

दक्षिण पूर्व रेलवे / South Eastern Railway

कार्यालय / Office of the
व. मंडल कार्मिक अधिकारी
Sr. Divl. Personnel Officer
राँची / Ranchi
दिनांक / Dated: 29/04/2022

सं./No. SER/P-RNC/EC/210/Selection-75% DPQ/CI
To,
The Sr. DTM/RNC
C/-SMR/RNC,HTE,NKM,MURI,RMT,LAD,JAA
C/-CCI/CI/RNC,HTE,MURI, Comml.Control/RNC.
Ch.OS (Confidential/Sr.DPO,SWI/RNC,HTE,MURI

अधिसूचना / NOTIFICATION

विषय / Sub: Selection for the post of Commercial Inspector(CI) in Level – 06 in
Commercial Department against 75% DPQ of Ranchi Division.

It is proposed to form a panel for filling up of **06 (UR-03, SC-01 & ST-02)** vacancies of
Commercial Inspector in Level – 06 in the Commercial Department of Ranchi division against 75%
DPQ Quota.

2. Eligibility and Service condition of staff

In terms of PCPO/GRC's memorandum no.SER/P-HQ/EC/205/CI dated 27-05-2019 , the following
Non – Gazetted employees of the feeder categories with minimum 2(Two) years non-fortuitous service in the
respective grade will eligible for selection to the post of Commercial Inspector in Pay Level-6 of Commercial
Department:-

Eligible Categories	
i.	Sr. Comml. Clerk (Goods/Parcel/Booking), Pay Level-5/Senior Commercial-Cum-Reservation Clerk, Pay Level-5 of CC Wing).
ii.	Enquiry-cum-Reservation Clerk, Pay Level-5/Senior Commercial-Cum-Reservation Clerk, Level-5 of ECRC Wing).).
iii.	Sr. Ticket Examiner, Pay Level-5.

Note: Employee who came on transfer in bottom seniority, service rendered in the old unit will also be reckoned for determining eligibility whenever a minimum length of service is prescribed as a condition for promotion subject to condition that the service so allowed to be counted does not exceed the length of service of the their immediate senior in the new unit. The benefit of counting of service will be applicable only in those cases where the staff join the new unit on request transfer in the same category of posts. [Authority CPO/SER's Estt. Srl. No.55/2006]

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.

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4. Procedure for examination

In terms of Estt SI No 73/2019, 129/2019 and 238/2019, 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 cutting, overwriting erasing or alteration of any type in the answer will not be accepted. Zero marks will be given for answer having correction/over writing. **There will be negative marking @1/3 marks for a wrong answer.** No negative marking against non-attempted question. Duration of examination will be 90 minutes.

Question papers will 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.

5. Mode of Selection

The candidates must secure 60% of marks in Professional Ability (Written examination). In case of SC/ST employees candidates, 10% relaxation in qualifying marks in written examination will be allowed against the reserved vacancies for them.

The employees must secure a minimum of 60% marks in Professional Ability (Written exam) and 60% marks in aggregate, for being placed on the panel for unreserved vacancies. There will be no classification of candidates as "Outstanding"

SC/ST candidates must secure a minimum of 50% marks in written examination and in aggregate for being placed on the panel against reserved vacancies for them. However, if SC/ST candidates who will qualify without relaxed standard in written examination and in aggregate shall be given preference over those candidates who will qualify with 10% relaxed standard to be placed on the panel. No "best amongst fail scheme" shall be applicable.

The final panel shall be drawn up in order of merit based on aggregate marks of Professional ability (written test) and Record of Service.

The allotment of marks under various heads for being placed on the panel as per para 219(j) of IREM Vol I is as under:-

Sl No	Factor/Heading	Maximum Marks	Qualifying marks
1	Professional ability	50	30
2	Record of service	30	-
	Total	80	48

In terms of CPO/GRC's letter no P/R/14/314/3 dated 27.09.2006, the marks under the heading "Records of service" is distributed as under:-

Sl No	Factor/Heading	Maximum Marks
1	Educational Qualification	10
2	Entries in Service record (15 marks as per different heads of APARs and 5 marks as per service record) Viz- Award/Punishment etc.	20
	Total	30

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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:-

SN	Education Qualification	Marks
1	Post Graduation in any stream/Master degree/Hons. Degree	10
2	Degree in Engineering/ Graduation / Diploma	09
3	HS (10+2 System)/ ITI, if required as per respective trade / Intermediate	08
4	Matriculation	07
5	Below Matric	06

(Authority:- As per CPO/GRC's Ir. No. P/R/14/314/3dated 27/09/2006)

6. Date of examination

The date, venue and time of examination will be intimated separately. **The employee may also note that no supplementary examination will be held under any circumstances.**

7. Syllabus

The syllabus prescribed for the examination is enclosed as **Annexure-II** and the comprehensive Model Question is uploaded on Railway website www.ser.indianrailways.gov.in and all the candidates are advised to acquaint themselves with the question.

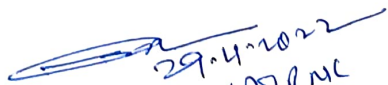
8. Training and Medical of successful candidates

The selected candidates have to pass the prescribed medical examination in Cee One(C1) medical category and who fail in the prescribed medical examination will not entail to any right to claim for promotion of Commercial Inspector. The candidates who will pass the medical category in Cee One(C1) will be sent for completion of prescribed promotional course training at ZRTI/Sini. Those who passed the training will be promoted as Commercial Inspector (Provisionally) and those who fail in the training will be sent back to their parent cadre.

9. Last date of submission of application

The willing and eligible volunteers have to submit their applications/options in prescribed Proforma (Enclosed at Annexure-I) to their controlling supervisors who will forward the applications in one bunch with a covering letter to the Controlling Officer. The controlling officer has to forward all the applications in one bunch to the office of Sr DPO(General Section)/RNC on or before **22.05.2022** positively.

Applications received after the due date should not be entertained by the Controlling Officers/Supervisors. The application sent directly or in piece-meal or received after the last date by this office will not be entertained under any circumstances.


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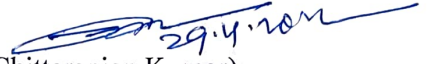
10. Other information

At any stage of selection if candidature of any staff is found to be defective or not as per extent rules, his candidature will be cancelled thereof. Thus mere calling or being eligible provisionally for the selection does not confer any right to 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.

This notification should be given wide publicity. All the Supervisory officials should ensure that this notification is brought to the notice of all the employees working under their control. The employees who are on leave/sick list etc should be notified of the selection.

Encl. 1. Annexure-I (Application Proforma)

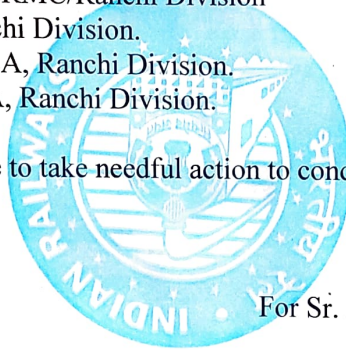
2. Annexure-II (Syllabus)


(Chittaranjan Kumar)
Astt. Personnel Officer

For Sr. Divl. Personnel Officer, Ranchi.

Copy forwarded for information and necessary action to:-

1. CS&WI /RNC
2. Operating/Comml Control/HTE
3. CBS/HTE,RNC,MURI
4. CRS/HTE/RNC
5. Divisional Co-ordinator, SERMC/Ranchi Division
6. Representative NFIR, Ranchi Division.
7. Representative AISC/STREA, Ranchi Division.
8. Representative AIOBCREA, Ranchi Division.
9. Notice Board.
10. Ch. OS/Conf.: He is advice to take needful action to conduct the above selection.


For Sr. Divl. Personnel Officer, Ranchi.

ANNEXURE-I

Affix passport
size photo
attested by
controlling
officer

Proforma of Application

Sub: Application for Selection to the post of Commercial Inspector in Pay Level-5 against 75% in Commercial Department, RNC Division.

Ref: Sr.DPO/RNC's Notification No No. SER/P-RNC/EC/210/Selection-75% DPQ/CI dated 29.04.2022.

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. 2800/- (Level-5), Comml Department as on date of notification on substantive post.	
11	Total length of service in eligible category (As on 29.04.2022)	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

Syllabus:-

1. Commercial Rules and procedures for Coaching and Goods and all types of ticketing system including UTS,PRS,JTBS,STBA,E-ticketing, TMS,FOIS,PMS
2. General Establishment Rules and Procedures, Pass Rules, D&A
3. Rajbhasha.
4. Accidental Manual.
5. General English (upto 10th standard), English Grammer
6. General Knowledge and awareness.
7. Mathematics (upto 10th standard).
8. Commercial ans Accounts Inspections.
9. Passenger Complaint & Customer Care.
10. Claims and Refund Rules.



29.4.2020
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