



**Office of the Principal Chief Commercial Manager
South Central Railway, Ministry of Railways, Government of India
Rail Nilayam, Secunderabad 500 025 (Telangana)**

No.C.415/E/Genl/ACM/70%/2019

Date: 25/10/2019

**Dy.CCM/FS
Sr.DCMs/SC, HYB, BZA, GTL & NED
Principal/ZRTI/MLY**

विषय/Sub: Formation of panel for promotion to Group 'B' post of Assistant Commercial Manager in Level-8 Pay Matrix against 70% Quota selection in Commercial Department.

संदर्भ/Ref: PCPO's letter no. SCR/P-HQ/262(a)/Gaz/C-1/70%/Comml/2019 dated 18/10/2019.

“””

A copy of PCPO/SC letter dated 18/10/2019 cited above together with Annexures is enclosed herewith for information and necessary action.

The employees mentioned in Annexures A & B working under your control may be notified under clear acknowledgement and also obtain their willingness/unwillingness to appear for the selection in writing in proforma enclosed as per Annexure-C and forward the same to Dy.CPO/Gaz/Hqrs/SC through Sr.DPO/DPO/Personnel/controlling officers under advise to this office.

Matter may be treated as important

Encl: As stated.


 (Shifali)
 Dy. CCM/IT
 for Principal Chief Commercial Manager

SOUTH CENTRAL RAILWAY



No.SCR/P-HQ/262 (a)/Gaz/C-1/70%/Comm/2019

Headquarters Office,
Personnel Branch,
4th Floor, Rail Nilayam,
Secunderabad-500 071.
Date 18.10.2019

Secy to GM, PCCM, PCOM, CCO, CSO, CAO/CN/SC, SDGM, CPRO, CCM/FS,
DRMs SC, HYB, BZA, GTL, GNT & NED, DGM/G, GM/CRIS,
Dy CCM/PM, Principal/ZRTI/MLY, SPO/T/HQ, S&AO/HQ,
Sr DPOs/Sr DCMs/Sr DSOs SC, HYB, BZA, GTL, GNT & NED, GM, RITES,
Station Director/ TPTY, RGM/IRCTC/SC, RGM/CONCOR, SP/CBI/ACB/HYB,
CPM/RE/SC, CEN, BBS

Sub: Formation of Panel for promotion to Group 'B' post of Assistant Commercial Manager in Level-8 of Pay Matrix against 70% Quota selection in Commercial Department

1. It is proposed to hold a selection for formation of Group 'B' panel for the posts of Assistant Commercial Manager (ACM) in Level-8 of Pay Matrix in Commercial Department of this Railway against 70% Quota, as detailed below

- a) Assessment Period : 01.08.2019 to 30.01.2022
b) Number of Vacancies : 05 (UR-04, SC-01 and ST- Nil)
2. Eligibility Criteria

i) Group 'C' employees working in Level-6 in 7th PC Pay Matrix and above with three(3) years on non- fortuitous service in the grade as on 01.08.2019 in Commercial Department (including non- fortuitous service rendered in the corresponding pre-revised grades) will be eligible ((Railway Board's Lr No. E(GP)99/2/22 dt 29.03.2010 (SC No. 54/2010))

ii) Law Assistants/Chief Law Assistants are also eligible for promotion to the post of ACM in addition to their normal avenue of promotion to the post of ALO depending upon the option they exercise. The option can be exercised after an employee gets selected to any of the Gazetted cadre. Such an option should be exercised within 30 days of the results of the selection by the employee in writing and option once exercised will be treated as final.

3. The scheme of selection is as under:

i) The selection will consist of (a) written examination and (b) viva-voce.

ii) Written examination in terms of Railway Board's Lr. No E(GP)2018/2/31 dt 19.03.2019 (RBE No.53/2019) the written examination shall comprise of 100 marks consisting of 100% objective type multiple choice questions only. The question paper will contain 110 questions that include 10 questions on Raj Basha which are optional. If any candidate answers more than 100 out of 110 questions, the first 100 attempted questions will only be evaluated. The duration of the written examination will be of two hours. The distribution of questions will be as under:-

- a) Technical subject including official language policy 70 marks
b) Establishment and Financial Rules 30 marks
c) Qualifying marks 60 marks

Contd ..

iii) **Objective type Multiple choice question paper:**

To ensure authenticity of the answers of multiple choice questions, no corrections of any type (viz., cutting, overwriting, scoring of a ticked answer and ticking another answer, erasing, modifying the answer in any way) will be permitted. Zero marks will be awarded in such cases of corrections. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer. All objective questions carry equal marks. In English as well as Hindi versions of question papers, every question will have four options numbered as A, B, C, D (only Capital letters) and answers to each question by the candidates should invariably be written in capital letters.

iv) **Record of Service and Viva-voce:**

	Maximum Marks	Qualifying Marks
i) Viva - voce	25	30 (including at least 15 marks under record of service)
ii) Record of service	25	

Those who qualify in the written examination, will have to appear for prescribed medical examination as per Medical Manual for promotion to Group 'B' post of Assistant Commercial Manager. Those who are found fit in the prescribed medical examination will only be called for Viva-voce as per extant instructions.

It is also advised that mere passing the written examination would not make them eligible for promotion to the post of Assistant Commercial Manager. In order to qualify, apart from passing medical examination, a candidate must secure minimum prescribed qualifying of 60 marks in the written examination, 15 marks out of 25 in 'Record of Service' and 30 marks out of 50 marks in 'Viva-voce' and 'Record of service' put together.

4. **Field of Eligibility:** A list of 20 employees based on integrated seniority list furnished by SPO/T vide Lote No.SCR/P-HQ402/EC/1/Integrated Seniority/ Vol-II dated 30.09.2019, eligible to appear for the selection is enclosed as Annexure-'A'. Further, a list consisting ~~of 20 employees is also enclosed as Annexure-'B' as standby, who may also be advised to be in readiness to appear for the examination in the event of their being enlisted in the~~ field of eligibility against those employees in Annexure-A tendering unwillingness or fail to give unwillingness before the stipulated date.

5. As per extant instructions of the Board the employees have to exercise their willingness ~~to appear for the selection. Hence, the employees listed in Annexure-'A' and 'B' (Zone of consideration and standby list) may be advised individually to express their willingness/unwillingness to appear for the selection in writing in proforma enclosed as per Annexure-'C' and submit the same to their concerned supervisory officials on or before 15.11.2019.~~

a) It should be brought to the notice of the concerned employee by the supervisor that it is the responsibility of the employee to advise his/her willingness to take the selection and failure to respond or provide the intimation within the period allowed will be treated as unwillingness on his /her part to take the selection.

b) The concerned supervisory officials should ensure that the notification reaches to all the employees listed in Annexure-'A' and 'B' working under their control and their acknowledgement should be obtained for having receipt of the notification.

c) If any of the employees listed in Annexure-'A' & 'B' are on leave/ training /deputation/ sick or working in any other unit, intimation regarding this notification should be sent to their place of working / personal address and their acknowledgement obtained and forwarded to this office for record, with the details of their place of working if they are on deputation or working in any other unit. This responsibility lies with supervisory/controlling official.

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7. The concerned supervisory officials on receipt of the willingness/ unwillingness in the prescribed proforma (**Annexure-'C'**) should consolidate the same and should be submitted to their concerned Sr.DPO/DPO/Personnel Officer/Controlling officers by **15.11.2019**. The concerned Sr.DPO/DPO/Personnel Officer/Controlling officers should consolidate all the lists received from the supervisory officials and should send to this office in one bunch to Dy CPO/Gaz/HQ on or before **22.11.2019** certain. It is once again instructed that the willingness /unwillingness received from the employees after the stipulated date i.e., after **15.11.2019** shall not be entertained
8. **Pre-Selection Coaching Classes**: Pre-selection coaching classes to the employees belonging to the **SC** Community only will be arranged by Principal Chief Commercial Manager/SC. The venue and duration of coaching classes will be intimated by Dy.CCM/G/HQ in due course. In case of any employee is unwilling to undergo Pre-Selection coaching a written declaration of unwillingness (unconditional) to attend the Pre-Selection coaching classes should be obtained from him/her and sent to Dy.CCM/G/HQ who in turn will forward the same in one bunch to this office for record after completion of the pre-selection coaching classes, with the list of employees attended the pre-selection coaching classes.
9. **Syllabus** the syllabus for written examination is enclosed as **Annexure-'D'**. As per the extent instructions of the Railway Board, the question paper shall also contain question(s) on Official Language Policy and Rules to the extent of 10% of the total marks of the question paper, answering of which is not compulsory.
10. This notification may be treated as Alert Notice for the examination. The date, time and venue for the written examination will be intimated later.

Please acknowledge receipt

Encl: Annexure- 'A', 'B', 'C' & 'D'


U. SURESH/18/10/19
SPO/Gaz.

for Principal Chief Personnel Officer

Copy to: Dy.CCM/IT/HQ: He/She is requested to co-ordinate with the field officers/units and ensure that the willingness/unwillingness letters from the employees are sent to the undersigned before the target date


U. SURESH/18/10/19
for Principal Chief Personnel Officer

(Ref.: Notification number (A No. SEC/P-HK) 262(A)/C-1/707. Annexure -B
Comm) 2019 dt. 18.10.2019)

List of employees to be kept in alertness (stand by) for the post of Assistant Commercial Manager in commercial Department to appear in the event of eligible candidates express their unwillingness

Sl.No	Name (S/Shri/Smt)	Community	Designation/Office	Division
01	K.GOVIND RAO	UR	CCI/SC/BO	SC
02	B SHANKAR	ST	Ch OS/PCCM/O/SC	HQrs/SC
03	M.NAGA RAO	ST	CTI/KCG	HYB
04	A.SRIGIRISH	UR	CCI/Sr DCM/O/SC	SC
05	D.SRINIVASA RAO	UR	CTI/BZA	BZA
06	A.JANARDHAN	UR	CCI/SC	SC
07	B.BALAKRISHNA	ST	CTI/BZA TCG	BZA
08	M.ELISHA	SC	CTI/RJY/SQD	BZA
09	K.VENGAIAH	ST	CTI/BZA/TCG	BZA
10	A.R.K.PRASAD	UR	CPSR/BZA	BZA
11	Y.SURESH BABU	UR	CBSR/CCT	BZA
12	D.D.RAMESH BABU	ST	CGSR/COA	BZA
13	K SHYAM BABU	SC	CCI/TEL	BZA
14	B RAMESH BABU	ST	CCSR/GTL	GTL
15	S GOPI	ST	CCSR/KPCL	GTL
16	CH VENKATESWARLU	ST	CCI/KUKP	SC
17	K.SRINIVASA RAO	ST	CCI/SC	SC
18	B VIJAY KUMAR	ST	CCI/CTO/SC	SC
19	A.G.CHATARJEE	SC	CCSR/MTM	BZA
20	K.RAM BABU	ST	CTI/SL/GNT	GNT

(Twenty names only)

[Signature]
18/10/19

(Enclosure to notification No.SCR/P-HQ/262(a)/Gaz/C-1/70%/Comm1/2019 dt. 18.10.2019


Annexure - 'A'

List of employees eligible to appear for Group 'B' selection (70%) for the post of Assistant Commercial Manager in Level -8 of 7th PC in Commercial Department.

Sl.No	Name (S.Sr/Smt)	Community	Designation/Office	Division
01	P.R.K.RAJU	UR	CTI/HYB	SC
02	S.S.P.REDDY	UR	CPSR/OGL	BZA
03	T.SRINIVAS	UR	CGSR/BVL	BZA
04	T.H.PRASADA RAO	UR	CCI/Sr.DCM/O/BZA	BZA
05	VENKATESWARLU	SC	Ch.OS/Sr.DCM/O/BZA	BZA
06	G.V.RAMANA	ST	CE&RS/SLO	BZA
07	P.SRINIVAS	UR	CBSR/SLO	BZA
08	Y.SURYANARAYANA.	UR	CCSR/BVRM	BZA
09	V.RAVIKANTH	SC	CCI/Sr.DCM/O/SC	SC
10	B.VENKATESWARLU	UR	CGSR/KAPT	BZA
11	J.DAYANAND	SC	CCI/BZA	BZA
12	T.VENKATESH	UR	CCI/Sr.DCM/O/HYB	HYB
13	M.GOVIND NAIK	ST	CTI/SL/GTL	GTL
14	V.SUBRAMANYAM	UR	CCI/PCCM/O/SC	HQ
15	G.SUBBA RAO	ST	CTI/SC	SC
16	P.ANJANA DEVI	ST	Ch.OS/Sr.DCM/O/SC	HQrs/SC
17	T.VEERARAGHAVENDRAN	UR	CTI/SL/TPTY	GTL
18	P.RAVI	UR	CCI/SC/BO	SC
19	I.SREE RAMA MURTHY	UR	CCI/KZJ	SC
20	SK.MOULALI	UR	CTI/Squad/GID	GNT

(Total twenty employees only)

Note: Sl.No.16 to 20 are included as per Rly Bd's instructions vide Lr No. E(GP)85/1/78 dated 09.09.1985.


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DECLARATION

I am in receipt of Notification No NO.SCR/P-HQ/262(a)/Gaz/C-1/70%/Comml /2019 dated 10.10.2019 alerting me for selection against 70% Quota for the post of Assistant Commercial Manager in Commercial Department.

I am WILLING / UN-WILLING to appear for the selection.

My Sl.No. is _____ in Annexure 'A'/Annexure 'B'.

I am also aware that if I fail to give this declaration it will be deemed that I am not willin to appear for the selection.

Signature: _____

Name : _____

Designation : _____

Station: _____

Community: _____

Mobile No _____

P.F./C No. _____

Signature of Supervisory official
with Seal.

Mobile No:

[Handwritten Signature]
10/10/19

**SYLLABUS FOR WRITTEN EXAMINATION TO GROUP 'B' POST OF ACM IN
COMMERCIAL DEPARTMENT - 70% QUOTA.**

General :

- 1) History of development of Indian Railways
- 2) Organization of Indian Railways
- 3) Multi modal Transport.
- 4) Commercial Department – organization, functions.
- 5) The Indian Railway Conference Association – functions.
- 6) Users /Consultative committees at various levels – Station, Division, Zonal and National level.
- 7) Recent trends in passenger, parcels and freight segments.
- 8) Information Technology (IT) applications of Indian Railways.
- 9) Rating & pricing policy of Indian Railways.

Coaching (Including luggage / parcels)

1. Ticketing systems / policies : UTS, PRS, JTBS, STBA, YTSK, ATVM, Co-TVM, utsonmobile etc.
2. Rail Travel Concessions and their rules.
3. Advance Reservation – rules for reservation, e-ticketing, other modes of purchasing reserved tickets, tatkal scheme, upgradation, suvidha and tatkal special trains, booking of special coaches & trains, Alternate train accommodation System (ATAS) – VIKALP.
4. Enquiry systems – POET / Touch Screen, NTES, 139 etc.
5. Ticket Checking : Duties, Checks, sections of Indian Railway Act.etc. Computerization of TTE lobbies, HHT to TTEs.
6. Refund : New Refund Rules, Computerized Coaching Refund Scheme (CCRS), TDR etc.
7. Luggage & parcels – Rules for Acceptance, Booking, Carriage & Delivery of luggage & Parcels, Modified Comprehensive Parcel Leasing Policy, policy of Leasing of Parcel Cargo Express Trains, Parcel Management System (PMS), Operation by PCOs etc.
8. Coaching Operations Information System (COIS). Loss of Punctuality on Commercial Account – Punctuality loss affecting coaching traffic.

Other Commercial Subjects :

9. Catering – Catering Policy 2017 & issues, Role of IRCTC & Railways, TSVs, new initiatives i.e. e-catering, Ready to Eat (RTE) meals etc.
10. PGRM & related issues – Modes of complaints their redressal, COMS etc., Rail Madad.
11. Cleanliness – Policy role of Commercial Department, CTS, OBHS etc.
12. Passenger Amenities – Policy guidelines, Adarsh Stations, amenities under MPLADS / Sponsorship.


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13. Disaster Management & related issues Role of Commercial Department.
14. Halt Policy.
15. Policies of Contracts related to Commercial Department – Non Fare Revenue Policies, parking, ATMs, Pay & Use toilets, Multipurpose stalls and policy.
16. Station Redevelopment.

III. Goods:

1. Rules for Acceptance, Booking, Carriage & Delivery of Goods.
2. Preferential Traffic Order (PTO)
3. WDRF and e-registration fo demands (e-RD)
4. PCC of wagons
5. Weighment, Weigh Bridges & overloading Punitive charges, Pre-Weigh Bin.
6. Re-Booking and Diversion
7. Rules of Demurrage, Wharfage Charges, Stacking and their waival.
8. Trainload conditions and transportation products
9. FOIS and its working – Modules RMS & TMS.
10. Sidings and their working.
11. Policy of Private Freight Terminals (PFTs)
12. Freight Incentive Schemes
13. Containers – PCOs, CONCOR
14. LWIS / WLS, EOL/TIELS, MGR
15. E-payment of freight, e-TRR
16. Station to Station Rates, TEFD.
17. Marketing & Sales – Need for Marketing and Sales organization in the prese set-up, basic functions of marketing organization, concept of marketin canvassing of high rated traffic etc.
18. Goods Tariff and Classification.
19. Ways and means to capture new traffic and freight to improve Rail share.
20. Commercial Plots.
21. LTTC (Long Term Tariff Contract).

IV. Claims

1. Claims prevention – organization and steps to reduce claims.
2. Common carrier liability of Indian Railways
3. Provisions of the Indian Railway Act regarding the liability of the Railways loss, damage, destruction, deterioration & non-delivery of goods.
4. Liability of Railways in regard to passenger traffic – Sections 124 & 124A Indian Railway Act & dealing such compensation cases.
5. RCT – Constitution, functions & powers etc.

V. Accounts

1. Principles and procedures of drawing up the 'Budget'.
2. EARNINGS – Budget Estimates, August Review, Revised Estimates : Actuals, the classification of earnings.
3. EXPENDITURE – The pattern of developing the expenditure budget : Works Programme.
4. Collection, remittance and accountal of station earnings.
5. Station Balance sheet & Returns, Online Station Balance Sheets.
6. Station Outstanding

[Signature]
18/11/19

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7. Traffic Surveys – Various types of traffic surveys undertaken by Railways, basic principles followed in conducting traffic survey, productivity tests.

VI. Establishment

1. Leave and Pass Rules
2. D&A Rules
3. Conduct Rules
4. HOER, Overtime, Job Analysis and its mechanism
5. Retirement Benefits under PF / Pension Scheme – Final settlement.

VII. Others

1. Commercial Statistics – basis of commercial statistics compiled by Railway, sources and methods of compilation.
2. Important Sections of Indian Railway Act, 1989
3. Right to Information Act, 2005
4. Inspections
5. RLDA, IRSDC


(8/10/19)