



दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY मंडल कार्यालय/Divisional Office,
कार्मिक विभाग/Personnel Department,
मैसूरु/Mysuru - 570 001,
दिनांक/Dated: 22.06.2020

सं. /No.Y/P.220/I/Comm1

Sr.DCM/MYS

Sub : Filling up of Three(03) vacancy of Instructor
(Commercial) at MDRTI/DWR (Ex-Cadre
Tenure) in Pay Matrix Level-07 (7th PC) (GP-
4600/-6th PC).

Ref: PCPO/SWR/UBL letter No.SWR/P.263/II/Optg/
Comm1.mdte/Vol.II(O.C-09) of 18.06.2020.

Copy of Hd.Qrs letter dated 18.06.2020 cited is enclosed herewith.
Application from volunteers may be forwarded to reach this office on or before
10.07.2020. Such of the applications of staff, who can be relieved without
relief need only be forwarded to this office. Applications received after this
date i.e. 10.07.2020 will not be entertained under any circumstances.

Encl: Copy of Hd.Qrs letter cited.

N. Gopalakrishna
22.06.2020
(एन गोपालकृष्ण/N GOPALAKRISHNA)
स. का. अधिकारी/मैसूरु/APO/II/MYS
कृते व मं का अधिकारी/मैसूरु for Sr.DPO/MYS

Copy to: Dy.SMR/Com1/MYS

CTI/Dn, CE&RS/Dn, CCI/Dn/MYS

CTI/SL/SBC Base/MYS, SQD/MYS, ASK, HAS, DVG

CCI/MYS, HAS, ASK, HVR, DVG, SMET

CE&RS/DVG, SMET, HAS, MYS

Comm1.Control/MYS

Divl.Sec/SWRMU,AISC&STREA,AIOBCREA/MYS

TH WESTERN RAILWAY

दक्षिण पश्चिम रेलवे

11/11/2022

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No. SWR/P.263/II/Optg./Comml.mdtc/Vol.II (O.C-09)

NOTIFICATION

Sub: Notification for filling up of Three (03) vacancies of Instructor (Commercial) at MDTC/DWR (Ex-Cadre Tenure) in Pay Matrix Level-07.

*** ** *

1. It is proposed to fill up Three (03) vacancies of Instructor (Commercial) in Pay Matrix Level-07 at MDTC/DWR on Ex-Cadre basis by a positive act of selection. The maximum tenure on this post can be for a period of eight years from the date of joining at the Institution.

Sl. No.	Category	Pay Matrix Level	No. of Post
01.	Instructor (Commercial)	Level-07	03

2. ELIGIBILITY CRITERIA

- Applications are invited from eligible Commercial Superintendent / CCI, CTI & CE&RS working in Pay Matrix Level-07 of Commercial Department in South Western Railway.
- Applicant should be a Graduate in any discipline and should have 05 years of field experience in Pay Matrix Level-06 and above.
- Those who are working in Pay Matrix and having got financial up gradation under MACP holding substantive post with Pay Matrix Level-06 are not eligible. The Supervisory officials are advised not to forward the application of such staff.
- The employee should not have attained the age of 52 years on the date of issue of Notification.
- The tenure will be minimum of 03 years and maximum of 08 years.
- Computer Literacy and knowledge in Hindi is desirable.
- Volunteers should have good training capacity, good academic background, practical experience in teaching and capacity to prepare course material. They should be good communicators, sensitive to the need of people, resilient, open minded, perceptive, honest, committed and motivated.
- Staffs who have once completed their tenure as Instructor or any other ex-cadre post already in any department should have worked at least for a minimum period of one year in their parent cadre.

3. SELECTION PROCEDURE

- Selection shall consist of written test (75 Marks) and class room lecture trial (25 marks). In terms of RBE 39/2020, the final panel will be drawn in the order of Merit from amongst those who secure a minimum of 60% marks in the written test (Professional Ability) and 60% of marks in the aggregate.
- In terms of RBE 196/2018, written test will consist of 100% Objective Type multiple choice question paper. Question paper will be in bilingual i.e English and Hindi.

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[Signature]
18/6/20

SOUTH WESTERN RAILWAY

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In terms of Railway Board's letter RBE No.194/2019, there will be negative marking @ 1/3 marks for a wrong answer for all selections including LDCE where panel is arranged in the order of merit from those qualified.

- v) Employee should opt the language either English & Hindi for answering the objective type. In the prescribed column of the application form. Option once exercised is final and if no option is exercised, it will be presumed that applicant opted for "English only".
- v) In terms of Railway Board's letter No.Hindi-81/OL-14/12, dated 14.01.1982, written test shall contain questions in Official Language Policy and Rules for 10% of the total marks prescribed. However, question on Rajabhasha will be only optional & not compulsory.

4. SYLLABUS


- i) The syllabus for this examination is enclosed in Annexure – 'A'

5. GENERAL INSTRUCTIONS

To The Candidates

- i) All eligible employees should submit their applications as per the proforma attached as Annexure–"B" on or before the closing date to their respective Divisions and Units. Copy of the application is also available along with notification in South Western Railway website swr.indianrailways.gov.in
- ii) No application will be entertained strictly after the last date, irrespective of reason for delay. Applications received from the employees directly at PCPOs Office without certification of the concerned Personnel Officers will be rejected.
- iii) Prospective Candidates are advised to ensure that they are eligible for the selection with regard to eligibility criteria at Para. 2 before submitting the applications.
In the event of the employees making false declaration of Educational Qualifications, they will also be taken under RS (D&A) Rules, 1968 for major penalty.
- iv) List of eligible employees for participating in written examination would be published after the scrutiny of the applications.
- v) After the written examination is conducted, pleading ignorance of the date of written examination will not be accepted under any circumstances. The employees who have responded to this Notification are also equally responsible to attend written examination on the scheduled date and time on the date to be notified, provided they are found eligible. This being ex-cadre selection, there will be **no supplementary written examination**.
- vi) Lien of selected employees will be maintained in their parent department.
- vii) Instructor selected in the same grade are not allowed for additional increment, but are allowed Training Allowance wherever admissible.
- viii) Staff selected as Instructor will be repatriated to their parent cadre in case the performance is not satisfactory as evaluated by Principal of MDTC/DWR during the period of their working at MDTC/DWR irrespective of the tenure period rendered.
- ix) The employee posted as Instructor will be repatriated to his/her parent Division at least six months prior to his/her date of superannuation.

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SOUTH WESTERN RAILWAY

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To Cadre officer/Personnel Officer

- x) Cadre Controlling Officer including Personnel officer should ensure that Notification is brought to the notice of all concerned.
- xi) Cadre Controlling Personnel Officer shall verify the particulars of the applicants and forward eligible applications only in one bunch with a covering letter duly mentioning the Name and Designation of the applicants, to the below mentioned office
Senior Personnel Officer/Cadre,
PCPO's office, 1st floor, Rail Soudha,
South Western Railway, Gadag Road, Hubballi -580020.
- xii) Applications received after the last date should not be accepted and forwarded by the Divisions and Units.

6) SCHEDULE OF THE SELECTION WILL BE AS FOLLOWS:-

- (i) Last date for submission of applications to the respective Personnel Department of the units is **10.07.2020**.
- (ii) Last date for receipt of applications at PCPO/O/SWR/UBL after due verification by the cadre /Personnel Officer **20.07.2020**, along with attested copy of SR Extract and last three years APARs on the date of issue of Notification, DAR clearance and SPE/Vigilance Clearance.
- (iii) Tentative date of written Test or Computer- Based Test (CBT) is **20.08.2020**. Candidates volunteering for the selection should keep themselves ready for the examination keeping in view of this tentative date. The final date of written test/CBT will be advised while notifying eligibility list after scrutinizing of applications.
- (iv) It may please be noted that the applications received directly at this office will not be accepted. The applications received by Division/Unit after the last date also will not be accepted.
- (v) If there are no applications from the eligible employees from any unit, cadre controlling personnel Officer concerned shall send a **NIL report**.
- (vi) Wide Publicity of this notification may be given among the staff.

Encl: 1) Syllabus in two pages ANNEXURE-A.
2) Application Format as ANNEXURE-B.


T. SHIVANNA

Senior Personnel Officer/Cadre
For Principal Chief Personnel Officer

Copy to: PCCM/SWR, PCOM/SWR & PFA/SWR - for kind information.
DRM (P) MYS, SBC & UBL - for information & necessary action.
Sr.DCM/MYS, SBC & UBL - for information & necessary action.
Principal/MDRTI/DWR - for information.
General Secy. /SWRMU, General Secy. /AISCSTREA & General Secy. AIOBCA & Notice Board.

Syllabus for selection to the post of INSTRUCTOR (Commercial) in Pay Matrix Level-07.

General

1. History of Indian Railways with special reference to administrative set up at various levels.
2. IRCA and its publications.
3. Organization and functions of Commercial Department.
4. Duties and responsibilities of Commercial officers and Inspectors.
5. Various provisions of Railway Act 1989.
6. Passenger amenities at stations and on trains.
7. Complaints organization (PGRM), New modes of complaints & suggestions.
8. Public Relations.
9. Catering Service/Policies.
10. Implementation of Official Language Act.
11. Right to Information Act.
12. Consumer Protection Act.
13. Role of Commercial staff in Disaster Management.
14. Railway User Consultative Committees.
15. Inspections by Officers and commercial inspectors.
16. Cleanliness – Role of Commercial Department.
17. Information Technology initiatives in Commercial Department.

B. Commercial – Coaching

1. Booking of passenger. Travel facilities for MPS. Rules and exchange of various concessions. Military and police warrants, High official requisitions, issue of circular journey tickets etc.
2. Rules for reservation of berths and seats, Tatkalreservation, E-ticketing and I-ticketing, Up gradation of passengers and feeding of EDR.
3. Booking of special coaches and special trains.
4. Rules for refund of fares, computerized coaching refunds scheme (CCRS).
5. Ticket checking organization. Various types of checks conducted by ticket checking staff, collection of penalty from ticketless travelers. Dealing with irregular travelers and unbooked /partially booked luggage. Preparation of EDR by amenity staff.
6. General idea about acceptance, booking, carriage and delivery of luggage / parcels.
7. Rationalization of parcel booking, leasing of parcel space.
8. Opening and working of Passenger Halt stations.
9. Passenger Reservation System (PRS).
10. Unreserved Ticketing System (UTS), New modes of ticketing –JTBS, STBS, YTSK, ATVMs, Ticketing through Mobiles.
11. Frauds in ticketing and their prevention.

Commercial – Goods.

1. Acceptance booking, carriage and delivery of goods including explosives and other dangerous goods, military traffic and RMC
2. Rules governing the opening and working of siding.
3. Levy of Demurrage, Wharf age and stacking charges.
4. Procedure for waiver of demurrage and wharf age charges.
5. Train load and its conditions.
6. Marketing and sales organization – various freight incentive schemes and transportation products, wagon leasing schemes, AFTO, SFTO, PFT etc..
7. Claims- Prevention and settlement.
8. Railway Claims Tribunal and Railway Rates Tribunal.
9. FOIS and its Modules.

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18/6/20

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Commercial - Sundries

1. General Contract Management (Revenue and Expenditure).
2. Commercial Publicity.
3. Catering.
4. Parking contracts.
5. Retiring Rooms.

E. Accounts

1. Classification of earnings
2. Station Accounts.
3. Station outstanding and its clearance.
4. Collection and proper remittance and railway cash.
5. Audit Paras.
6. Traffic Survey.
7. Awarding of contracts.
8. Withdrawal from station earnings.
9. Balance sheet.

F. Establishment.

1. Railway Conduct rules.
2. Discipline and appeal rules.
3. Pass rules.
4. HOER.
5. Leave rules


A/B 10

Carefully read all instructions as mentioned in the notification No. SWR/P.263/III/Optg./CommI.MDTC/Vol.II (O.C-09) Dated: 18.06.2020 before filling of this application).

**APPLICATION
FOR SELECTION TO THE POST OF INSTRUCTOR (COMMERCIAL) PAY MATRIX LEVEL-07 AT MDTC/DWR**

1.	Name (as per service register) In Capital Letters	:	
2.	Designation	:	
3.	P.F. No/ N P S No.	:	
4.	Station/Division/Unit	:	
5.	Present Pay Matrix Level	:	
6.	Date of Birth (dd-mm-yyyy)	:	
7.	Age as on date of notification in completed years. (applicants should not be above 52 years of age as on date of issue notification)	:	
8.	Date of regular promotion to the present grade *	:	
9.	Date of regular entry in to the immediate lower grade (Date and grade to be mentioned) *	:	
10.	Academic Qualifications	:	
11.	Technical Qualifications with class / distinction (clearly indicate branch/discipline of qualification)	:	
12.	Knowledge of Computer application	:	Yes/No If yes, submit records in proof of the same.

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Particulars of field experience in detail			
From	To	Post held (Incl. tenure post if any)	Division/Unit
14.	Language for Answering of Question Paper.(Tick ✓)		English <input type="checkbox"/> or Hindi <input type="checkbox"/> (Option once exercise is final)
15.	Contact Numbers (mobile)		
16.	Email Address		

*** NOTE: Adhoc promotion should not be taken into account.**

I declare that the particulars furnished above are correct to the best of my knowledge and belief. If any of the above furnished information is found incorrect/false my candidature for the selection shall be liable to be cancelled.

Date:

Place:

Signature of the applicant.

Certification by the Administration

Forwarded to PCPO/SWR/UBL. The particulars furnished above by the employee have been verified and found correct and the conditions mentioned in the notification have been fulfilled by the candidate.

Signature of the Controlling officer of the department.
Name
Designation
Office
Date
Office seal

Signature of the Personnel Officer
Name
Designation
Office
Date:
Office seal

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18/8/20

SOUTHWEST