

दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY

मंडल कार्यालय/Divisional Office,  
कार्मिक विभाग/Personnel Department,  
मैसूरु/Mysuru - 570 001,  
दिनांक/Dated: 25.03.2021

No.Y/P.531/III/Vol.III/PRQ

All Supervisors Comml/MYS Division  
All SS/SM's/MYS Division

Sub : Filling up of vacancies of Commercial Cum Ticket Clerk in pay band  
Rs.5200-20200+2000 GP/Level-3 against 33 1/3 % PRQ quota.

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1. It is proposed to conduct a selection to the post of Commercial Cum Ticket Clerk in pay band Rs.5200-20200+2000 GP/Level-3 against 33 1/3 % PRQ quota. The break-up of vacancies is as under:-

SC-04

ST-03

UR-18

TOTAL- 25 (TWENTY FIVE)

**2. Employees eligible to apply and service conditions:-**

- i. All employees in Level-1 and Level-2 of pay matrix of 7<sup>th</sup> CPC (GP 1800 & GP 1900) including Safaiwalas of Operating and Commercial Department (As per RBE No.16/2021 dated 04.03.2021) are eligible to apply for the above said post.
- ii. Ministerial Staff are not eligible to Volunteer.
- iii. The employees mentioned in point (i) drawing higher pay than Level-1 in pay matrix under MACP may also apply.
- iv. Employees working in Level-1 and level-2 (GP 1800 & GP 1900) should have completed 02yrs of regular service in Commercial or Operating department as on the date of notification i.e. he/she should have satisfactorily completed the period of probation in the recruitment grade.
- v. Substitutes are not eligible to volunteer.
- vi. vii. Employees who have come on change of category should have rendered 02yrs of regular service in Operating and Commercial Department.

**3. Medical Classification:**

They must be fit in Medical classification **Bee-two** for the post of Commercial cum Ticket Clerk.



#### 4. Mode of Selection

The selection consists of written examination which is objective and the written examination consists of two parts i.e., Part-A and Part-B as detailed below and the duration of the examination will be 02hrs for both the part put together.

PART- A : To test the working knowledge In English Language.

PART-B : To test the General standard of Intelligence and Proficiency through Question in Arithmetic and General Knowledge mainly pertaining to Railway matters and matters pertaining to the work he/she has been acquainted with during his/her Railway Service.

#### 5. Syllabus:

The Syllabus prescribed for selection to the post of Commercial cum Ticket Clerk is knowledge in English language, General Arithmetic and General knowledge mainly pertaining to Railway matters.

#### 6. Procedure for written examination

In terms of Railway Bd's letter No.E(NG) I/2018/PM/I/4 & RBE No.196/2018 dated 14.12.2018 & RBE No.194/2019.

- a. The question paper will henceforth be 100% objective type.
- b. All the questions will be of multiple choices only.
- c. There will be no negative marking in selection against departmental quota where panel is arranged in order of seniority from those qualified.
- d. 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.
- e. The duration of the written examination is 02hrs. (RBE No.97/2019).
- f. The examination question paper will be in Bi-lingual i.e English and Hindi.

The applications received will be scrutinized and call letters will be sent to the eligible applicants duly indicating the time, date and venue of the written examination.

#### 7. Date of Examination

The date, venue and time of examination will be intimated separately. However, it is to be advised to the employees that they should be in readiness to appear for the examination, the date for which will be intimated in due course.

#### 8. Supplementary examination:

There will be no supplementary written examination at any circumstances.



**9. Notifying to the staff:**

It is the responsibility of the Supervisory Officials to notify all the eligible staff working under them. The volunteers along with their applications should enclose certificates in support of Educational qualification, Date of Birth, Community. Such of the applications received by the concerned supervisory officials should be forwarded to Assistant Personnel Officer/I on or before **26.04.2021**.

Wide publicity may be given to above notification. The above notification is available in the following website:-

**SWR.indianrailways.gov.in**

(link:- About us – Divisions – Mysuru – Personnel Branch – Notification/Selection)

**10. Last date for submission of Applications:**

The willing and eligible volunteers have to submit their applications in prescribed proforma duly forwarded by Supervisory Officials. The last date for the receipt of applications in this office is **26.04.2021**. Applications received after the last date will not be considered. The candidate should necessarily fill all the relevant columns and strike out the inapplicable columns indicating as 'NA'.

Encl: Proforma (ANNEXURE – A)

  
25/3/21

(अभिषेक गांधी/ABHISHEK GANDHI)

स. का. अधिकारी/मैसूरु/APO/MYS

कृते व. मं.का.अधिकारी/मैसूरु for Sr.DPO/MYS

Copy to :Sr.DCM/MYS,Sr.DOM/MYS

Ch.OS/OPTG, Ch.OS/Comml Branch

Chief Controller/MYS, Commercial Controller/MYS

Ch.OS/Confidential Section,Notice Board,

DS/SWRMU, AISC&ST REA, AIOBCREA/MYS

ANNEXURE - A  
Sr.DPO/O/MYS IS 26.04.2021

LAST DATE FOR SUBMISSION OF APPLICATION TO  
PROFORMA  
APPLICATION FOR SELECTION TO THE POST OF COMMERCIAL CUM TICKET CLERK IN PAY  
BAND Rs.5200-20200+2000 GP AGAINST 33 1/3 % PRQ QUOTA-LEVEL-3

|                                             |                                                                  |   |               |
|---------------------------------------------|------------------------------------------------------------------|---|---------------|
| 1.                                          | NAME OF THE EMPLOYEE (IN BLOCK LETTERS)                          | : |               |
| 2.                                          | DESIGNATION AND STATION                                          | : |               |
| 3.                                          | PF/NPS No.                                                       | : |               |
| 4.                                          | MOBILE No.                                                       | : |               |
| 5.                                          | DATE OF BIRTH                                                    | : |               |
| 6.                                          | DATE OF APPOINTMENT                                              | : |               |
| 7.                                          | PRESENT PAY BAND & GP                                            | : |               |
| 8.                                          | WHETHER MACPs OR REGULAR                                         | : |               |
| 9.                                          | MEDICAL CLASSIFICATION AND MEDICAL CERTIFICATE No. & DATE FIT IN | : |               |
| 10.                                         | DATE OF ENTRY INTO PRESENT GRADE                                 | : |               |
| 11.                                         | DETAILS OF AWARDS (2017-18, 2018-19, 2019-20)                    | : |               |
| 12.                                         | PENALTIES IMPOSED (2017-18, 2018-19, 2019-20)                    | : |               |
| 13.                                         | TOTAL No. OF YEARS OF SERVICE                                    | : |               |
| 14.                                         | EDUCATIONAL QUALIFICATION                                        | : |               |
| 15.                                         | WHETHER BELONGS TO SC/ST                                         | : |               |
| 16.                                         | I OPT TO WRITE THE EXAMINATION IN                                | : | English/Hindi |
| (Strike out portion that is not applicable) |                                                                  |   |               |

**Declaration as required in the circular:** In the event of being selected as Commercial cum Ticket Clerk on promotion and after successful completion of training, I will seek further promotion only in the above selected category and will not seek further in the present grade.

STATION:

DATE:

SIGNATURE OF THE EMPLOYEE

FORWARDED TO Sr.DPO/MYS

STATION:

DATE:

SIGNATURE OF THE SUPERVISORY OFFICIAL WITH SEAL