

**South Eastern Railway**

**NOTICE FOR APPLICATION OF ENGAGEMENT OF STATION TICKET BOOKING AGENT (STBA) AT  
'E' CATEGORY STATIONS OVER ADRA DIVISION/SOUTH EASTERN RAILWAY.**

**No: - C-669/STBA/ADRA/17.**

Applications are invited in the prescribed format for engagement of Station Ticket Booking Agent (STBA) on commission basis for Tamna & Kantadih(E category station) over Adra Division / South Eastern Railway for issuance of computerized unreserved ticket through the existing computerized unreserved ticketing system of the stations. Interested persons of local Block/Tehsil/Mandal may apply in the prescribed format. The duly filled application along with necessary documents to be submitted in sealed cover and shall be dropped in the nominated sealed box placed in the Senior Divisional Commercial Manager's Office/Adra on 02.02.2018 up to 13.00 Hrs. The received applications are to be opened on 02.02.2018 at 16.30 Hrs in the chamber of DCM/ACM/Adra. The prescribed application form will be available from Sr. DCM office/Adra from 01.01.2018 to 01.02.2018 on the office working hours. The same can be down loaded from the Railway website no ([www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in)). If the opening day is a holiday or closed day for unforeseen reason, the applications shall be opened on the next working day at the same time and venue.

**TERMS AND CONDITIONS:-**

- i). The applicant should be a resident of the local Block/Tehsil/Mandal, in which the proposed station is located, where STBA to be appointed.
- ii). Applicant should not be under 18 (eighteen) Years of age and should have passed at least Class-X. However educational qualification can be relaxed by the Competent Authority, if no qualified applicant is otherwise available.
- iii). The selected applicant will also have to produce a certificate from the Police station serving his/her locality that he/she has no criminal record and no criminal case is pending against him/her.
- iv). The applicant should deposit Rs. 2000/- (Two thousand) as Earnest Money through Bank draft on any Nationalized Bank. The draft to be issued in favour of FA & CAO/South Eastern Railway / Garden reach / Kolkata, payable at Kolkata. The original DD should be enclosed with the application form. Without DD, the application will be summarily rejected. The Earnest money of the unsuccessful applicant shall be refunded without having interest thereon.
- v). A refundable Security deposit of Rs. 5000/- (five thousand) and Bank Guarantee of Rs. 20,000/- (twenty thousand) in the form of FDR of any Nationalized Bank shall be deposited by the selected applicant. However, the security deposit can be enhanced by the Railway keeping in view of the sale of ticket at the station. On Completion/Termination of Agreement, pending dues if any shall be adjusted from the security Deposit and balance to be refunded to the STBA.
- vi). Only one applicant can be engaged as STBA at only one Station. Applicant shall give a declaration that he/she has not been engaged as STBA at any other Station.
- vii). The cost of hardware and software (including maintenance) electricity and hiring of channel will be borne by the Railways. The space will also be provided by the Railways free of cost.
- viii). STBA shall not sublet/assign or transfer the rights or obligations arising out of the Agreement. In case of death of Agent, his/her legal heir(s) will be allowed to act as the STBA for the unexpired period of the Agreement by the Competent Authority, subject to fulfillment of Para (i) to (iii) above.
- ix). The STBA operator shall be allowed to sell all types of non-Concessional unreserved tickets issued through UTS including platform tickets and season tickets on cash basis only. Renewal of season tickets and issue of Senior Citizen concessional tickets shall also be permitted.
- x). In case STBA expresses inability to operate the counter(s) after his/her selection by the Railways, the Bank guarantee as well as Security deposit submitted by him shall be forfeited and deposited in Railway accounts as per procedure.
- xi). The application form and documents must be properly signed by the applicant in every pages. Any addition, alteration, correction must be attested by the applicant himself. Otherwise the application shall be summarily rejected. No application shall be received through Post/Courier etc.
- xii). All correspondence with the Railways are to be made with Sr. Divisional Commercial Manager/ S.E.Railway, Adra Division, P.O.- Adra, Dist.- Purulia, PIN- 723121, W.B.
- xiii). Applicant should be superscribed "Application for Station Ticket Booking Agent for ..... Station" over the envelope.

**COMMISSION PAYABLE:-**

Amongst the eligible candidates, the candidate who opts for the least Commission (on the 4% commission slab) will be selected as STBA. The commission of the selected STBA shall be paid on the basis of the followings:-

| Slab    | Sales Turnover in Rs. | Commission (%) payable on sales Turnover   |
|---------|-----------------------|--------------------------------------------|
| Slab -1 | 1-15000               | 15% (Minimum Rs. 500/-)                    |
| Slab-2  | 15001-50000           | 12%                                        |
| Slab-3  | 50001-100000          | 09%                                        |
| Slab -4 | More than 100000      | 4% or the rate quoted , whichever is lower |

The commission will be paid on monthly basis. The rate of commission for a particular month will be calculated on the basis of cumulative sales turnover up to the month. Commission to STBA shall be paid from the Station earnings. The details calculation for illustration is as under:-  
Cumulative Commission payable to the Station Ticket Booking Agents (STBAs) for an E category station.

| Slab    | Sales Turnover in Rs. | Commission (%) payable on sales turnover | Commission payable in Rs. | Cumulative in Rs. |
|---------|-----------------------|------------------------------------------|---------------------------|-------------------|
| Slab -1 | 1-15000               | 15% (minimum 500/-)                      | 2250                      | 2250              |
| Slab-2  | 15001-50000           | 12%                                      | 4200                      | 6450              |
| Slab-3  | 50001-100000          | 9%                                       | 4500                      | 10950             |
| Slab-4  | 100001-200000         | 4%                                       | 4000                      | 14950             |
| Slab-5  | 200001-300000         | 4%                                       | 4000                      | 18950             |

**PERIOD OF CONTRACT:** - The period of engagement of STBA shall be 03(Three) years.

**TERMINATION OF CONTRACT:** -

Either side may terminate the Agreement of the contract of STBA by giving a notice of 10 (Ten) days, without assigning any reasons.

**DISABLING CLAUSE:** -

Engagement as STBA shall not confer any right and/or claim whatsoever on the person to seek employment on Railways. No benefit like, absorption in Railway service, regularization of service, bonus, Railway pass facilities etc. shall occur to the STBA or his/her legal heir. No claim in this regard shall be entertained. The STBA shall keep Railways free from any liabilities in present or future.

**ARBITRATION:-**

To resolve any dispute or claim of any kind or nature arising under or in connection with this Agreement between the parties, according to the law of Arbitration, in the Division, the decisions of the sole arbitrator i.e. Divisional Railway Manager/Adra/South Eastern Railway or the nominated person of DRM/Adra shall be final. Both the parties shall abide by the decision of sole Arbitrator.

  
Sr. Divisional Commercial Manager/Adra

## APPLICATION FORM

Application for engagement of Station Ticket Booking Agent for ..... Station.

Notification No: - .....

Affix recent  
colour  
Passport size  
photograph  
with self  
attestation  
thereon.

1. Name of the Applicant:-  
(in Block letter)
2. Father/Husband name:-
3. Sex (male/female) :-
4. Date of Birth :-  
(Attested copy to be enclosed)
5. Educational Qualification:-  
(Attested copy to be enclosed)
6. Address in full with contact no:-  
(Attested copy of the proof, either of Adhaar card,  
Pan Card, Voters ID etc. to be enclosed)
7. Residential certificate from Local  
Block/Tehsil/Mandal authority to be enclosed:-
8. Name of the Station applied for STBA:-
9. Approximate distance of the Station  
from the residence of the applicant :-
10. Rate offered (%) for the turnover  
above Rs. 01(One) lakh (i.e. maximum 4%) :-
11. Particulars of Earnest Money: - Amount ..... DD No & date.....  
(Original DD to be enclosed)
12. Whether the applicant has been engaged  
as STBA at any other Stations :-

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria according to the requirements for engagement of STBA, my engagement is liable to be cancelled/terminated.

Place: .....

Date: .....

.....  
Signature of the Applicant in full  
with Address and contact no.