

Eastern Railway
Malda Division
Personnel Branch

Malda dated 07.08.2024

No.ET-1/Panel/TC/MLDT/Pt.V

All Concerned
(Transportation & Commercial Deptt.)
Malda Division

Sub: Selection for formation of panel of 27 nos post of Commercial cum Ticket Clerk in Level-3 of 7th CPC in Pay Matrix (GPRs.2000/) in Commercial Department against 33.33%Deptt. Promotional Quota of Malda Division(Commercial Department).

To form a departmental panel for 27 nos(UR-21,SC-4,ST-2,Including PWBD-2) post it is proposed to hold Departmental selection for formation of panel to the post of Commercial cum Ticket Clerk in Level-3 of 7th CPC in Pay Matrix (GP Rs.2000/) amongst the staff of Operating & Commercial Department against 33.33%Deptt. Promotional Quota in Commercial Department of Malda Division.

The nos of Vacancy assessed and the community wise break is detailed below:

UR	SC	ST	Total	PWBD- HI(D/HH)*	PWBD- LD(OA,OL,MW,LC,DW,AAV)*
21	04	02	27	1	1

*This post is identified for the following functional category of PwBD:D,HH,OA,OL,MW,LC,DW & AAV only. Other than these categories of PwBD can't apply for this post.

*If suitable employees are not available in selection, 02 vacancies earmarked for PwBD will be carried forward for the future.

Applications are invited from eligible serving employee having lien in Malda Division fulfilling eligibility conditions as follows:

- 1) The candidates must be in Level-1(GP 1800/-) and Level-2 (GP1900/-) including Safaiwalas of Operating & Commercial Department as per RBE No. 16/2021. However, the staff in GP Rs. 2000/-(Level-3) and above who are upgraded through MACP are also eligible to apply(except office staff such as Office Peons and Office Clerks for whom separate avenue exists).
- 2) The employee in Level-1 and Level-2 should have completed a minimum of 02(Two) years continuous regular service in the relevant grade as on the date of issue of this notification on successful completion of probation period irrespective of the fact whether such staff belongs to GEN/OBC/SC/ST as per the Rly. Board L/No. E(NG)-I-2015/CFP/8 dtd.21.04.17.
- 3) Substitute and Casual Labours are not eligible. The staff who are appointed as Substitutes/Casual Labour and subsequently regularised in erstwhile Gr.D category posts are required to fulfill the satisfactory completion for the period of probation of 02 years counted from the date of regularization.
- 4) The benefit of counting of Service above will be applicable only in those cases where the staff joined the new unit on own request transfer in the same category of post (RBE No.40/2006).
- 5) Staff in level-2 should have completed a minimum of 02(Two) years of regular service in the concerned seniority unit as on the date of issue of this notification.

❖ **Wide Publication of Notification:**

The Controlling officer shall give wide publicity of notification to all the eligible staff under their control and notification should be displayed conspicuous place. It is responsibility of the Controlling officer/Supervisor to circulate the notification widely among the staff concerned. It should be ensured to relieve the SC/ST candidates so that they may be imparted the pre-selection coaching for about 03 to 04 weeks as required under the rule.

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❖ **CutOff Date:-**

In terms of RBE No. 117/2006 the date of notification is cutoff date for all purpose like length of service, qualification, service condition etc.

❖ **Medical Classification:**

- 1) The candidate should fit in B-2(BEE TWO) Medical classification at the time of empanelment. The existing Commercial Staff should undergo re-medical before being called for the new medical category of CC cum TC. (RBE No. 69/2024).
- 2) Selected candidates will have to undergo medical examination for fitness in B-2(BEE TWO) medical category.

❖ **Mode of Selection:**


- 1) The selection consists of Written test and assessment of Record of Service. While 85% weightage will be given to the performance in the written examination, 15% weightage and 15 marks respectively in terms of RBE No. 165/03.
- 2) Model question has already been uploaded in the Eastern Railway website www.erindianrailways.gov.in.
- 3) Selection will be made on the basis of competitive examination consisting of written Test on objective type and of multiple choice(A,B,C,D options) through OMR Sheets with 100 questions + 10 questions on Rajbhasha relating to Official Language Act, overall 100 questions to be attempted within 02(two) hours duration. If any candidates attempt more than 100 questions, only 100 questions from the first will be evaluated. If any discrepancy found in the Question of Hindi version, the only English version will be valid.
- 4) Cutting, overwriting, erasing or alteration of a type in the OMR sheet will not be acceptable.
- 5) There will be negative marking and @1/3 marks allotted for each question will be deducted for wrong answer. No negative marking against non-attempted question.

❖ **Formation of Panel:**

- 1) The panel will be formed on the basis of the result of written test followed by record of Service as per rule. In terms of RBE No. 164/2022, the post of Commercial cum Ticket Clerk (L-3) under the 33.33% PR quota may be filled as per instructions contained in RBE 16/2021 ibid. by the process of General Selection based on merit (not seniority).
- 2) Qualifying marks for written test is 60% for UR and 50% for SC/ST.
- 3) In promotion, Reservation for PwBD employee will be applicable as per instructions contained in RBE No.74/2022.

❖ **Training of successful candidates:**

The empanelled candidates will be sent for promotional training course of Commercial cum Ticket clerk at MDZRTI/Bhuli/DHN and it is mandatory to pass the said training thereafter they will undergo practical line training under different CTIs/SSs of MLDT division.


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How to Apply:


- 1) Applications should be submitted in the prescribed proforma (Annexure-A) enclosed herewith through proper channel.
- 2) The Application should be on good quality A-4 size paper printed single side only.
- 3) In the Application form, all relevant columns should be filled completely and inapplicable columns be struck out and it should be duly signed by the Controlling Officer wherever required or otherwise the same will not be considered.
- 4) Application received without date will not be considered.
- 5) Employees should paste the recent photograph on the application which shall be attested by the controlling officer.
- 6) Applications with the following deficiencies will be summarily rejected:
 - i. Incomplete applications
 - ii. Unsigned applications
 - iii. Application signed in Capital letters and without date
 - iv. Applications not forwarded through controlling Supervisory Officials & without signature.
 - v. Candidate who does not fulfill the terms & conditions stipulated above need not apply.

❖ Forwarding of Application:

- 1) Applications from the eligible candidates must reach the Office of Sr.DPO/MLDT by 06.09.2024 in a bunch with a forwarding letter from Branch Officer mentioning "No more application lying with this office".
- 2) No piecemeal application will be entertained.
- 3) No applications will be accepted after the stipulated date in any circumstances whatever the reason may be
- 4) Options once exercised will be treated as final.


❖ Others:

- 1) The eligible candidates may refuse to sit in the examination if he desire so but he will not be allowed to withdraw his candidature, once he is empanelled. A declaration in this respect will have to be submitted.
- 2) Merely qualifying in the written test will not confer upon any right for promotion to the staff in the concerned post.
- 3) Railway Administration has every right to cancel the selection process at any stage on Administrative interest.
- 4) Eligible optees should get themselves ready to appear at written test in short notice.


(K. Samanta, APO-1)
For Sr.Divl. Personnel Officer
Eastern Railway/Malda

Copy forwarded for information & necessary action please :-

(1)Sr.DOM/MLDT, (2)Sr.DCM/MLDT (3) All Br.Secy/ERMC & ERMU, (4)All Br.Secy/AISCSTREA of Malda Division. (5) Comml.Control/Malda. (6) Ch.OS/Confdl. (7) TI/MPP (8) C&WI/MLDT for wide publicity through beat WIs. (9) Principal/S&T training School/OMLF. (10) All SSs/CTI/CS/TI(M)s/CYMs of Malda Division.


For Sr.Divl. Personnel Officer
Eastern Railway/Malda

Annexure-A

Application for the post of Commercial cum Ticket Clerk in Level-3 of 7th CPC in Pay Matrix (GPRs.2000/) amongst the staff of Operating & Commercial Department against 33.33%Deptt. Promotional Quota in Commercial Department of MaldaDivision(General Selection) against **Notification No.ET-1/Panel/TC/MLDT/Pt.V, Date:05.08.2024.**

Affix Passport
size photo
attested by
controlling
Officer

1	Name in Block Letter	
2	Father's Name	
3	Employee No.	
4	HRMS ID	
5	Date of Birth	
6	Date of Appointment	
7	Present Designation	
8	Date of Regularisation	
9	Capacity of Appointment	
10	Days of total regular service in GPRs.1800/- (Level-1),Rs.1900/- (Level-2) in Optg./Comml. Department as on date of Notification on substantive post.	
11	Total length of service in eligible category as on 05.08.2024.	____ Year ____ Month ____ Days
12	Community(UR/SC/ST) (Attested photocopy of Caste Certificate SC/ST must be enclosed)	
13	Whether PwBD or not	
(a)	If PwBD, mention category (Attested photocopy of PwBD Certificate must be enclosed)	
14	Department/Office	
15	Academic Qualification (Attested photocopy in support of Educational qualification must be enclosed)	
16	Present Pay Level	Substantive:- MACP, if any:-
17	e-mail address & Mobile No.	
18	Date of regular entry to the present post (Substantive only)	
19	Whether completed probation in the present grade. If yes, date of completion of probation.	
20	Whether joined present unit by own request transfer (Yes/No). If 'Yes', the date of joining & Pay Matrix Level	
21	Date of joining to the present cadre in case of request transfer from other Seniority/Unit/Division/Zone	

"I have carefully gone through all contents of the Notification and I agree with the conditions mentioned therein. I hereby certify that, if selected, I shall not withdraw my candidature."

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be cancelled and/ or I may be taken up under D&A Rules.

Date:
Station:

Forwarded to Sr.DOM/Sr.DCM for further action and above particulars are verified and found correct.

Signature of the Applicant

Date:
Station:

Signature of the immediate Supervisor
with office seal

Verified and counter signed and forwarded to Sr.DPO/MLDT.

Date:
Station:

Signature of the Controlling Officer
with office seal

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