc, it is specified that halt agents are appointed after the Railway enters into a contract with the selected candidate. The selection of halt contractors will be purely contractual in nature and no facilities, viz. absorption in Railway service, regularization of service, bonus, Railway pass facilities etc shall accrue to the halt contractor.

#### 4. Pattern for payment of commission:-

(i) Commission will be paid to the halt contractor as under:-

Sales turnover in Rs.	Commission Payable
1-15,000	15%
15,001 – 50,000	12%
50,001 – 1,00,000	9%
1,00,001 – 2,00,000	6%
2,00,001 and above	3%

(ii) The minimum commission payable to the halt contractors would be Rs.1000/- per month for halts having stoppage upto 2 pairs and Rs.1500/- per month for halts having stoppage of more than 2 pairs of trains.

NB: If the sales turnover is Rs.3,00,000/- the commission would be 15% of Rs.15,000/- + 12% of Rs.35,000/- + 9% of Rs.50,000/- + 6% of Rs.1,00,000/- + 3% of 1,00,000/- = Rs.2250/- + Rs.4200/- + Rs.4500/- + Rs.6000/- + Rs.3000/- = Total Rs.19,950/-.

(iii) The commission payable to the halt contractor will be on the basis of the individual month's transaction and on the basis of monthly average sales turnover for the entire year.

#### 5. Appointment of Heirs and Successors of Deceased Halt Contractors:

Appointment of heirs and successors of deceased halt contractors, in the event of death of the halt contractor, may be considered along with other applications and preference will be given to the heirs, all other things being equal. Further, if eligible heir and successor of the deceased halt contractor apply, draw of lots may not be required and preference may be given to him.

**6. Booking Zone of Halt Stations:-**

Halt contractors are permitted to issue tickets at least:-

- (a) Upto the stations connecting the main line in case the halt station are located on the branch line;
- (b) Up to the stations serving the district/tehsil headquarters if falling within the same Railway or upto 25 kms from the inter-change points in case of halt stations located on the main line.

These are to cover the minimum facility and the Zonal Railways are however, free to take their decision to ensure that halt agents issue tickets in maximum number of cases So that the evil of ticketless travel is not encouraged.

**7. Other guidelines:** - Halt agents should be given additional responsibility of cleanliness of halt stations without any remuneration. Close inspection will be done by the Divisional Authorities to ensure that proper cleanliness has been maintained at the halt stations.

APPLICATION FORM FOR SELECTION OF HALT CONTRACTOR AT  
**BAKARKUDI** HALT STATION IN  
SOUTH EASTERN RAILWAY, RANCHI DIVISION

To,

**The Sr.Divisional Commercial Manager  
S.E.Railway, P.O-Hatia,  
Dist-Ranchi-834003**

APPLICANT'S  
PASSPORT SIZE  
PHOTO WITH  
SIGNATURE

Respected Sir,

**Subject:** - Application for Passenger Halt Agent at **Bakarkudi** to be filled and self attested documents to be submitted.

Sl.no.	Details of the Applicants	To be filled by the applicants
1.	Applicant's Name (Hindi):- (Capital Letters) (English):-	
2.	Father's Name:-	
3.	Age, Date of Birth (As per certificate issued by Educational Board or admit Card of class 10 <sup>th</sup> exam)	
4.	Educational Qualification ( Proof of which is to be attached) (Submitted: Yes/No ):-	
5.	Permanent Address (Proof of which is to be attached) (Submitted: Yes/No ):-	
6.	Year of passing class 10 <sup>th</sup> (Proof of which is to be attached) (Submitted: Yes/No):-	
7.	Full communication address with mobile no:-	
8.	a)Residential certificate issued by DC/SDO/CO/BDO/DM or Tehsildar (Submitted: Yes/No) b)Aadhar card/Voter Identity card (Submitted: Yes/No)	
9.	Medical Certificate from a registered medical officer to be attached as per annexure 'A' that the applicant is not suffering from any communicable disease and fit for active service. The certificate should not be issued before 11.03.2025	

10.	Police Verification certificate to be attached as per format given in Annexure "B" along with the application form. This certificate should not be issued before 11.03.2025.	
11.	Whether belonging to schedule Caste/Schedule Tribe and other Backward classes (submit an attested copy of the caste status (if applicable)	

**Date:-**

**Signature of the Applicant**

**DECLARATION**

I..... Son/Daughter of ..... do

hereby declare that all statement made in this applications are true, complete and correct & the best of my knowledge and belief. I understand that in the event of any information being found false at any stage or not satisfactory as per the eligibility criteria according to the requirements for engagement of Halt Agent, my engagement is liable to be cancelled/terminated.

Signature of the Applicant

Date:-

NB:- Application with incomplete documents shall be liable for cancellation and railway reserves right to accept or reject any or all the applications without assigning any reason thereof . The Railway Administration reserves the right to decide any case or any dispute.

**ANNEXURE "A"**

***Performa for Medical Certificate to be submitted in this format***

**Date of Issue:-**

**This is to certify that Shri/Smt. .... Son / Daughter of  
.....residing.....  
.....is not suffering from any communicable disease and fit for active service.**

**Signature of the Doctor:-**

**Name of the Doctor:-**

**Registration No:-**

**Stamp / Seal:-**

**POLICE VERIFICATION**

Photo of the Applicant

SL.NO	PARTICULARS	
1.	Full name with Aliases	
2.	Parents name	
3.	Nationality	
4.	Present address in full with police station & District.	
5.	Period of residence	
6.	Home/Permanent Address in full with Police Station District	
7.	Addresses with police stations and districts where the applicant has resided continuously for more than 6 months in the past 5 years.	
8.	Aadhar Number*	
9.	The Applicant has been involved in a criminal case as accused (Yes/No). If yes, then details.	
10.	The applicant has been arrested in connection with a criminal case (Yes/No). If yes, then details.	
11.	The applicant has been convicted for a criminal offence (Yes/no). If yes, then details.	

\*Optional

Declaration (By Applicant): I certify the above information is correct and complete to the best of my knowledge and belief.

Countersigned by:	Signature of Applicant
	Date..... Place.....
Contracting Railway Supervisor	

Police Certificate

The details as stated above are correct & the above person does not have any criminal case registered or pending against him in any court of law as per official records available.

Counter Signature of Authorized  
Signatory with stamp



