

दक्षिण रेलवे SOUTHERN RAILWAY

सं/No.U/P.608/III/CCTC/16 2/3 LDCE

मंडल कार्यालय/Divisional Office,
कार्मिक शाखा/Personnel Branch,
मदुरै Madurai दि. 31.07.2025.

All Supervisory Officials of Commercial & Operating Dept/MDU Div

Sub: Selection to the post of Commercial Cum Ticket Clerk in Pay Matrix Level-3,
against 16 2/3 % LDCE in Commercial Department of MDU Division-reg.

Ref: Rly. Bd's letter No.E(NG)1-2016/PM 1/12(pt) Dt.22.02.2018.

It is proposed to conduct a selection to the post of Commercial cum Ticket Clerk in Pay Matrix Level-3 against 16 2/3% LDCE in Commercial Department of Madurai Division.

अजा /SC	अजजा /ST	अनारक्षित /UR	Total
2	1	15	18

The above said vacancies are provisional and likely to change after completion of PRQ selection. 17 (3-SC, 2-ST, 12-UR) vacancies are earmarked for selection through PRQ.

If any of the above said vacancy which is notified for PRQ is unfilled, the same may be carried forward to LDCE. However no further chance will be given for applying consequent on such change in the said vacancy. Mere calling volunteers for the provisional vacancies will not confer any right to empanel and empanelment will be done for the final vacancies decided after completion of PRQ selection.

Applications are accordingly invited from eligible employees for selection to the post of Commercial cum Ticket Clerk in level 03 of VIIth CPC Pay Matrix against 16 2/3% LDCE selection.

1. Eligibility Criteria:

Applications are invited from employees in PML 1 & 2 of Commercial & Operating Department including Safaiwalas(HKAs) of all department who is fit in Bee Two medical classification of Madurai Division, who have completed minimum 2 years of regular service, as on 31.07.2025 i.e. date of notification, in the Division for the above selection as per RBE No.18/2017 dated 01.03.2017.

The service rendered in the old unit of employee who joined this division on own request transfer shall be reckoned subject to the condition that the service so allowed to be counted does not exceed the length of service of their immediate senior in the new unit etc., as per RBE 34/2006.

2. Educational Qualification

- 12th Standard or its equivalent examination with not less than 50% marks in the aggregate, However, 50% marks is not insisted upon in case of employees who possess qualification higher than 12th Standard or +2 Stage for the above selection.
- Matriculate qualification is also considered for the employees those appointed prior to 17.12.2014 in terms of RBE No.157/2015 dated:15.12.2015.

3. Syllabus for Written Examination:

- i. The tentative syllabus for selection to the post of Commercial Cum Ticket Clerk of Commercial Department against 16 2/3% LDCE is enclosed as ANNEXURE-I for wide publication amongst the staff concerned.
- ii. In addition to the syllabus, there will be questions to the extent of 10% of the total marks allotted for the written examination on the rules governing implementation of official language. However, answering the official language question is not compulsory.

4. Procedure for Written Examination:

- i. The written examination will be conducted as Centralized Computer Based Test (CCBT) as per PBC No.02/2025 dt 03.01.2025.
- ii. The Selection consists of CCBT (Centralized Computer Based Test) Examination followed by perusal of records of qualified employees.
- iii. As per Board's Lr.No.E(NG)I/2018/PM1/4 dated 14.12.2018 (RBE No:196/2018), the questions will be 100% objective type multiple choice questions for the CCBT examination and 10% of the total marks will be from Official Language Policy & Rules (which will be optional).
- iv. There shall be negative marking for incorrect answers. One third (1/3) of the marks allotted for each question will be deducted for wrong answers in terms of Rly Boards's Lr.No.E(NG)I/2018/PM1/4 Dt.14.11.2019 (RBE No.194/2019)

5. Procedure for drawal of panel :

In terms of PBC No.08/2009 dated 12.01.2023, the determination of qualifying marks is appended below:

Written Test	85%
Record of Service	15%
Total	100%

- a) The UR employees must secure not less than 50% (i.e) 42.5 out of 85 in the written exam and not less than 50% marks in aggregate for placing in the panel. In respect of SC/ST candidates 10% relaxation is available and they must secure 40% marks in the written exam and 40% marks in aggregate for being placed in the panel against reserved post. The scheme of The scheme of Best among the failed is not applicable to SC/ST employees in terms of PBC 142/2020
- b) "In terms of Railway Board's letter No. E(NG)1-2018/CFP/5 dated 20.12.2022 the selection against 16 2/3 % Promotional Quota from Gr.D to Gr.C the panel will be drawn in the order of their merit.
The final selection will be purely in order of merit based on the aggregate marks of CCBT, record of service and APARs as per instructions in Railway Boards Letter No.E(NG) 1-2008/PM 7/4 SLP dated:19.06.09 (RBE No.113/2009)
- c) The employees, who qualify in the CCBT, should also qualify in the BEE TWO medical examination (ie.)Prescribed medical classification for the post of Commercial Cum Ticket clerks.

6. Initial Training:

The selected employees will be directed to undergo initial training course at MDZTI/TPJ for Commercial Cum Ticket Clerk according to panel seniority. On successful completion of training they will be absorbed as Commercial Cum Ticket Clerk in pay matrix Level-3. Employees once selected for the post and undergone training will not be permitted to withdraw their candidature and not allowed to go back to their parent cadre under any circumstances. Such of those employees who are not willing to accept these conditions need not apply and those who fail in the training will be directed back to their parent cadre.

7. Tentative Schedule of the selection :

Last date of receipt of application at Personnel Branch	25.08.2025
Publication of eligible list of candidates	10.09.2025
Conduct of Written Examination	01.12.2025 to 15.12.2025
Publication of Panel	16.12.2025 to 31.12.2025

8. **Forwarding of Application:**

- i. Employees who fulfil/accept the above conditions may submit their applications in the prescribed format-ANNEXURE II (Copy enclosed) to their Supervisory Official on or before 20.08.2025.
- ii. Supervisory Official shall collect the applications and forward it in one bunch with a covering letter indicating the Names/Designation of the volunteers to reach the undersigned on or before 25.08.2025
- iii. Any application sent in piecemeal/without the signature of supervisory official will not be entertained.
- iv. The incomplete applications and the applications received after 25.08.2025 will not be entertained under any circumstances.

9. **General Conditions :**

- i. Supervisors should ensure that the notification is brought to the notice of all concerned. If any of the employees is on deputation elsewhere with their lien still on these units, they should also be intimated by concerned Cadre Controlling Officers about the notification.
- ii. The applications of the employees who are under deputation shall be routed through the respective cadre controlling Officer, where their lien is maintained after due verification of the status, grade, and service. Application received directly from where they are presently working on deputation will be rejected.
- iii. List of eligible employees for participating in CCBT would be published after scrutiny of the applications.
- iv. The employees who have responded to this notification are also equally responsible to attend CCBT examination on the scheduled date and time or on the date to be notified, provided they are found eligible.
- v. It shall be noted by all the applicants that purely based on the declaration given by them in the application and the attested photo copies of SSLC/Matriculation/HSC and the degree certificates along with Mark-sheets enclosed with the application, they will be admitted for written examination. In the event of employees making false declaration of educational qualifications and Community Status, apart from disqualifying them for the post, they will also be taken up under D&AR.
- vi. It is the responsibility of the employees to produce original and attested copies of Educational Qualification, Community Certificate, in the case of SC/ST employees, before the concerned authorities, as and when demanded, without which their application will not be considered.

Please acknowledge the receipt of this letter with date **without fail.**

Encl. : 1. Syllabus (Annexure I)
2. Application (Annexure II)

M
ESAKKI

Digitally signed
by M ESAKKI
Date: 2025.07.31
10:09:31 +05'30'

(M.Esakki)

सहायक कार्मिक अधिकारी

Asst. Personnel Officer/T

कृते मंडल कार्मिक अधिकारी

/Divisional Personnel Officer/MDU

Copy to: PCPO/MAS, CVO/MAS – for kind information

PS to DRM/MDU - for kind information

PS to ADRM/MDU - for kind information

Sr.DCM/MDU, Sr.DOM/MDU – for kind information

Principal/MDZTI/TPJ - for kind information

CA to DRM, CCI/MPP, Ch.OS Comm. Br., Commercial Control/MDU, Notice Board

DS/SRMU/REA, DP/DREU/REA DS/AISCST/REA, DS AIOBC/REA

Revised syllabus for selection to the Post of Commercial-cum-Ticket-Clerk in Level-3 against 33 1/3% Promotional Quota & 16 2/3% LDCE Quota.

1. General English

- Parts of Speech [Nouns, Pronouns, Verbs & Adjectives].
- Sentence Correction/Error Spotting
- Synonyms and Antonyms
- Tenses
- Active Voice/Passive Voice
- Sentence Rearrangement
- Idioms and Phrases.

2. General Arithmetic

- Number System
- Simplification
- LCM and HCF
- Ration and Proportion
- Average
- Profit and Loss
- Simple and Compound interest
- Mensuration
- Time and Work
- Time and Distance

3. General Knowledge

- General Knowledge
- Current Affairs

4. Commercial Subjects

- Types of Tickets
- Types of ticket checking
- Maintenance of DTC book
- Reservation of seats & berths – PRS Booking
- Bulk booking
- Break Journey rules
- IRCA Concessions
- Refund Rules
- Forwarding note
- Acceptance and booking of parcels and luggage
- Parcel Scales
- Items not accepted as ICP
- Dog booking
- Types of wagons – carrying capacity
- Routing and rating of Goods traffic
- Priority Schedule
- Demurrage and Wharfage
- Sidings and types of sidings

5. Raj Bhasha

- Raj Bhasha Policy and Rules

APPLICATION FOR SELECTION TO THE POST OF COMMERCIAL-CUM-TICKET CLERK IN PML-03 AGAINST 16 2/3% LDCE - 2025.

(Enclosure to Letter J/P. 608/II/CCTC/LDCE(16 2/3%) dated 31.07.2025)

Affix recent
passport size
photograph
attested by
Controlling
Supervisor

1. Name in Full (in Block Letters):
2. P.F No/ Employee No.:
3. Present Designation & Station:
4. Present level in Pay Matrix:
5. MACP Grade Pay, if any :
6. Date of Birth :
7. Date of appointment
(Ty. Status/Initial Training:-
Empanelment/Absorption)
8. Date of Entry into the present
Grade :
9. Date of completion of 02 Years
Regular service as on 01.07.2025:
10. Whether belongs to SC/ST/UR
(Enclose attested copy of SC/ST:
Certificate)
11. Educational Qualification :
(Enclose attested copy of Certificate)
12. Awards if any received during the:
preceding 03 years
13. Medical Classification :
14. Office Phone No / Contact No/:
Mobile No. :

I hereby declare that all the conditions stipulated in the notification are accepted and further declare that the particulars furnished above are correct and if it is proved to be false, my candidature may be summarily rejected at any stage besides initiating major penalty DAR action for such misconduct.

(Sl.No.1 to 14 are to be filled up legibly by the employee at right side)

Place:

Date:

Signature of the applicant

Forwarded to DPO/O/MDU. The above particulars furnished by the employee have been verified and found correct.

Office Seal:

Date:

Signature of the Supervisory Official & Designation .