

दक्षिण मध्य रेलवे/South Central Railway
विजयवाडा मंडल/Vijayawada Division

मंडल रेल प्रबंधक कार्यालय Office of the DRM
वाणिज्य अनुभाग Commercial Branch,
विजयवाडा Vijayawada,
दिनांक Date: 25/08/2021

No.बीB/सीC.19/Staff/Notifications

All the Inspectors/Supervisors/Staff of Commercial Department

Sub: Filling of ex-cadre post of Instructor (Commercial) Level-6 of 7th CPC Pay Matrix at ZRTI/MLY -Reg.

Ref: PCPO/SC's letter No. SCR/P-HQ/227/EC/INST/Vol.III dt 24/08/2021 (copy enclosed).

With reference to the above, a notification is issued for "Filling of ex-cadre post of Instructor (Commercial) Level-6 of 7th CPC Pay Matrix at ZRTI/MLY" and advised to send the applications from eligible employees.

Hence, it is advised to submit the applications in the prescribed proforma to this office on or before 18/09/2021 through proper channel.

Encl: as above.

Signed by Kaniganti
Rajendra Prasad
For SDCM/BZA
Date: 25/08/2021 15:49
Reason: Approved

Copy to: CCL/BZA for information and necessary action.

SOUTH CENTRAL RAILWAY



No.SCR/P-HQ/227/EC/INST/Vol.III

Headquarters Office,
Personnel Branch,
Secunderabad.

Dt: 18-08-2021.

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NOTIFICATION

Sub: -Selection to the ex-cadre post of Instructor (Commercial)
Level-6 of 7th CPC Pay Matrix, at ZRTI/MLY.

Applications are invited from serving permanent Railway employees of South Central Railway for selection to the ex-cadre post of Instructor (Commercial) in Level-6 of 7th CPC Pay Matrix, at ZRTI/MLY.

1	No. of vacancies	02 (Two) No reservation as ex-cadre post
2	Level in 7 th CPC Pay Matrix	Level-6 of 7 th CPC Pay Matrix. (GP Rs. 4200/-) Substantive
3	Tenure	Should be 5 years in the Training Institute
4	Age Limit	Upper age limit as on the date of Notification should be 55 years
5	<u>Eligibility conditions</u>	In terms of Railway Board's Lr.No.E(NG)/I/2017/PM 1/11 dated 13/05/2019 (RBE No.79/2019) staff in same/allied department in identical Grade Pay in GP 4200/Level 6 . If staff in identical Grade Pay are not available, then staff in next below GP i.e. 2800/Level 5 may be considered. MACPS granted in Level 6/GP Rs.4200/- will not be allowed to determine the eligibility Employees worked/presently working in ex-cadre posts are eligible to apply only after working for a period of one year in their cadre post (parent cadre) in terms of instructions contained in this office Lr.No.R9R)529/I, dated 13/11/1990 and PCPO's S.C.No.74/1998. Employee who had previously worked as Instructor at ZRTI/MLY are eligible to apply only after a gap of one year from the date of joining in their parent department on repatriation.
6	Other conditions	Applicant should have good training capacity, good academic background, practical experience in teaching and capacity to prepare course material. Applicant should be good communicator, sensitive to the need of people, resilient, open-minded, perceptive, honest, committed and motivated. Selected employees will not normally be allowed to decline the post. Employees selected as Instructor in the same grade are not allowed for additional increment, but are allowed Training Allowance at the rate of 12% of the basic pay (RBE No.145/2017) The employee posted as Instructor will be repatriated to his/her parent Division at least six months prior to his/her date of superannuation. Employee selected as Instructor will be repatriated to their parent cadre in case their performance is not satisfactory as evaluated by CTM (G)/Training Manager/Principal of ZRTI/MLY during the period of their working at ZRTI, irrespective of the tenure period rendered or PCCM as the case may be.
7	Syllabus	Enclosed as Annexure-II
8	Application form	Enclosed Annexure-I Full care should be taken while filling up application form Incomplete application form will be rejected.

Signature
20/8/21


Contd - 2

9	Mode of selection	<p>In terms of Railway Board's Lr.No.E(NG)/2017/PM 1/11 dated 13/05/2019 (RBE No.79/2019) the selection consists of Written test (75 marks) and Classroom lecture trial (25 marks) . Maximum Marks -100 and Qualifying marks – 60 % .</p> <p>In terms of Railway Board's Lr.No.E(NG)/2018/PM14, dated 14/12/2018 (RBE No.196/2018) circulated as PCPO's S.C.No.212/2018, the question paper will be 100% Objective type.</p> <p>All questions will be of multiple choice only.</p> <p>The examination will be in Pen and paper mode.</p> <p>To ensure authenticity of the answers, cuttings, over-writings, erasing or alterations of any type in the answer will not be accepted. Zero marks will be given for answer having correction/overwriting.</p> <p>There shall be negative marks for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers</p> <p>There will be no Supplementary Written examination and Classroom lecture trail.</p> <p>As per Railway Board's Lr.No.E(NG)/2017/PM 1/11 dated 13/05/2019 (RBE No.79/2019), there is no Viva-voce .</p> <p>No relaxation /reservation for SC/ST employees.</p> <p>As per Railway Board's Lr.No.E(NG)/2017/PM 1/11 dated 22/05/2020 (RBE No.39/2020) final Panel should be drawn in the order of merit to the extent of the vacancies notified.</p> <p>The instructions contained in PCPO's S.C.No.16/1993 regarding cases of Suspension/DAR/Vig etc., are applicable.</p>
10	How to apply	<p>Applicants should fill the Application form after thoroughly reading the eligibility/Other conditions/Syllabus and submit the filled applications form with enclosures to the Controlling officer. Any act of wrong or misleading information will be taken up under DAR.</p>
11	Last date for submission of application	<p>18-09-2021 to controlling officer.</p>
12	Forwarding of application by units	<p>The controlling officer should send the application to the respective Personnel Officer of the Divn./HQrs by 24-09-2021. The Divisional Personnel officer should verify the correctness of the particulars furnished by the employee in the application with the respective SR and forward only the eligible applications to the SPO/Cadre in PCPO/O/SC, Rail Nilayam, SC on or before 04-10-2021 through special messenger. Application received after due date will not be accepted.</p>

The applications received from the employees directly in PCPO's Office without certification by the concerned Personnel Officers will be rejected. No application will be entertained after the last date irrespective of any reasons.

The applicants may also visit Website www.scr.indianrailways.gov.in for Notification, Syllabus and Application form.

Encl: Annexure I & II.


(K.RASANA DEVI)
SPO/Cadre

for Principal Chief Personnel Officer.

Copy to: PCCM, CCM/ C & PS, CCM/FS, Dy.CCMs/Claims & PRS, Principal/ZRTI/MLY,


“ DRMs/P/SC, HYB, BZA, GTL, GNT & NED

“ Sr.DCMs/ SC, HYB, BZA, GTL, GNT & NED,

“ **CCM/PS is requested to arrange to prepare a Question Bank with**

answers in view of Rly Bd's instructions dated 14/12/2018 (RBE No.196/2018)

“ GS/SCRE Sangh & GS/SCRM Union.


for Principal Chief Personnel Officer

ANNEXURE - I

Application for the ex-cadre post of **INSTRUCTOR (Commercial), Level - 6** of 7th CPC Pay matrix.

S.No	Particulars	
1	Name (in Block letters)	
2	Father's Name (in Block letters)	
3	Present Designation (mention if Ad-hoc/MACPS)	
4	Present Level	
5	Division & Station	
6	Date of Birth	
7	Date of Appointment	
8	Community	
9	i. P.F Number ii. HRMS ID	
10	Age as on 18-08-2021	
11	Date of entry into Present Level (only regular) MACPS will not be counted to determine the eligibility	
12	Educational qualification (Academic) PG/Degree/Year/ University certificates to be attached, self attested with date	
13	Additional Qualification	
14	Details of teaching experience if any (If worked previously details of Institution and faculty)	
15	Whether previously worked as Instructor at ZRTI/MLY or any other ex-cadre post. If so details there of Period of working Date of reporting to the parent cadre on repatriation	
16	List of enclosures	
17	Mobile No. and E.Mail ID (If any)	

I declare that the particulars furnished above are correct and true, I am liable for Departmental DAR action if the same are found to be false or fabricated.

Date:

Station:

Signature of the employee

The above particulars are verified and found correct.

Signature of the Controlling Officer
Name & Designation
Station & Date

South Central Railway

No:

Office

Date:

Ref :- PCPO/SC's No.SCR/P-HQ/227/EC/Vol.III dated:- 18 -08-2021

Forwarded to the SPO/Cadre, Office of the Principal Chief Personnel Officer, IV Floor, Rail Nilayam, South Central Railway, Secunderabad. The particulars of the above named employee against S.No.1 to 17 are verified with SR and found correct. The above level is granted on regular basis & not on account of grant of MACPS.

Certified that there are no DAR/Vig./SPE cases against Sri.....

Office Seal:

Signature of the Personnel Officer

SYLLABUS: For the selection to the Ex-cadre post of Instructor (Commercial)(Level-6) on VII PC Matrix.

SYLLABUS

For the selection to the post of INSTRUCTOR (Commercial) Level 6

1. General

- a) History of Indian Railways with special reference to administrative setup at various levels.
- b) IRCA and its publications.
- c) Organisation and functions of Commercial Department
- d) Duties and responsibilities of Commercial Officers and Inspectors
- e) Various provisions of Railway Act 1989.
- f) Passenger Amenities at stations and on trains, Initiation and finalization of works and Works Programmes
- g) Complaints Organisation (PGRM)- various modes of Complaints
- h) Public Relations.
- i) Implementation of Official Language Act.
- j) Right to information Act.
- k) Consumer Protection Act.
- l) Role of Commercial Staff in Disaster Management.
- m) ZRUCC/DRUCC
- n) Station Inspection by Commercial Inspectors.

2. Commercial- Coaching

- a) Booking of Passengers- Exchange of various concessions, Military and Police Warrants, High Official Requisition, issue of circular journey tickets etc.
- b) Rules of reservation of berths and seats, Tatkal reservation, E-Ticketing and I-ticketing, up-gradation of passengers.
- c) Booking of special coaches and special Trains.
- d) Rules of refund of fares, Computerized Coaching Refunds Scheme (EDRs).
- e) Ticket checking organisation- Various types of checks conducted by Ticket checking staff, collection of penalty from ticket less travellers, Dealing with irregular travellers and un booked/partially booked luggage. Preparation of EDR by amenity staff, TTE lobbies, Hand Held terminals
- f) General idea about Acceptance, Booking, Carriage and Delivery of luggage.
- g) Booking of parcels, rationalisation of parcel booking, Leasing of SLR space & Parcel Vans, Advance booking of Parcel Space, Permission to load parcels in NMG and GS coaches,
- h) Kisan Rail Policy
- i) Opening and working of passenger halt stations.
- j) Passenger Reservation system (PRS)
- k) Unreserved ticket system (UTS)
- l) Provision of additional stoppages for existing trains.
- m) Policy related to license porters.
- n) UTS Mobile App- Policy and implementation.
- o) Online Caching Balance sheet- Implementation.
- p) Station Ticket Booking Agent (STBA)- Policy and Implementation.
- q) Digital Payments: UPI and POS at PRS/UTS locations/onboard and at other Commercial units- Policy and Implementation.
- r) Originating passenger Traffic Statistics- Ways and means to improve passenger Revenue.

3. Commercial- Goods & Claims

- a) Acceptance, Booking, Carriage and Delivery of goods including explosives and other dangerous goods, Military traffic and RMC.
- b) Levy of Demurrage and Wharfage charges, Procedure for waiver of Demurrage and Wharfage charges, Debit Credit system in Demurrage.
- c) Private Freight Terminal (PFT) Policy and Siding Policy.
- d) Marketing and sales organisation, Various Freight Incentive schemes and transportation products- LWIS, LWLS, TDS, LTTC, STS, RTT, TEFD, Concession on long lead traffic, Concession on short lead traffic, Loading of bagged consignments in open & flat wagons, LSFTO, AFTO, GPWIS, Freight Advance System, Freight Forwarder scheme etc.,
- e) Business Development Units
- f) Claims- Prevention and settlement.
- g) Railway Claims Tribunal
- h) Terminal Management System (TMS) – FOIS.
- i) RO-RO Scheme
- j) MGR Scheme
- k) Ease of doing business:
 - E-registration, Registration of demand for wagons electronically (e-RD)
 - Electronic transmission of Railway Receipt (eTRR)
 - Generation of Money receipt through system (TMS/FOIS)
- l) Development of Goods sheds through PPP
- m) Commercial Plots
- n) Online Payment
- o) Untoward Incidents, including Gazette Notifications issued on 03/06/2020, GSR – 346(E), GSR 347(E), JPO issued by divisions to assist investigations of untoward incidents.

4. Commercial- Sundries /contracts/Policies

- Policy guidelines and awarding of contracts on
- a) Non Fare Revenue
 - b) Catering/Mutli purpose stalls(MPS)
 - c) ATMs
 - d) Pay & Use Toilets
 - e) Cloak Rooms
 - f) Retiring Rooms
 - g) Pre-paid AC Waiting Halls
 - h) Parking Contracts
 - i) Jansadharan Ticket Booking Sewaks
 - j) Yatri Ticket Suvidha Kendras
 - k) Automatic Ticket Vending Machine.
 - l) Coin Operated Automatic Ticket Vending Machine

5. Accounts

- a) Station Accounts
- b) Station Outstanding and its clearance.
- c) Collection and proper remittance of Railway Cash.

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24/2/21

- d) Railway Budget and control on Expenditure.
- e) Parliamentary committees-their constitution, Jurisdiction and powers.
- f) Audit Paras.
- g) Traffic survey.
- h) Awarding of Contracts.
- i) Procedure for indenting of money value books.
- j) Withdrawal from station earnings.

6. Establishment

- a) Railway Conduct Rules.
- b) Discipline and Appeal Rules.
- c) Leave Rules.
- d) Pass Rules including e-PASS through HRMS.
- e) HOER Rules.

7. E- Office Working and Ethics.

[Handwritten signature]
24/2/21