

**GOVERNMENT OF INDIA
EASTERN RAILWAY**



Divisional Office, Commercial Branch, DRM Building, Sealdah

**Advertisement Notice No. CC.3/UTS/PRS/ATVM Facilitator/SDAH/2025, dated
14/08/2025**

**Engagement of 570 ATVM Facilitators for issuing of
Un-reserved tickets through
Automatic Ticket Vending Machines (ATVMs) at various Railway stations
over Sealdah Division.**

Application form of Sri/Smt. _____

Name of station applied for _____

Julu
Asst. Comm. Manager (I)
E. Ry. / Sealdah



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EASTERN RAILWAY

Sr. DCM OFFICE, DRM BUILDING, E. RLY., SEALDAH DIVISION
16, KAIZER STREET, KOL - 14

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No. CC.3/UTS/PRS/ATVM/FACILITAOR/2024

Dated: 14.08.2025


ADVERTISEMENT NOTICE NO. CC.3/UTS/PRS/ATVM FACILITATOR/2024, DTD 18/07/2025
FOR ENGAGEMENT OF FACILITATORS FOR ISSUE OF UNRESERVED TICKETS THROUGH
ATVMS OVER SEALDAH DIVISION

The Senior Divisional Commercial Manager, Sealdah Division, for and on behalf of President of India invites application from Retired Railway Employees, Spouse/Son/Daughter of Retired Railway Employees and General Public, for engagement of 570* Facilitators in 109* locations for issue of Unreserved tickets through Automatic Ticket Vending Machines (ATVM) installed in stations over Sealdah Division. The stations and the number of facilitators to be engaged against each station are furnished below:


Sl. No.	Station Name	Station Code	Category of Stations	ATVM facilitators may be appointed
1	Aranghata	AG	SG-3	4
2	Agarpara	AGP	SG-3	4
3	Akra	AKRA	SG-3	4
4	Ashok Nagar	ASKR	SG-3	4
5	Baharu	BARU	SG-3	4
6	Benoy Badal Dinesh Bag	BBDB	SG-3	4
7	Birati	BBT	SG-3	4
8	Bidyadharpur	BDYP	SG-3	2
9	Badkulla	BDZ	SG-3	4
10	Beldanga	BEB	NSG-4	4
11	Baghajatin	BGJT	SG-3	6
12	Bagula	BGL	SG-3	4
13	Birnagar	BIJ	SG-3	4
14	Bira	BIRA	SG-3	4
15	Belghoria	BLH	SG-2	8
16	Ballygunge Jn	BLN	SG-3	12
17	Bongaon Jn	BNJ	SG-3	8
18	Bidhannagar Road	BNXR	SG-2	12
19	Barrackpore	BP	SG-2	12
20	Berhampore Court	BPC	NSG-3	4

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Asst. Comml. Manager
R. & T. SEALDAH
E. RLY. Sealdah

21	Baruipur	BRP	SG-2	8
22	Bisharpara Kodalia	BRPK	SG-3	4
23	Bashirhat	BSHT	SG-3	8
24	Bhasila	BSLA	SG-3	4
25	Barasat	BT	SG-2	8
26	Bethuadahari	BTY	NSG-5	2
27	Bhagwangola	BQG	NSG-5	4
28	Chakdah	CDH	SG-3	6
29	Chandpara	CDP	SG-3	4
30	Canning	CG	SG-3	8
31	Champahati	CHT	SG-3	4
32	Champapukur	CQR	SG-3	4
33	Bally Ghat	BLYG	SG-3	4
34	Deula	D	SG-3	4
35	Dakhineswar	DAKE	SG-3	4
36	Dakshin Barasat	DBT	SG-3	4
37	Dum Dum Cant.	DDC	SG-3	4
38	Dumdum Jn.	DDJ	SG-2	4
39	Durganagar	DGNR	SG-3	4
40	Diamond Harbour	DH	SG-3	8
41	Dhakuria	DHK	SG-3	6
42	Dhamua	DMU	SG-3	4
43	Duttapukur	DTK	SG-3	4
44	Phulia	FLU	SG-3	4
45	Gobardanga	GBG	SG-3	4
46	Gocharan	GCN	SG-3	4
47	Gangnapur	GGP	SG-3	4
48	Garia	GIA	SG-3	4
49	Gopal Nagar	GN	SG-3	4
50	Ghutiyari Sharif	GOF	SG-3	2
51	Guma	GUMA	SG-3	4
52	Habra	HB	SG-2	8
53	Hridaypur	HHR	SG-3	4
54	Halisahar	HLR	SG-3	4
55	Hasnabad	HNB	SG-3	4
56	Harua Road	HRO	SG-3	4
57	Hotar	HT	SG-3	2
58	Ichhapur	IP	SG-3	4
59	Jadavpur	JDP	SG-3	12
60	Jagaddal	JGDL	SG-3	2


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61	Jaynagar Majilpur	JNM	SG-3	4
62	Budge Budge	KBGB	SG-3	8
63	Khardah	KDH	SG-3	4
64	Kalikapur	KLKR	SG-3	4
65	Krishnanagar City Jn	KNJ	SG-2	8
66	Kankinara	KNR	SG-3	4
67	Kolkata	KOAA	NSG-2	4
68	Kanchrapara	KPA	SG-3	6
69	Kakdwip	KWDP	SG-3	2
70	Kalyani	KYI	SG-3	8
71	Kalyanpur	KYP	SG-3	2
72	Lalgola	LGL	NSG-5	4
73	Lakshmikantapur	LKPR	SG-3	4
74	Majhergram	MAJ	SG-3	4
75	Mallikpur	MAK	SG-3	4
76	Murshidabad	MBB	NSG-4	4
77	Magrahat	MGT	SG-3	4
78	Majhdia	MIJ	SG-3	4
79	Majerhat	MJT	SG-3	4
80	Madhyamgram	MMG	SG-2	4
81	Madanpur	MPJ	SG-3	4
82	Mathurapur Road	MPRD	SG-3	4
83	Machhalandapur	MSL	SG-3	6
84	New Alipore	NACC	SG-3	4
85	Nangi	NAI	SG-3	4
86	New Barrackpore	NBE	SG-3	4
87	New Garia	NGRI	SG-3	4
88	Naihati	NH	NSG-2	8
89	Namkhana	NMKA	SG-3	4
90	Payradanga	PDX	SG-3	4
91	Piali	PLF	SG-3	4
92	Plassey	PLY	NSG-5	2
93	Park Circus	PQS	SG-3	4
94	Palta	PTF	SG-3	4
95	Ranaghat	RHA	SG-2	8
96	Sealdah	SDAH	NSG-1	34
97	Sodepur	SEP	SG-2	8
98	Simurali	SMX	SG-3	4
99	Shyamnagar	SNR	SG-2	8
100	Sangrampur	SNU	SG-3	


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 Asstt. Commr. Manager (U)
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101	Sonarpur	SPR	SG-2	8
102	Santoshpur	SSP	SG-3	4
103	Shasan Road	SSRD	SG-3	2
104	Shantipur	STB	SG-3	8
105	Titagarh	TGH	SG-3	4
106	Thakur Nagar	TKNR	SG-3	4
107	Tollygunge	TLG	SG-3	4
108	Taldi	TLX	SG-3	4
109	Kalyani Ghoshpara	KLYG	SG-3	2

The General Conditions for Engagement, Application Form, Eligibility Criteria, Tenure, Selection Procedure and Functioning etc are enclosed and the same can be downloaded from the website www.er.indianrailways.gov.in.

IMPORTANT DATES:

1.	Publishing of application form in website and downloading start date	18.08.2025
2.	Availability of application form in website and submission of application form in sealed drop box in this office	From 19.08.2025 at 11:00 hrs to 18.09.2025 at 14:00 hrs
3.	Closing Date and Time for submission of application form in sealed drop box in this office	18.09.2025 at 14:00 hrs
4.	Date of opening of application form	18.09.2025 at 15:00 hrs

Notice Board location, Drop box location and website particulars where complete details of application i.e. Terms & Conditions, Eligibility/Qualification of applicants, Tenure, Selection Procedure and Functioning etc can be seen at-

Office of Sr. Divisional Commercial Manager, Eastern Railway, Sealdah, DRM Building, Room No.-44, 16 Kaiser Street, Kolkata- 700014 & website: www.er.indianrailways.gov.in.

Those who are already engaged as an ATVM Facilitator (Retired Railway Employee/Spouse or Adult Child of Retired Railway Employee/General Public) in the last notification i.e. CC.3/UTS/PRS/ATVM/FACILITAOR/2024 dated 02.12.2024 & 28.03.2025 are eligible to apply and they should submit mandatorily a Performance Certificate (Annexure-III) from the Booking Supervisor of that station where he is engaged as an ATVM Facilitator.

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 Sr. Div. Comm. Manager/II
 Eastern Railway, Sealdah

ELIGIBILITY CONDITIONS (EXISTING FACILITATORS)

Existing facilitators will be given preference over applicants, subject to submission of all documents and Performance Certificate (Annexure-III) from the booking superintendent of that station where he is engaged as an ATVM Facilitator.


ELIGIBILITY CONDITIONS (NEW APPLICANTS)

1. Retired Railway Employee as Facilitator:

- a) All Retired Railway Employees who had served in any Department of Railway are eligible to apply for ATVM Facilitator.
- b) Spouses/Adult Children of Retired Railway Employees may also be allowed to assist and work as Facilitators in addition to Retired Railway Employees working as Facilitators. The order of priority for engaging facilitator shall be as under:
 - (i) Retired Railway Employee
 - (ii) Spouse/Adult Children of Retired Railway Employee (Only one person for one Retired Railway Employee to be nominated by him/her).
- c) Spouse/Adult Children of Retired Railway Employee shall not have any claim for employment in Railways. An undertaking to this effect on Non-Judicial Stamp paper of value Rs. 100/- to be given by Spouse/Adult Children and Retired Railway Employees.
- d) The employees should have retired in the normal course of superannuation or voluntary retirement. A copy of PPO certificate and service certificate to be enclosed with the application.
- e) **No Railway staff who has been Removed/Dismissed from the service on the grounds of will be engaged as Facilitator. Railway employee given Compulsory Retirement/Dismissal as a result of any DAR proceedings will not be eligible for Facilitator.**
- f) No security deposit is required for Retired Railway employees.
- g) If the applicant is Spouse/Adult Child of Retired Railway employee then he/she should submit the proof certifying the relation with Retired Railway Employee.
- h) The applicant will be issued a Letter of engagement of Facilitator. He/she will have to commence work within 07 days of the receipt of the engagement letter.
- i) If the applicant fails to commence the work within stipulated time period after the issuance of engagement letter, his engagement will be cancelled.

2. General Public as Facilitator:

- a) General Public applying for the engagement of ATVM Facilitator should be not below than 18 years of age (Proof for age to be enclosed).
- b) A Matriculate/SSLC or equivalent exam passed (Proof for educational Qualification to be enclosed). However, discretion of the relaxation in educational qualification is lying with Sr.DCM/DCM (In-Charge) only.
- c) Any General Public already engaged as an ATVM Facilitator is selected in fresh notification, their security deposit will be adjusted against new engagement. Further deposit of security deposit not required.


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- d) If security deposit of General Public engaged as an ATVM Facilitator is forfeited or his/her engagement is terminate during this tenure, he/she are not eligible for apply.
- e) The applicant should be a resident of the local district in which the station is located where ATVM Facilitator is proposed to be engaged (Proof of residential address to be enclosed). However, discretion of the relaxation in this condition is lying with Sr.DCM/DCM (In-Charge) only.
- f) The applicant will also have to produce Police verification certificate from the local police station serving the residence before engagement as ATVM Facilitator.
- g) The applicant should submit a copy of his/her Aadhar Card and PAN card with the application failing which his/her application will not be considered.
- h) While short listing candidates from general public for engaging as Facilitator, in case Retired Railway Employees also express their willingness, preference will be given to Retired Railway Employees for engaging as Facilitator.**
- i) An undertaking as mentioned below should be submit on Non-Judicial Stamp paper of value Rs. 100/- declaring that-
- (i) **I do here by declare that the information given above is true best of my knowledge. If at any stage the same is found as false, my candidature is liable for cancellation.**
- (ii) **In case of ATVM Facilitators inability to operate the ATVM, after being engage as ATVM facilitator, the security deposit made by the ATVM Facilitator will be fortified.**
- (iii) **I shall not be claim for employment in Railway other than the bonus value as considered by Railway Administration.**

3. Security Deposit (for General Public):

- a) The stations are divided into two main divisions (a) NSG-1 & NSG-2 and (b) Other than NSG-1 and NSG-2.
- b) If general public is engaged as Facilitator he/she will have to remit the following sum as refundable security deposit in the form of Money Receipt/Fixed Deposit/Demand Draft.

Category of Station	Security Deposit
NSG-1 & NSG-2	Rs. 50,000/-
Other Stations	Rs. 25,000/-

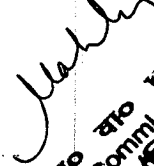
- c) The applicant will be issued a Letter on engagement of Facilitator. He/she will have to commence work within 30 days of the issuance of the letter. The Security Deposit will have to be remitted before commencement of the work along with Police Verification Certificate from local police station.
- d) If the applicant fails to commence the work or remit the Security Deposit within stipulated time period after the issuance of letter, his engagement will be cancelled.
- e) On completion of the contract, pending dues, if any, by the Facilitator will be adjusted from the Security Deposit and balance will be refunded to the Facilitator. In case if it is proved that the ATVM has been damaged due to any act of omission or commission on the part of the Facilitator, the cost of repair will be borne by the Facilitator.

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- f) In case the ATVM Facilitator expresses inability to operate ATVM, after being engaged as ATVM Facilitator, the Security Deposit made by the ATVM Facilitator will be forfeited.

4. **Terms and Conditions of Engagement:**

- a) The station applied for should be selected by the applicant. **The applicant can apply for one station only.**
- b) If more applications are received against requirement, the selection will be made by draw of lots.
- c) The tenure of ATVM Facilitator will be 02 (two) years from the date of engagement letter, which can be extended to further 01 (one) year subject to extension of the scheme and satisfaction of the Competent Authority.
- d) No remuneration will be paid by Railways. The Facilitator is eligible for the commission on the value of tickets sold subject to rules in force.
- e) The Facilitator will not be permitted to operate the ATVM at any other station other than the one allotted to him/her. However, Railway Administration can with prior intimation, transfer the Facilitator to any other location temporarily/permanently as and when warranted.
- f) Commencement and closure of work should be reported to the station in-charge everyday duly recording the same in the register kept for this purpose.
- g) The cleanliness of the ATVM and its surrounding area will be responsibility of the Facilitator. Any system failure and requirement of ticket roll shall be reported promptly to the CBS, who in turn will take necessary action and get the ATVM rectified.
- h) **Retired Railway Employees/their Spouses and Adult Child/General Public engaged as Facilitator will only operate the ATVM and shall not nominate any other person to operate the ATVM on his behalf.**
- i) **In case subletting/proxy attendance is detected at ANY TIME, THE PERMISSION SHOULD BE CANCELLED IMMEDIATELY WITHOUT ANY FURTHER NOTICE.**
- j) General Public holding Smart Cards and using ATVMs should be given priority.
- k) The Facilitator should also accept payment by Digital mode from public and will not deny the same.
- l) The Facilitators can retain the incentive on every recharge of smart card. The rate of commission is liable to change by Railways any time and the Facilitator will not hold the right for claiming any arrears/compensation/employment.
- m) **NO BONUS WILL BE GIVEN ON ISSUE/RENEWAL OF SEASON TICKETS. BONUS ON SMART CARD RECHARGE SHALL BE @3% FOR JOURNEY UPTO 150 KMS. THE BONUS FOR JOURNEY BETWEEN 151 KMS AND 500 KMS SHALL BE ADMISSIBLE @2% AND THEREAFTER, BONUS SHALL BE GIVEN @1% FOR TICKETS ISSUED FOR DISTANCES BEYOND 500 KMS. THE SAID MODIFICATION SHALL BE APPLICABLE FOR NSG 1, NSG 2 & NSG 3 CATEGORY STATIONS. FOR OTHER CATEGORIES OF STATIONS THE EXISTING POLICY OF DISTANCE CAPPING OF 150 KMS SHALL CONTINUE i.e. @3% UPTO 150 KMS. BONUS AMOUNT CREDITED TO THE R-WALLET ON RECHARGE WILL BE DEBITED FROM THE BALANCE ON ISSUE OF TICKETS BEYOND 150 KMS. AND SEASON TICKETS ALSO.**
- n) The Facilitator will encourage and educate passenger for handling of ATVM.


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- o) He/She shall cooperate with all inspecting officials in their work and will produce all required records and documents for inspection as and when demanded.
- p) The Facilitator should be neatly dressed in formal attire and present themselves in a professional manner and converse courteously with the passengers. He/she should display the Identity Card with photograph issued by Railway Administration.
- q) **The facilitators should wear following dress code along with identity card:**
FACILITATOR (MALE) - WHITE SHIRT & BLUE TROUSER.
FACILITATOR (FEMALE) - BLUE SAREE, BLUE SALWAR & BLUE KAMEEZ.
- r) Facilitator shall help to form queue of passenger and issue ticket as per demands, duly charging the correct fare.
- s) First preference for buying tickets shall be to passengers who buy for themselves i.e. through self operation. Facilitator shall use the machine after self operating passengers are done with the usage of the machine.
- t) All instructions issued by the Railway Administration from time to time will be strictly followed by the Facilitator.
- u) **If any lapse or malpractice is detected and is proven against the Facilitator, then Railway may impose a minimum penalty of Rs. 1,000/- on first offence, Rs. 2,000/- on second offence and on subsequent offences. If proven guilty, engagement of Facilitator is liable for termination.**
- v) Working hours of Facilitators shall be decided by CBS/SM. The CBS of concerned stations shall decide the duty hours of Facilitators, so as to ensure that only one facilitator is available at any given point of time at a particular ATVM. The commencing number and closing number of ticket should also be recorded along with number of tickets and the amount under clear signature of Facilitators.
- w) **Fixed ATVMs will not be allotted to facilitators. ATVMs will be allotted on rotational basis for facilitators and rotational shift-wise timing will be decided by the Station Authority /Booking Supervisor. Railway reserves the right to allot any ATVM to an appointed facilitator based on rotational shift-wise roster prepared.**
- x) The number of Facilitators engaged can be adjusted as needed during the selection process. The final decision regarding the number of Facilitators to be engaged and number of ATVMs to be operated rests with the Railway Administration, and it reserves the right to increase or decrease this number as necessary.
- y) In all cases including engagement, procedures for operation, transfer, termination etc, decision of the Sr. Divisional Commercial Manager, Sealdah will be final and binding.
- z) The Facilitators should be ready work in any shift (Including Night shift) assigned by supervisor.
- aa) The ATVM smart cards will be continued to be sold to General Public and they will get priority in getting tickets through ATVMs and need not come in the queue formed by the Facilitator.
- bb) ATVM Facilitator shall not be authorized to make any refunds. Refund of tickets issued by the Facilitator will be done by the serving station or any other station in that cluster as per refund rules in force.
- cc) The applicants should have sound health and should be able to issue ticket as per Railway Board letter.


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- dd) There should be no provision of furniture on the stations premises under the scheme so as to prevent congestion.
- ee) He should invariably wear and display the Identity-card issued from this office and a Name Badge in following format which will be sourced by the facilitator himself/herself:

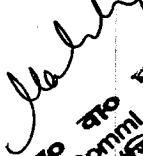
----(Name of the Facilitator) ---- ATVM FACILITATOR/ ____(Station code)____

5. Selection Procedure:

- a) Application forms may be downloaded from the website www.er.indianrailways.gov.in.
- b) Retired Railway Employees and their Spouse/Adult Child and General Public are allowed to work as facilitators. The order of priority for engaging FACILITATORS shall be as under:
- (i) Existing Facilitators.
 - (ii) Retired Railway Employee. **(Category-1)**
 - (iii) Spouse/Adult Child of Retired Railway Employee **(Category-2)**
(Only one person for one retired Railway employee to be nominated by him/her).
 - (iv) General Public **(Category-3)**.
- c) Application forms with incomplete details or without the necessary enclosures will be summarily rejected. Application of Retired Railway Employees who do not meet the prescribed eligibility criteria will also be rejected. The left-over applications after screening will be considered for further process. Eligible applications for each station will be listed out and **prioritized** as detailed at 5(b). Selection will be made from Category-1 applicants first, and if any vacancy/requirement is left, then selection from category-2 will be considered, and if any vacancy/requirement is left, then selection from category-3 will be considered for any location/station. In case, the number of eligible applicants from category-1 is more than the notified requirement/vacancy, selection will be done through a draw of lots or as decided by the Competent Authority (Sr.DCM/SDAH). Only after selection from category-1 applicants, if any vacancy exists, category-2 applicant will be considered. In case, the number of eligible category-2 applicants is more than the leftover requirement/vacancies, selection will be done through a draw of lots or as decided by the Competent Authority (Sr.DCM/SDAH). After selection from category-1 & 2 applicants, if any vacancy exists, category-3 applicant will be considered. In case, the number of eligible category-3 applicants is more than the leftover requirement/vacancies, selection will be done through a draw of lots or as decided by the Competent Authority (Sr.DCM/SDAH).
- d) At the end of this selection process, if there are any stations for which no facilitator is engaged or number of facilitators appointed is less than the requirement/notification, subsequent selection will be done on first-come-first-serve basis from eligible Retired Railway Employees/their Spouses or Adult Children/General Public as per laid down eligibility in para-1. Fresh notification may also be called for subsequent round of selection for leftover vacancies.

6. Nature of the job of the Facilitator:

Large numbers of Railway passengers are ignorant on the usage of ATVMs. When such passengers come to ATVM to buy a ticket, the facilitator will issue them a ticket duly collecting exact fare and explain them the procedure of using an ATVM. During peak hours, the facilitators will form a queue of such passengers for orderly disbursal of tickets. Many educated passengers are already using the ATVMs using smart cards or through digital means like QR code based payment.


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S. & P. S. Sealdah
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When such passengers approach the ATVM, the facilitator will give them priority and allow them to generate their own ATVM tickets. Such passengers should not be insisted to come in the queue.

As soon as ticket roll is finished in the ATVM, the Facilitator will inform the Chief Booking Supervisor/BCI/Shift In-charge or in their absence to On-duty Commercial Clerk. The Facilitator should also inform the Chief Booking Supervisor/BS/BCI/Shift-In-charge or on duty Commercial Clerk in case of any malfunctioning. He would ensure that the ATVM is not damaged by miscreants while he is manning the ATVM and will ensure the cleanliness of these self-ticketing kiosks. The facilitator will always wear the identity card in a visible manner. He will not keep any furniture, chair, table, etc. near the ATVMs.

Facilitator will only work in his allotted shift/slot and allotted ATVM as per his roster which will be prepared/decided by the Booking Supervisor/BCI to ensure utilization of all ATVMs of the station in a transparent rotational manner.

7. Tenure:

Period of engagement will be **02 (two) years from the date of engagement** which can be **extended to further 01 (one) year** subject to extension of the scheme and satisfaction of the Competent Authority.

8. Smart Card:


The Facilitator engaged,

- a) Will purchase one smart card from the station to which he/she is selected.
- b) Will use only the registered smart card for issuing tickets to public through ATVM.
- c) Can do any number of recharges as per his requirement.
- d) Will intimate the loss of smart card to the Commercial Supervisor/SM of the station where he/she is engaged and purchase another smart card in lieu of the lost card and register the same. As per Railway Board's guidelines issued from time to time.
- e) Railway Administration will not be responsible for the balance of lost Smart Card which is issued to the ATVM Facilitators.
- f) **The smart cards will be continued to be sold to General Public and they will get priority in getting tickets through ATVMs.**

9. Termination of Engagement:

The engagement is liable for termination by serving a termination letter on the Facilitator or in case of the following omissions and commissions on the part of the Facilitator and also forfeiture of security deposit (for General Public):

- a) Subletting of the engagement or proxy attendance.
- b) In case of complaint of excess charging.
- c) Acts of misbehavior with passengers.
- d) Not giving priority to smart card holders to use the ATVM.
- e) Committing frauds in ticket sales like resale of tickets etc.
- f) The health condition of the Facilitator does not permit him to discharge his duty effectively.
- g) Any other omission/commission on the part of Facilitator which in the opinion of Railway Administration is detrimental to the interests of passengers and Railways.


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- h) Indulging in any activity inviting Public Complaints/maligning Railway's image.
- i) Not turning up for duty without prior intimation to the concerned Supervisor.
- j) Any other reasons in the interest of the Administration.

10. Engagement of ATVM facilitator:

The engagement of an ATVM Facilitator does not grant any employment rights within the Railways. The appointment is solely contractual and does not entitle the Facilitator to benefits such as absorption into Railway service, regularization of employment, bonuses or Railway pass privileges. No claim in this regard shall be entertained. ATVM Facilitator shall keep Railways free from any liabilities in present or future.

11. Arbitration:

DRM will be the final authority for resolving any dispute between the ATVM Facilitator and Railway Administration. The appeal will lie with AGM in Headquarters.

12. How to apply:

- a) Interested applicants can download the application form and document from the website www.er.indianrailways.gov.in and select tender tab. All the pages of document are to be signed and attached with application form.
- b) If any corrigendum is issued, the corrigendum is also to be signed and attached with the application form. Applications received without signature in all pages of document and corrigendum, if any, is liable to be rejected.
- c) Only one application should be submitted by an applicant. Multiple applications will be summarily rejected.
- d) All the information asked for in the application should be correctly filled in. Incomplete applications forms are liable to be rejected.
- e) Retired Railway employees should complete the application form provided in Annexure-I, while general public should use Annexure-II to fill out their application form.
- f) **The filled in application form with the enclosures as mentioned under to be kept in a sealed cover:**
 - 1. Retired Railway Employee & their spouse/children: Annexure-I and Annexure-IA
 - 2. General public: Annexure-II and Annexure-IIA

The cover should be super scribed as "Application for engagement as Facilitator to operate ATVMs at _____ station". The sealed cover should be dropped in the box kept for the purpose in the Office of the Senior Divisional Commercial Manager, Sealdah Division, DRM Building, 14, Kaiser Street, Sealdah, Kolkata-700014.

- g) The application received through post will be summarily rejected.

THE DECISION OF THE RAILWAY ADMINISTRATION IN ALL MATTERS RELATING TO ELIGIBILITY, ACCEPTANCE OF APPLICATION ETC., WILL BE FINAL AND NO ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED ON THIS ACCOUNT. THE RAILWAY ADMINISTRATION DOES NOT ACCEPT ANY RESPONSIBILITY FOR SENDING REPLY TO THE APPLICANTS WHO ARE NOT SELECTED.

[Handwritten Signature]
Asst. Comm. Manager
E. Ry. / Sealdah

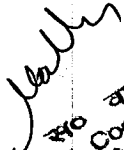
ANNEXURE-I

**APPLICATION FOR ENGAGEMENT OF FACILITATOR FOR ISSUE OF UNRESERVED TICKETS THROUGH
ATVMs AT _____ RAILWAY STATION.**

CATEGORY (1 OR 2): _____

<ul style="list-style-type: none"> • Paste a Recent Passport size Self Attested Photograph. • One more <u>stamp-size</u> photograph will be submitted for issue of Identity-card, if selected. • Enclose attested copy of Aadhar Card, PAN Card and particular of service (PPO to be attached). • If the applicant is Spouse/Daughter/Adult Child of Retired Railway Employee, ID proof certifying the relation with Retired Railway employee and Undertaking before the Notary public in Non-Judicial stamp paper of value of Rs. 100/- in format as of Annexure-IA. • If the applicant is already engaged as an ATVM Facilitator vide notification i.e. CC.3/UTS/PRS/ATVM/FACILITAOR/2024 dated 02.12.2024 & 28.03.2025 must be submitted performance certificate from respected Booking Supervisor. 	<div style="border: 1px solid black; padding: 10px; width: 80%; margin: auto;"> <p>Paste Self Attested Recent Passport size photograph</p> </div>
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1. Name of the Applicant	
2. Name of the Retired Railway Employee (For Category-2)	
3. Relationship of the Applicant with the Retired Railway Employee (Enclosed self-attested copy of RELHS card or UMID card) (for Category 2)	
1. Designation at the time of Retirement (for Category 1)	
2. Last Station/Office worked at (for Category 1)	
3. Department (for Category 1)	
4. PF No. (for Category 1)	
5. Whether the employee retired on normal Superannuation (please tick at appropriate) (for Category 1)	Yes/No ^१
6. If, No give details of mode of retirement (for Category 1)	
7. Pension A/c Number (for Category 1)	
8. Whether the applicant is an existing ATVM Facilitator (Mentioned name of the station)? (If, yes, must be submitted performance certificate from Booking Supervisor) (for Category 1 & Category 2)	Yes/No
9. Date of Birth (DD/MM/YYYY)	


 संचालक कार्यालय
 Asstt. Comm. Manager/II
 ई. रेल. / सिविल डिप्ट.
 E. Rly. / Sealdah

10. Date of Retirement (DD/MM/YYYY) (for Category 1)			
11. Permanent Residential Address			
12. Present Residential Address			
13. Aadhar Card Number (Enclosed self attested copy) (for Category 1 & Category 2)			
14. PAN Card Number (Enclosed self attested copy) (for Category 1 & Category 2)			
15. Phone Number (Mobile)			
16. Station for which applied			
17. Whether the applicant has previously worked as a Facilitator. If yes, details thereof (attach copy of Previous office orders for appointment as facilitator:			
Sl. No.	Year/Period of engagement as Facilitator	Station Name/Code	Office order no. (attach copy of the order)

Declaration: I, hereby declare that I have read and understood the scheme of appointment of facilitator and its' terms & conditions. I have knowledge to operate ATVMs and I am physically fit to perform shift-wise duty as a facilitator. I have not been terminated as an ATVM facilitator at any other station over Indian Railways.

The above furnished information is true to the best of my knowledge. If at any stage, the same is found as false, my application/selection is liable for cancellation, for which no claim should be entertained.

Place:

(Signature of the Applicant)

Date:

(Name of the Applicant)

Jadhav
 310 310 310 / II
 Asst. Comm. Manager (I)
 P. & T. Section
 E. Ry. / Sealdah

UNDERTAKING

Sub: Declaration for Non-Employment & No Claim for employment in Indian Railways.

I, Sri/Smt.
S/D/W/H of residing
at.....
..... have been nominated
by my Husband/Wife/Father/Mother, Sri/Smt.
Ex. Railway Employee, PPO No. to work as ATVM Facilitator at
..... station of Eastern Railway under Division.

In this regard, I do hereby declare that I am above 18 years of age and I am not engaged in any other service of profession. Also I agree that appointment as ATVM Facilitator will not confer me or any of my family members any right for employment on Railways by virtue of this appointment. My appointment as ATVM Facilitator is purely contractual in nature and I shall not claim for employment or any other facilities viz. appointment/absorption in Railway service, regularization of service, bonus, Railway Pass/PTO facilities etc.

I, S/D/W/H of
..... residing at
..... do hereby
further declare that the above information furnished by me is true and I have not suppressed any material fact. If I become engaged in any Govt./Private service or any other profession in future, during the existing tenure of appointment as ATVM Facilitator at aforesaid station, I shall be bound to bring that information to the knowledge of the Railway Authority immediately and shall not suppress any information to the Railway Authority otherwise, Railway Authority will be at liberty to take appropriate steps against me.

Place:

Date:

.....
(Signature of Souse/Adult Child nominated by
Facilitator)

.....
(Signature of Ex. Railway Employee who nominated
the Facilitator)

Jadhav
Asst. Comml. Manager/II
E. Ry. / Sealdah

ANNEXURE-II

Application for appointment as ATVM Facilitator for General Public (Category 3)

1. Name of the Applicant : _____
2. Father/Husband's Name : _____
3. Age & Date of Birth : _____
4. Educational Qualification : _____
5. Gender (Male/Female/Others) : _____
6. Aadhar No. : _____
7. PAN No. : _____
8. Residential Address : _____

Paste Self
Attested Recent
Passport size
photograph

District : _____

Pin : _____

9. Telephone/Mobile Number : _____
10. Distance from residence to station applied for : _____ km.
11. Station for which applied : _____
12. Whether the applicant is an existing ATVM Facilitator? : _____
(Mentioned name of the station)
(If, yes, must be submitted performance certificate from Booking Supervisor as of Annexure-III)

Declaration:

- In the event that I am unable to operate the ATVM after being engaged as an ATVM Facilitator, I understand that the Security Deposit I have submitted will be forfeited.
- I further declare that all the information given above is true to the best of my knowledge. I have read the terms and conditions and agree to abide by them, if selected.
- I will produce Police Verification Certificate from local police station serving the residence before engagement as ATVM Facilitator.
- I shall not claim for employment in Railway other than the bonus value as considered by Railway Administration.

Place: _____

Date: _____ Signature of the Applicant (General Public)

Jadhav
Asst. Comm. Manager/II
E. Ry. / Sealdah


Enclosures:

1	Age Proof (Attested Copy) (Aadhar Card/PAN Card/Any other ID issued by Govt. of India).	
2	Address Proof (Attested Copy) (Aadhar Card).	
3	Educational Qualification (Attested Copy for Class X pass).	
4	PAN Card (Attested Copy).	
5	Undertaking before the Notary public in Non-Judicial stamp paper of value Rs. 100) in format as of Annexure-IIA.	
6	Attach/staple (don't paste) one more stamp-size photograph for issue of Identity-card, if selected.	
7	If, the applicant is an existing ATVM Facilitator, he/she must be submitted Performance Certificate from Booking Supervisor of that station where he/she is performing as an ATVM Facilitator as of Annexure-III.	

Place:

Date:

Signature of the Applicant (General Public)


Asst. Comm. Manager/II
P. & S. Division
F. Rly. Sealdah

ANNEXURE-IIA

UNDERTAKING

Sub: Declaration for Non-Employment & No Claim for employment in Indian Railways.

I, Sri/Smt. S/D/W/H of
..... residing at
..... have
applied for engagement as a ATVM facilitator at station of Eastern Railway
under Division.

In this regard, I do hereby declare that I am above 18 years of age and I am not engaged in any other service of profession. Also I agree that appointment as ATVM Facilitator will not confer me or any of my family members any right for employment on Railways by virtue of this appointment. My appointment as ATVM Facilitator is purely contractual in nature and I shall not claim for employment or any other facilities viz. appointment/absorption in Railway service, regularization of service, bonus, Railway Pass/PTO facilities etc. In the event that I am unable to operate the ATVM after being engaged as an ATVM Facilitator, I understand that the Security Deposit I have submitted will be forfeited.

I, S/D/W/H of
..... residing at
..... do hereby
further declare that the above information furnished by me is true and I have not suppressed any material fact. If I become engaged in any Govt./Private service or any other profession in future, during the existing tenure of appointment as ATVM Facilitator at aforesaid station, I shall be bound to bring that information to the knowledge of the Railway Authority immediately and shall not suppress any information to the Railway Authority otherwise, Railway Authority will be at liberty to take appropriate steps against me. I will produce Police Verification Certificate from the local police station serving the residence before engagement as ATVM Facilitator.

I further declare that all the information given above is true to the best of my knowledge. I have read the terms and conditions and agreed to abide by them, if selected.

Place:

Date:

.....
(Signature of Applicant)

[Handwritten Signature]
Asstt. Commr. Manager/II
E. Ry. / Sealdah

PERFORMANCE CERTIFICATE

(TO BE ISSUED BY BOOKING SUPERVISOR / STATION SUPERVISOR)
(ONLY FOR EXISTING ATVM FACILITATORS)

1. Name of the ATVM Facilitator
2. Engaged as a category (Retired Railway Employee/ Spouse or Adult child of Retired Railway Employee/ General Public)
3. Designation (For Retired Railway Employee)
4. Name & Designation of the Retired Railway Employee (For Spouse/Adult child of Retired Railway Employee)
5. Engaged as an ATVM Facilitator vide order no.
6. Performance as ATVM Facilitator: SATISFACTORY/ NOT SATISFACTORY (✓)
7. Remarks:

The above furnished information is true to the best of my knowledge.

(Signature with Station Seal of the Booking Supervisor/Station Supervisor)

M. K. Jha
Asst. Comm. Manager/II
Rly. / Sealdah