

S. E. Railway

Office of the
Sr. Divl. Personnel Officer
S. E. Railway / Ranchi
Dated: 28.09.2023.

No. SER/P-RNC/EC/CCTC/16-2/3%LDCE/Corr./23

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

Corrigendum

Sub: Corrigendum to the Notification for Selection for promotion to the post of Commercial-cum-Ticket Clerk in Level-3 against 16-2/3% LDCE Quota of Commercial Department.

Ref: This Office earlier Notification No. SER/P-RNC/EC/CCTC/16-2/3%LDCE/23, dtd. 28.09.2023.

The para 4.8 (i) of the Notification under Reference may please be read as -
"In terms of Estt. Sl. No RBE 196/2018, 97/2019, SER's Estt. Sl. 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.

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 question will be count.

The question paper will be in Bi-lingual i.e., English and Hindi.

instead of

"In terms of RBE No. 196/2018 (SER Srl. No. 73/2019), 97/2019 (SER Srl. No. 122/2019), & SER Estt. Srl. No.129/2019, 100% objective type question would be set. All the questions will be on multiple choice only. Duration of examination will be 90 minutes. To ensure the authenticity of the 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/over writing. Blue colour ball pen is to be used in examination. 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 question will be count.

Further, it is noted that no corrections of any type to objective type answers will be permitted. In case any correction is made that answer shall not be evaluated at all and zero marks will be given for answer having following tantamount to correction:-

- a) Cutting. b) Overwriting. c) Erasing. d) Scoring off a ticked answer in multiple-choice and ticking another answer, and e) Modifying the answer in any way.*

The written examination will be either in the mode of computer based test or pen and paper. If the written examination is not the computer based test it may be conducted on OMR sheets.

The question paper will be in Bi-lingual i.e., English and Hindi.

Other terms and conditions remain unchanged.

**ALOK
KUMAR RAY**

Digitally signed by
ALOK KUMAR RAY
Date: 2023.09.28
16:36:50 +05'30'

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

Copy forwarded for information and necessary action to:-

(1) All Branch Officer/RNC, (2) DC/SERMU/RNC, (3) DS/AIOBCREA, (4) Representative of NFIR, (5) DS/AISCTREA, (6) Notice Board, (7) Ch. OS/Conf.: He is advice to take needful action to conduct the above selection.

for Sr. Divl. Personnel Officer, Ranchi.

ANNEXURE-I

To
The Sr. DPO
S.E.Railway / Ranchi

Proforma of Application

Sub: Application for Selection to the post of Commercial-cum-Ticket Clerk in Level-3 (GP 2000/-6th CPC) against 16-2/3% in Comml Deptt, RNC Division.
Ref: Sr.DPO/RNC's Notification No SER/P-RNC/EC/CCTC/16-2/3%LDCE/23 dtd. 28.09.2023.

Affix passport size
photo attested by
controlling officer

1	Name of the Applicant (in block letter)	
2	Father's Name	
3	PF No/Employee No	
4	Community(UR/SC/ST)(SC/ST certificate be enclosed)	
5	Designation/Station/Department	
6	Date of Birth	
7	Date of Initial Appointment/Station/Div./Rly	
8	Category of Initial Appointment	
a	In case of Safaiwala date of completion of 5 yrs as Safaiwala.	
b	Date of appointment as Substitute	
c	Date of regularization of Substitute Service	
d	Date of regularization	
9	Date of Joining from other division/deptt.etc to Commercial/Operating Department	
10	Total length of service in eligible category (As on 28.09.2023)	
11	Educational Qualification(Attested photocopy of edu. qualification certificate must be enclosed)	
12	Penalty imposed during last three years	
13	Present Medical Category	
14	Contact No.	

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 Branch Officer of concerned Department/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

S. E. Railway

Office of the
Sr. Divl. Personnel Officer
S. E. Railway / Ranchi
Dated: 28.09.2023.

No. SER/P-RNC/EC/CCTC/16-2/3%LDCE/23

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

Notification

Sub:- Selection for promotion to the post of Commercial-cum-Ticket Clerk in Level-3 against 16-2/3% LDCE Quota of Commercial Department-Reg.

It has been decided to fill up the vacancies of Commercial-cum-Ticket Clerk in Level-3 against 16-2/3% LDCE Quota in Commercial Department of RNC Division. Accordingly applications are invited from all eligible and willing staff in Level-1 and Level-2 of Commercial and Operating Department and Safaiwalas of all Department of Ranchi Division who fulfill the eligibility criteria details below :

1. Vacancies:-

Total 14 (UR-11, SC-02 & ST-01.)

2. Eligibility Criteria:

- 2.1** Staff in Level-1 and Level-2 of Commercial and Operating Departments having minimum educational qualification of 12th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate but 50% marks is not to be insisted upon in case of SC/ST/Ex Servicemen and completed two years regular services in concerned seniority unit.
- 2.2** Safaiwalas of all Departments who have completed five years regular service and having minimum educational qualification of 12th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate but 50% marks is not to be insisted upon in case of SC/ST/Ex Servicemen.
- 2.3** Exiting staff in level-1 and level-2 of Commercial and Operating Departments who have completed 02 years regular services in concerned seniority unit as on as 17.12.2014 having minimum pre-revised educational qualification i.e., Matriculation irrespective of UR/SC/ST/OBC/Ex Servicemen and Safaiwalas of all departments who have completed 05 years regular service as on 17.12.2014 and having minimum pre-revised qualification i.e., Matriculation would also be eligible to appear in the selection.
(Authority:-RBE No.157/2015, RBE No.77/2016,18/2017, RBE No.28/2018, RBE No.59/2019 and ACS No.261 of Para-189(ii) of IREM Vol-I and RBE No.16/2021).
- 2.4** In terms of RBE No.117/2016, the cut off date for determining the eligibility of staff should be the date of issue of notification. As such, the volunteering employees should stand fulfils the service conditions of educational qualifications and other service conditions as on date of notification i.e.as on 28.09.2023.
- 2.5** The staff who are appointed as substitutes and subsequently regularized in Gr-D category posts are required to fulfill the service condition of two years counted from date of regularization.

Contd....(2)

Note:- In respect of employees who have reported/joined in commercial or operating Departments 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 unit provided

- (i) He/she otherwise eligible to be considered for selection to Gr-C post as per extent rules;
- (ii) The category in which he/she was working in old unit is an eligible category for the selection/post in new unit also.

(Authority: RBE No.34/2016 and RBE No.99/2016)

2.6 The selected candidate will be subject to pass the prescribed medical category B-2 (Bee Two), if already not passed.

3. Cutoff date:-

In terms Estt. Srl. No. 153/2006 (**RBE No. 117/2006**) date of notification (28.09.2023) is the cutoff date for all purpose like length of service, qualification, service condition etc.

4. Mode of selection:-

4.1 Professional ability (Written Test):- Professional ability of the employees in the field of selection will be adjudged through written test only. The employee must secure minimum of 60% marks in professional ability. In case of SC/ST employees must secure minimum of 50% marks.

4.2 Record of Service: Record of service will be assessed based on entries in the service Book/Personal file regarding academic/technical qualifications, awards/punishment.

4.3 Distribution of marks:

Factor/Heading	Maximum Marks	Qualifying Marks
Written Test	85	51
Record of Service	15	09

4.4 Distribution of 15 marks under Head of Record of Service:

S.No.	Education Qualification(10 marks)/Others(05 marks)	Marks
1	Post Graduation in any stream/Master degree	10
2	Degree in Engineering/ Graduation/Honns.Degree	09
3	H.S/10+2/Diploma	08
4	Matriculation/10 th Pass/ITI	07
5	Entries in SR awards/Punishment	05

(Authority: RBE No.165/2003)

4.5 The final panel shall be drawn in order of merit based on aggregate marks of “Professional Ability(Written Test) and Record of Service”. However the employees must secure a minimum of 60% marks, in case of SC/ST employee must secure a minimum of 50% marks in “Professional Ability (Written Test) as well as in aggregate also, for being placed on the panel. There will be no classification of candidates as Outstanding. The final panel will also be subject to their fitness in medical classification.

(Authority: RBE No.165/2003, RBE No.113/2009, RBE No. 17/2014)

4.6 There shall be no supplementary examination.

- 4.7 There will be no provision of ad-hoc promotion under “best among the failure scheme” for reserve categories candidates against reserve vacancies.

(Authority:SER's Estt SI No.69/2020)

4.8 Procedure of written Exam:

- (i) In terms of RBE No. 196/2018 (SER Srl. No. 73/2019), 97/2019 (SER Srl. No. 122/2019), & SER Estt. Srl. No.129/2019, 100% objective type question would be set. All the questions will be on multiple choice only. Duration of examination will be 90 minutes. To ensure the authenticity of the 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/over writing. Blue colour ball pen is to be used in examination. 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 question will be count.

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The question paper will be in **Bi-lingual i.e., English and Hindi.**

- (ii) In terms of RBE No. 196/2018 (SER Srl. No. 73/2019), there will negative marking @ 1/3rd of marks allotted to each question will be deducted for wrong answer, as final panel shall be made in order of merit of qualified candidates.

4.9 Syllabus :

The syllabus prescribed for the examination is enclosed as **Annexure-II.**

4.10 Training and Medical of successful candidates

The selected candidates have to pass the prescribed medical examination in Bee Two (B-2) 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 (B-2) will be sent for completion of prescribed promotional course training at ZRTI/SINI. Those who passed the 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.

5. Application form:-

Enclosed as **Annexure-I.**

6. Important dates & points Staff/Officer to be noted :

Last date of receipt application in concerned staff departmental office is **25.10.2023.** Concerned Deptt. must verify all the service particular as per eligibility criteria and forward the same to this office on or before **30.10.2023** in a bunch. Application will not receipt directly in this office. After the **30.10.2023** (last date), no application will be entertained under any circumstance.

7. 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.

Contd....(4)

8. Other information:-

At any stage of selection, if candidature of any applicant 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.

The controlling staff officers should give wide circulation of this notification to all concerned and invite application 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** Digitally signed by
ALOK KUMAR RAY
Date: 2023.09.28
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(Alok Kumar Ray)
Asth. Personnel Officer
for Sr. Divl. Personnel Officer / Ranchi

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for Sr. Divl. Personnel Officer, Ranchi

ANNEXURE-II

IN TERMS OF ESTT. RBE 196/2018, THE SYLLABUS FOR SELECTION TO THE POST OF COMML-CUM-TICKET CLERK IN LEVEL-3 AGAINST 16-2/3% 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.



ACM/RNC