



पूर्वतटरेलवे/EAST COAST RAILWAY
मुख्यालयकार्यालय, कार्मिकविभाग, रेलसदन, साउथब्लॉक, भुवनेश्वर
Headquarters Office, Personnel Department, Rail Sadan,
South Block Bhubaneswar-751017



L. No. ECoR/Pers/NG-Cadre/06/CBT/Commercial

दिनांक/Date: 17.12.2025

NOTIFICATION

Sub: Selection for filling up of vacancies for the post of Commercial-Cum-Ticket Clerk in Pay Matrix Level-3 against 33-1/3% DPQ quota in Commercial Department of all three Divisions (WAT, SBP & KUR).

It is proposed to conduct General Selection to fill up 60 (i.e. 45-UR, 07-SC, 04-ST & 04-PWBD) vacancies in the category of Commercial-Cum-Ticket Clerk in Pay Matrix Level-3 against 33-1/3% DPQ quota in Commercial Department, of ECoR through staff of Operating Department & Commercial Department of SBP, WAT & KUR Division including lien holders of Divisions. The vacancy position of CCTC in Level- 3 category are furnished below.

Category	Level	Division	UR	SC	ST	PWBD	Total
CCTC (33-1/3% DPQ)	Level-3	KUR	24	05	03	02	34
		SBP	07	02	00	01	10
		WAT	14	00	01	01	16
		Total	45	07	04	04	60

Application are accordingly invited from eligible & willing staff as details below:

3	Eligibility Conditions	<p>a. All regular serving employees and lien holders of Divisions in Level-1 & Level-2 including Safaiwala of Operating and Commercial Department of SBP, WAT & KUR Division are eligible to apply for selection in terms of RBE No. 16/2021.</p> <p>b. The candidates must have completed minimum 02 years of continuous service in the relevant grades on successful completion of probation period irrespective of the fact whether such staff belong to Gen/OBC/ST/ST in terms of RBE No. 38/2017.</p> <p>c. For the staff working in Level-2 who have less than two years service in existing grade, the service rendered in Level-1 will be reckoned/counted towards the 02 years service conditions.</p> <p>d. The cut-off date for determining the residency period for eligibility of staff shall be the date of issue of notification in terms of RBE No. 117/2006.</p>
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		<p>e. Candidates should have possessed the prescribed medical standard of B- 2 (Bee-Two) in terms of Estt. Srl. No. 57/2019. The staff who does not have the requisite medical standard may also apply for selection but their empanelment will be subject to passing the medical examination in B-2 (Bee-Two) medical category after qualifying in the written examination.</p>
5	Syllabus	Syllabus are enclosed at Annexure-B (Commercial Department)
6	Medical Qualification & Training:	The promotion to the post of Commercial-Cum-Ticket Clerk in Level-3 in Commercial Department is subject to fulfillment of required medical classification ie. B-2 (Bee-Two) and also passing promotional course of training from an Authorized Training Institute.
7	Mode of Selection	<p>The eligible staff who satisfy the above prescribed conditions of eligibility will be called for selection which will comprise of written examination in CBT Mode followed by scrutiny of Service Record, APARs for the last three years etc. in respect of candidates who qualified on the written examination.</p> <p>Written Examination</p> <ol style="list-style-type: none">In order to bring objectivity to the selection process, it has been decided by Railway Board Vide RBE No. 196/2018 that the questions for the written examination will be 100% objective multiple choice type both in Hindi & English.Accordingly, written examination will comprise of one Professional Paper of 100 marks as per the prescribed syllabus. The question on official language policy will be of 10 marks i.e, 10% of maximum 100 marks, but these question will not be compulsory.There shall be negative marking for incorrect Answers. One-third of the marks allotted for each question will be deducted for wrong answers (RBE No. 194/2019).The written examination will be a computer based test (CBT)/Tablet Based Test(TBT) where there will be no physical question paper. All the questions will appear on the Computer/Tablet and the employee will have to mark their responses/answers to the question on Computer/Tablet.In terms of RBE No-91/2022, Answer key will be published on the ECoRly website after completion of main written exam and supplementary exam if any.Answer/Response sheets will be evaluated in terms of RBE No-59/2022 & 122/2023 through computerization mode.Both physical and biometric attendance marked at the examination venue. <p>a. Being a general selection post, panel will be drawn in the order of merit based on the aggregate marks of 'Written Examination' & 'Record of Service' and there will be no classification of 'Outstanding' in terms of RBE No. 113/2009.</p>



5	Duration of Examination	The duration of the written exam will be 02:00Hrs (120 Minutes.)
6	OBJECTION TRACKER	The provisional answer key will be uploaded in east coast railway website [https://rrcbbs.org.in] on completion of written exam. The Examinees may submit their representation in the provided link if any, in respect to the provisional answer key within 03 days from the date of written exam. No further correspondence about any wrong answer/question will be entertained after above stipulated period.
7	Issue of Admit Card	a. RRC/ECOR will issue e-admit card online (through the website [https://rrcbbs.org.in]) to eligible and willing employee for appearing in the CBT/TBT. Examination Venue and time of reporting for the written examination will be there in the admit card. As no physical communication will be made after issue of this vacancy notice, it will be the responsibility of the concerned employees to regularly visit [https://rrcbbs.org.in] website for an update and to download the admit card as and when made available by RRC. b. A link will also be made available on the above website [https://rrcbbs.org.in] to the employees, explaining as to how the question will be appearing and how to mark the responses/ answers in the actual examination. Employees can practice through that link. (Tentatively four days before main written exam)
8	Tentative Date	1. Date of Pre-Selection Coaching- NA. 2. Date of Written Test: Second week of March' 2026
9	Supplementary Written Exam	Since the panel is to be formed on the basis of merit, there will be no supplementary selection for the Absentees.
10	How to Apply	1. Last date for submission of application is 06.01.2026. Applicants are advised to submit their applications through proper Channel to the respective Branch Officer and the Branch Officer should forward the application in a bunch to the respective Sr. DPO/DPO, of the divisions by 12.01.2026 and the Personnel Department of the Division should scrutinize the applications and forward the list of only ELIGIBLE candidates both in soft and as well as hard copy to this Office for further necessary action latest by 21.01.2026. 2. Staff volunteering for the post of CCTC through Departmental Selection (i.e. Written Examination followed by scrutiny of SRs/APARs/SPE/Vig/D&A, Reports etc) may also be advised to be in readiness to appear in the written examination.
11	Note:	a. Wide circulation may please be given amongst the staff of Operating and Commercial Department of SBP, WAT & KUR Division including lien holders of Divisions to avoid any complaints at a later date. The copy of notification should be displayed on Notice

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	<p>Board at a conspicuous place. All the Supervisors concerned should ensure the same.</p> <p>b. It is the responsibility of the supervisor concerned to bring the notification to the notice of all staff who are coming under zone of consideration including the staff who are on deputation/leave/sick under clear acknowledgement.</p> <p>c. If any complaint is received from the employees for not being notified of the said notification, supervisory staff concerned will be held responsible.</p> <p>d. This notification is also available in East Coast Railway website at [https://rrcbbs.org.in].</p>
12	<p>Other Conditions</p> <p>i. Any other provisions of IREM or circular issued by Railway Board regarding terms and conditions of above selection and other conditions applicable if any inadvertently omitted in this notification should be treated as valid and operative.</p> <p>ii. Applicants/optes may submit their representation if any against the list of eligibility/in-eligibility to concerned Sr. DPOs/DPO of division on or before 26.01.2026. Representation of the opts will be disposed off by concerned divisions and final eligibility list to be submitted to HQs/BBS by 30.01.2026. Application received after due date will not be entertained.</p> <p>iii. Sr. DPOs/DPO are requested to bring to the notice of HQ/BBS if there is any discrepancy in notifying eligibility condition, qualification, criteria of selection etc. immediately to HQ office/BBS so that the same can be rectified accordingly.</p> <p>iv. Railway Administration reserves all rights to cancel or amend the Notification partly or wholly at any time without any prior notice or assigning any reasons thereof and the administration reserves the right to modify/cancel the proposed selection at any stage.</p> <p>v. If any discrepancy is found in regard to the applicant the candidature is liable to be cancelled at any stage of selection without any information.</p> <p>vi. The staff selected and promoted as Commercial-Cum-Ticket Clerk will have to seek further promotions as per Avenue prescribed to Commercial-Cum-Ticket Clerk cadre and no requests for repatriation to their parent category will be entertained under any circumstances</p>

(Signature)
18/12/25

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Encl: Application format (Annexure-A) &
Syllabus (Annexure-B).


(NANDIGAM SIMHANANDA KUMAR)
Assistant Personnel Officer-II(HQ)
For Principal Chief Personnel Officer

Copy to All Concerned :

1. PCCM, PCOM, PCPO/ECOR/BBS, CPO(Admin).
2. DRM(P)/ECOR/KUR, WAT & SBP.
4. Dy. CPO (HQ)/BBS/HQ, Dy. CPO/RRC/ECOR/BBS
5. APO-HQ-I/ /ECOR/ BBS/HQ.
6. Ch.OS-RRC Cell/NG-Cadre/Confidential/ECOR/BBS.
7. GS-ECORSC/ECORSU/BBS, GS-AISCISTREA/BBS
9. NOTICE BOARD of PCPO Office/ECOR/BBS


For Principal Chief Personnel Officer

Application form for calling Volunteers from serving Commercial-Cum-Ticket-Clerk in Pay Matrix Level-3 against 33-1/3% DPQ in Commercial Department/ECOR.

(Last date for receipt of Applications to respective Divisions is 06.01.2026)

Ref: PCPO/ECOR/BBS' Notification No. ECoR/Pers/NG-Cadre/06/CBT/Commercial dated 17.12.2025		Passport size photo to be pasted.	
Division...../Unit...../Department.....			
1	Name (Block Letters)		
2	Father's Name or Husband's Name of the employee		
3	Date of Birth	Year	Month Days
4	Present Designation & Station	Design:	Station:
5	Present Scale of Pay (Not Ad-hoc) (Substantive only)		
6	Age on 17.12.2025	Year	Month Days
7	Community (UR/SC/ST/OBC) [Attested copy of caste certificate (SC/ST) must be enclosed].		
8	Details of initial Appointment	Date of initial Apnt.	Appointed as Dept. Date of Regularisation
9	Date of regular entry into present grade		
10	Educational qualifications (As entered in the Service Record. If varying from SR attested copy of the certificate to be attached)		

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11	Total regular service in Level-1 in the relevant grade	:	From	To	Total Service		
					Years	Month	Days
12	Total regular service in Level-2 in the relevant grade (without MACP)	:	From	To	Total Service		
					Years	Month	Days
13	Total regular service in Level-1 & Level-2 as on 17.12.2025	:Years.....months.....days				
14	P.F. No./HRMS ID	:					
15	E-Mails ID/ Mobile No.	:					

Bakshi

DECLARATION

I-----, hereby declare that, I have gone through the above referred notification and I am volunteering for the post of Commercial-Cum-Ticket Clerk after agreeing to abide all the conditions in the said notification. I am aware that, my application will not be considered if it is deficient in any form or incorrect or not submitted/forwarded before the cutoff date. The information furnished above is true & best of my knowledge. In case anything is found to be incorrect or materially deficient I shall be responsible and my candidature shall be liable to be cancelled at any stage during finalization of the above selection or/and I may be taken up under D&A rules.

Station/Unit:

Date:

Signature of the applicant

Controlling Officer

Signature of the Supervisor/In-charge with seal

Counter Signature of Personnel Officer

Amrinder

Annexure-B

OS/Coml-Coeive

Baburao
22/10

EAST COAST RAILWAY

Office of the
Pr. Chief Commercial Manager
Bhubaneswar
Date.22.10.2025

No. PCCM/07/Staff Matter/^{NG-Cadre}Approved vacancy of NTPC/2025

To,
The PCPO ✓
South Block, Rail Sadan
East Coast Railway.

4840
23/10/25

Sub: Syllabus of CBT for selection of Commercial Clerk-cum Ticket through DPQ & LDCE.
Ref : Your office letter No-ECOR/Pers. /NG-Cadre/06/CBT/Commercial Clerk dt-09.10.2025.

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As desired to frame the common syllabus for selection of Commercial Clerk-cum Ticket in the Commercial Department, the following syllabus is given as under.

1. General Knowledge & Current Affairs with special reference to Railways.
2. General English; Grammar: Tense, active voice/passive voice, usage, Sentence making/Correction; Spell Check, Antonyms & Synonyms etc.
3. General Arithmetic: Simple calculation, LCM & HCF, Percentage, profit & Loss, Simple & Compound Interest, Ratio & Proportion etc.
4. Basic general Establishment Rules viz. Leave Rule, Pass Rule, Conduct Rule, D&A Rule etc.
5. Basic Commercial rules on Coaching, Parcel, Goods activities, Customer Care management, Reservation Rule, Concession Rule and latest development of in working system of Coaching and Goods.
6. Disaster Management & Role of Commercial Department at the site of accident, payment of ex-gratia, Compensation etc.
7. Rajbhasha- Official language Act & Rules.
8. RTI Act, 2005.
9. Important Act of Railway Act, 1989.
10. First Aid.
11. 11. Basic Computer Knowledge.
12. E-office working.

(H. L. WANG)
CCM/ Catg.

22/10/25