

SOUTH EASTERN RAILWAY

Office of the
Sr. Divl. Personnel Officer
Kharagpur

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

Dated: 26.11.2024

To

The Sr. DCM & Sr. DOM(Co-ord)
S. E. Railway, Kharagpur.

Sub: Selection for promotion to the post of Commercial-Cum-Ticket Clerk (CCTC) in Pay Level-3 (7th CPC) against 33.33% DPQ (General Selection) in Commercial Department, Kharagpur Division

Ref: Sr.DCM/KGP's letter No. COM/G.42/Promotion of Line Staff (Selec.- DPQ-CCTC- 33-1/3%)/24 Dated 21.11.2024.

In reference to the above letter under reference, the necessary syllabus as furnished by Sr. DCM/KGP for the aforesaid selection is enclosed herewith for wide circulation to all eligible candidates for their readiness.

All the candidates should be advised to be ready for written examination, which will be held in short notice.

This is for your kind information and necessary action please.


Asstt. Personnel Officer
for Sr. Divl. Personnel Officer
S. E. Railway, Kharagpur.

Copy forwarded for information and necessary action to:-

WPO/KGP, Sr.ARM/SHM, AARM/SRC, ARM/HLZ, All CCIs, CTIs & DTIs of Comml. & Optg Deptt. & Ch.OS/ IT Cell/KGP .


for Sr. Divl. Personnel Officer
S. E. Railway, Kharagpur.

दक्षिणपूर्वरेलवे
वरिष्ठ मंडल वाणिज्यिक प्रबंधक का कार्यालय-खड़गपुर
South Eastern Railway
Office of the Senior Divisional Commercial Manager, Kharagpur

No.COM/G.42/Promotion of Line Staff(Selec.-DPQ-CCTC-33-1/3%)/24

Date: 21.11.2024.

To
The Sr. Divisional Personnel Officer,
Kharagpur/S.E Railway.

Sub: Syllabus for Selection for promotion to the post of Commercial Cum Ticket Clerk in Pay Level-3 (7th CPC) against 33-1/3% General Selecion in Commercial department, Kharagpur division.

Ref: Your's letter no. SER/P-KGP/EC/212/1/CCTC/Selec./DPQ(33-1/3%)/24 dated 06.11.2024.

In response to your letter mentioned under reference, the syllabus for selection to the post of Commercial Cum Ticket Clerk in Pay Level-3(7th CPC) against 33-1/3% General Selecion is furnished below-

1.General Knowledge :-

General knowledge on Indian Railways, Current Affairs, Sports, Indian History, Constitution of India, Geography, Important Awards, Books & Writers, etc.

2. General English :-

Elementary English including Article, Preposition, Voice Change, Tense, Synonyms-Antonyms, Sentence Making, etc upto standard Class-VIII,.

3. Mathematics:-

Elementary mathematics including Profit & Losss; Time & Distance, Time & Work, Percentage, Numerical amplitude, Mensuration,etc upto standard Class-VIII.

4. Establishment Rules :-

Basic Establishment Rule, Pass Rules, Leave Rules, Various Allowances, Discipline & Appeal rule, etc.

5.Commercial Rules:-

Abbreviation, Basic commercial rules regarding Booking, Reservation, Parcel, Luggage, Modern Ticketing, Concession, Goods, etc.

6. Rajbhasa Related Questions.


Assistant Commercial Manager
f,Sr.Divisional Commercial Manager
Kharagpur