



SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch
Chennai – 600 003.
Date: 13.03.2023

No.P(S) 608/III/UTS/Vol.2

Sr.DCM/MAS TPJ SA MDU PGT TVC
Sr.DPO/MAS TPJ SA PGT TVC
DPO/MDU

Sub: Cancellation of Notification to fill up the vacancy of Data Processing Superintendent (Ex cadre) in Level-7 and Sr.Console Operators/Console Operators (Ex cadre) in Level-7/Level-6.

Ref: This office notification Nos. P(S) 608/III/UTS/Vol.I dated 26.07.2021

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This office notifications cited under reference above in connection with the selection to the above posts stand cancelled due to administrative reasons.

This has the approval of the competent authority.

(S. K. INDUSEKAR)
APO/Traffic/HQ/MAS
for Principal Chief Personnel Officer

**Copy to: PCPO, PCCM,
CCM/PS, CCM/PM, CCM/FM, CCO, CCM/Planning
CPO/Admn, CPO/IR.
GS/SRMU, GS/NFIR
Notice Board.
CS&WI/Computer Section to upload on the Railnet.**



SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch
Chennai – 600 003.
Date: 26.07.2021

No.P(S) 608/III/UTS/Vol.I

DRM/P/MAS TPJ SA MDU PGT TVC

NOTIFICATION

Sub: Notification to fill up the vacancy of Data Processing Superintendent (Ex cadre) in Level-7 in VII PC by General Selection.



It is proposed to conduct selection to fill up the following post by separate empanelment in PRS Console Unit of Commercial Department on **ex cadre tenure basis by General Selection**. The tenure will be for a period of 4 years from the date of joining the Unit.

1.0 · VACANCIES

1.1 The number of vacancies proposed to be filled up is as under.

S. No.	Category/Post	Level	Vacancies			
			SC	ST	UR	Total
1	Data Processing Superintendent	Level-7	0	0	1	1
GRAND TOTAL			0	0	1	1

2.0 ELIGIBILITY CRITERIA

2.1 Educational Qualification:

Degree from a recognised University.

2.2 Undergraduate or Postgraduate Degrees obtained from Open University/Distance Education mode are acceptable subject to the fulfilment of the terms and conditions of recognition/acceptability of such qualifications as laid down in RBE No. 116/2013, PBC No. 69/2014, RBE No. 22/2015 & RBE No. 50/2016. Such applications which do not fulfil the conditions laid down in these circulars will be summarily rejected.

2.3 Eligible categories of employees:

i. Commercial Superintendents/Chief Ticket Inspectors/Chief Reservation Supervisors in Level-7

(OR)

ii. Chief Commercial-cum-Ticket Supervisors/Dy.Chief Ticket Inspectors/Reservation Supervisors Gr.II in Level-6 with minimum 2 years of service.

(AND)

iii. For applicants from PRS side, he/she must necessarily have experience of at least 1 year in Account Maintenance and at least 1 year in Charting Activities in the last 10 years.

iv. For applicants from UTS side, he/she must have at least 1 year experience in UTS Account Management in the last 10 years.

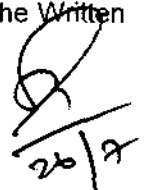
- 2.4 Employees who have completed their tenure as Data Processing Supdt/Sr.Console Operator/Console Operator after due process of selection can apply against this notification.
- 2.5 Employees presently working in ex cadre post (CWSI, Vigilance Inspector, Instructor, Commercial Inspector on drafting basis, etc.) are not eligible to apply in terms of PBC No.169/2001. **The Cadre Controlling Personnel Officers/Establishment Officers need NOT forward the applications of such staff.**
- 3.0 **Cut-off date for eligibility will be the date of issue of notification in terms of Railway Board's letter No. E(NG)I-2005/PM1/52 dated 22.08.2006 (PBC No. 155/2006) i.e. 26.07.2021.** Accordingly, staff in the immediate lower grade (to the one for which selection is held) who entered respective posts in Level-6 on regular basis on or before **27.07.2019** and have Degree from recognized University as stipulated in paras 2.1 to 2.3 are eligible to apply.

4.0 SELECTION PROCEDURE

- 4.1 The selection process will be through written examination with 100% objective-type questions as per Railway Board's letter No.E(NG)I/2018/PM1/4 dt.14.12.2018 (PBC No.263/2018) and PCPO/MAS letter No. P(R) 608/P/Vol.VIII dated 18.03.2019 (PBC No. 46/2019) and other orders/instructions connected therewith or incidental thereto.
- 4.2 There will be a single-stage written examination to test the Computer Aptitude/Knowledge of the candidates in terms of Railway Board's letter No. E(NG)I-2019/PM 16/1 dated 19.06.2019 (RBE No. 101/2019). **However, the written examination will be held in pen-and-paper mode as a one-time measure.**
- 4.3 There will be a separate written examination for Data Processing Superintendent (Level-7). There will be questions to test the knowledge and process in the areas of Accounting and Charting processes.
- 4.4 Selection will consist of Written Examination with the distribution of marks as under:

Factors/Headings	Maximum Marks	Qualifying Marks
Written Examination	100	60
Total	100	60

- 4.5 The question paper will consist of 100% objective-type questions. All the questions will be of multiple-choice only. There will be NEGATIVE marking for incorrect answers. One-third of the marks allotted for each question will be deducted for wrong answers. Cutting, overwriting, erasing or alteration of any type in the answer is not permissible. Zero marks will be given for answer having correction/overwriting.
- 4.6 Employees should opt for the language of the Question Paper in the prescribed column in the Application. Option once exercised is final and if no option is exercised by the applicant or the relevant column is left blank, "English" will be deemed as the language of choice of the applicant by default and no further representation in this regard will be entertained.
- 4.7 Questions on Official Language Policy and marks therefor will be regulated in terms of para 204.3 of Indian Railway Establishment Manual, Vol.I and para 6 of PCPO/MAS letter No. P(R)608/P/Vol.VIII dated 18.03.2019 (PBC No. 46/2019).
- 4.8 As per Railway Board's letter No. E(NG)I-2008/PM7/4 dated 19.06.2009 (PBC No. 121/2009) issued as ACS No. 209 to IREM, Vol.I, 1989 edition, selection will be based entirely on merit with reference to marks obtained by the candidates in the Written Examination. Minimum qualifying marks in the written examination in order to be placed in the panel (in the order of merit) will be 60% aggregate marks obtained in the Written Examination to the extent of the notified vacancies.


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5.0 SYLLABUS

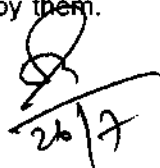
The syllabus for this examination is enclosed as **Annexure – I**.

6.0 GENERAL INSTRUCTIONS

- 6.1 Employees are advised to read the eligibility criteria carefully before applying against this notification. They should be prepared to serve at SR/HQ, Chennai after selection/empanelment. They will not be permitted to withdraw their application/candidature after selection/empanelment.
- 6.2 Application in the enclosed proforma should be submitted for Data Processing Superintendent (Annexure-II). **Attested photocopies of SSLC (X Std (10+2+3 pattern)/XI Std (11+1+3 pattern)/Matriculation/PUC/HSc and Degree certificates must be enclosed with the application. SC/ST employees must enclose attested caste certificate issued by the competent authorities of the State Government. Applications received without the candidate's signature or attested enclosures or incomplete in any other respect will be summarily rejected. No correspondence in this regard will be entertained.**
- 6.3 Employees already working as Data Processing Superintendent/Sr.Console Operator/Console Operator as a stopgap arrangement without going through the selection procedure can apply against this notification if they so desire. However, they should forward their applications through their Parent Division only.
- 6.4 Cadre Controlling Personnel Officers/Establishment Officers should ensure that the notification is brought to the notice of all concerned. **It is the personal responsibility of the Cadre Personnel Officer/Establishment Officer that only eligible applications are forwarded.**
- 6.5 List of employees eligible to appear for written examination will be published after scrutiny of applications. The candidature is liable to be rejected at any stage of the selection process if the employee is found ineligible.
- 6.6 After the Written Examination is over, representations regarding ignorance of the date of written examination will not be entertained under any circumstances. The employees who have applied against this notification are also equally responsible to attend the Written Examination on the scheduled date/time/venue provided they are found eligible. They may contact **Chief Office Superintendent/NGS/Commercial Section/HQ/MAS** from time to time on Railway Telephone Number **23538** for enquiries regarding the selection.
- 6.7 It should be noted by all the applicants that purely based on the information given by them in the application and the attested enclosures, they will be admitted to the Written Examination. In the event of employees making/enclosing false/misleading declaration/bogus certificates regarding Educational qualification and other eligibility criteria governing the selection, they will be taken up under the provisions of the Railway Servants (Discipline & Appeal) Rules, 1968 for major penalty apart from any other action as per law as the Railway Administration may deem fit. Therefore, employees are advised to ensure that they are eligible to apply for the selection with regard to Educational Qualification, number of years of regular service, etc. before submitting the application.

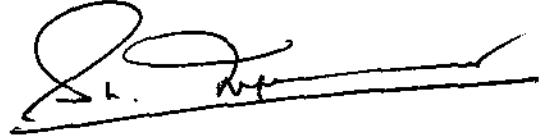
LAST DATE FOR RECEIPT OF APPLICATIONS AT NGS/Commercial Section/HQ/MAS: 14 -09-2021.

- 6.8 Divisions/Units may fix their own target dates for receipt of applications.
- 6.9 All eligible employees should submit their applications (as per the **proforma** enclosed as **Annexure – II**) to the respective Divisions/Units before the closing date fixed by them.



Copy of the application is also available along with notification in HQ Personnel Branch notification website at <http://10.5.2.32/www/HQRS/personnel/PBC/Website/HqpbMain.html>. (Personnel-> Selection -> 2021).

- 6.10 Applications received after the closing date (as fixed by Divisions/Units) should not be accepted and forwarded by them. In no case, applications will be received in Hqrs beyond **14.09.2021**. Also, no direct applications to Hqrs. will be entertained.
- 6.11 Cadre Controlling Personnel Officer/Establishment Officer should forward the **eligible applications in one bunch** with a covering letter, duly mentioning the Name, Employee Number (11-digits), Designation of the applicants and the post applied for by the candidate to the **address indicated below** along with one soft copy in MS-Excel format. The soft copy in MS-Excel format may be sent through rail mail to the address dycpothq@sr.railnet.gov.in.
- “Deputy Chief Personnel Officer/T, M&E,
Office of the Principal Chief Personnel Officer,
Southern Railway Headquarters Office,
Park Town, Chennai – 600 003.”**
- 6.12 There will be no Supplementary Written Examination under any circumstances as this is ex-cadre selection conducted by calling volunteers.
- 7.0 Selected employees on joining the PRS/UTS Console Unit will be eligible for privileges on transfer account as per extant rules governing such benefits/privileges.
- 7.1 If no applications have been received from employees in any Division/Unit, the Cadre Controlling Personnel Officer/Establishment Officer concerned should send a “NIL” report without fail, immediately after the last date for receipt of applications.
- 7.2 Wide publicity to this notification may be given among the staff.



(S. K. INDUSEKAR)
APO/Traffic/HQ/MAS
for Principal Chief Personnel Officer

Encl: Annexure I, II.

Copy to: PCPO, PCCM,
CCM/PS, CCM/PM, CCM/FM, CPO/Admn, CPO/IR – for kind information.
GS/SRMU, GS/NFIR
Notice Board.
CS&WI/Computer Section to upload the notification on Railnet.

Syllabus for the post of Data Processing Superintendent in Level-7

Syllabus for the post of Senior Console Operator (PRS/UTS) in Level-7

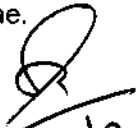
Syllabus for the post of Console Operator (PRS/UTS) in Level-6

A. COACHING

1. Types of tickets in use on Indian Railways for unreserved and reserved classes of Journey, their indenting, stocking, issue and accounting.
2. Rules and conditions for defining Break of Journey.
3. Circular Tour Tickets: Issue, method of calculation of charges, period of validity & break journey rules.
4. Booking of Military Traffic: Different types of Military Warrants, concession certificates, eligibility for various ranks, rate of charge, method of raising & enforcing debits, dealing with Military Personnel found travelling irregularly and their break of journey rules, etc.
5. Rules regarding Refund of Unreserved Tickets, cancellation charges, etc.
6. Calculation of through distance and charging of fares for journey in two different classes.
7. Types of travel concessions, eligibility of persons and extent of concessions, Police Warrants/Joint Requisition.
8. Issue of Tickets from outstations & for journey commencing from and terminating at other than booking stations.
9. Luggage rules, booking, conveyance, delivery, unbooked luggage, free allowance and marginal allowance.

B. RESERVATIONS

1. Rules and procedures regarding reservation of accommodation in trains, maintenance of various reservation registers, basics of charting module, etc. and all matters concerning MMI.
2. Reservation quotas and their manner of operation including Emergency Quota, Outstation Quota, IMS Quotas, Ladies, Foreign Tourists and Defence Quotas.
3. Rules regarding reservation on passes, cancellation of such reservations and charges for such cancellations.
4. Rules regarding reservation and accommodation of Members of Parliament, their spouses and companions, Ex MPs, privileges conferred upon MPs, Ex MPs holding Identity-cum-Railway Passes.
5. Rules regarding issue of Indrail Passes and reservation procedure for booking on credit card and its accounting.
6. Distance restrictions on booking of passengers by nominating long distance trains.
7. Essentials of damaging of a coach accommodation, adding extra coach, replacement of one class of coach with another in the reservation system.
8. Supervisory Privileges available on the PRS system and rules regarding the same.


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9. Rules regarding Global, Internet Booking, Message handling system, Electronic Phone, Electronic Mail, etc.
10. IVR, TV Display, MIS Reports.
11. Networking and connectivity of Passenger Reservation Centres on Indian Railways.
12. Essentials of maintenance contract relating to Passenger Reservation System, accounting & maintenance of hardware equipment and peripherals at various PRS centres.

C. ACCOUNTS

1. Maintenance of documents for both Manual Reservation and Computerised Reservation.
2. Preparation and submission of Coaching Balance Sheet.
3. Collection, custody, handling, accounting s& disposal of cash.

D. GENERAL

1. Knowledge of important Railway Junctions & connecting train timings.
2. Passenger Revenue Statistics pertaining to Southern Railway including Originating and Apportioned earnings.
3. Rail Travel Agencies – facilities given to them, requirements of the RTSA as per agreement.
4. Rules regarding Seniority of Railway servants.
5. Railway Servants (Hours of Work and Period of Rest) Rules, 2005.
6. Permanent Negotiating Machinery (PNM).
7. Basic working knowledge of computer and MS-Office.


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ANNEXURE-II

**APPLICATION FORM FOR THE POST OF DATA PROCESSING SUPERINTENDENT
IN LEVEL-7**

Paste recent (Not older than one month) Passport size photograph duly attested by supervisor

1	Name			
2	Employee No. (11-digits)			
3	Date of Birth			
4	Date of Initial Appointment			
5	Present Post/Grade/Level in Pay Matrix as per VII PC (Indicate the substantive grade/Level and not MACP Level)			
6	Date of Entry into the Present Post/Grade/Level (Indicate the substantive grade/Level and not MACP Level)			
7	Present Designation and Station			
8	Lien Maintained in	Division:		
9	Educational Qualification	Graduate		
		Post Graduate		
10	Community (Tick SC or ST or UR).	SC		ST
		UR		
		Number of years of service completed as on 26.07.2021 in		
11	CATEGORY/POST	Years and Months	Remarks	
12	Indicate the Option for Question Paper	Tick appropriate box		
		HINDI	ENGLISH	
13	Contact Phone/Mobile No.	Rly	CUG/ Personal	

DECLARATION BY THE APPLICANT

I hereby declare that all the particulars given in the application are true to the best of my knowledge and belief. I have the qualification -----(quote the EQ) and I belong to ----- (quote SC/ST/UR) category. I am aware that I am liable to be taken up under D&AR for major penalty proceedings in the event of particulars or information given herein regarding my Educational Qualification, Community & other eligibility criteria being found false or incorrect, apart from my application being rejected.

*Signature of the employee:

Place: Name :

Date: Desgn. :

Division/Unit :

* If not signed, the application will be rejected



Certified and forwarded to: _____

The service particulars furnished by the employee in his Application Form [Sl. No.: 1 to 11] have been verified with the entries available in the SR and found correct. It is also certified that the employee fulfils the eligibility conditions prescribed in the notification for this selection.

***Signature of the Personnel Officer/Establishment Officer:**

Place:

Name:

Date:

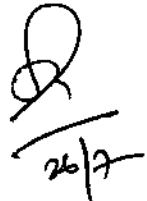
Desgn:

Division/Unit:

Office seal

NOTE.

The Cadre Controlling Personnel Officer while forwarding the applications should thoroughly check the details furnished in the application with the SRs and other records. Any discrepancy / irregularity found at a later date of the service particulars particularly Educational Qualification / Community / Date of Entry into the present grade etc, will be viewed seriously and liable for Disciplinary Action.



A handwritten signature in black ink, consisting of a stylized 'D' shape, is written above a horizontal line. Below the line, the date '26/7' is written in black ink.



SOUTHERN RAILWAY

Headquarters Office,
Personnel Branch
Chennai – 600 003.
Date:26.07.2021

No.P(S) 608/III/UTS/Vol.I

DRM/P/MAS TPJ SA MDU PGT TVC

NOTIFICATION

Sub: Notification to fill up vacancies of ex cadre posts of Sr.Console Operators (PRS/UTS)/Console Operators (PRS/UTS) in Level-7/Level-6 in VII PC by General Selection.



It is proposed to conduct selection to fill up the following posts by separate empanelment in PRS/UTS Console Unit of Commercial Department **on ex cadre tenure basis by General Selection**. The tenure will be for a period of 4 years from the date of joining the Unit.

1.0 VACANCIES

1.1 The number of vacancies proposed to be filled up is as under.

S. No.	Category/Post	Level	Vacancies			
			SC	ST	UR	Total
	Sr.Console Operators category					
1	Sr.Console Operator (UTS)	Level-7	0	0	1	1
2	Sr.Console Operator (PRS)	Level-7	1	0	1	2
	GRAND TOTAL		1	0	2	3

1.2

S. No.	Category/Post	Level	Vacancies			
			SC	ST	UR	Total
	Console Operators category					
1	Console Operator (PRS)	Level-6	1	1	9	11
2	Console Operator (UTS)	Level-6	1	1	4	6
	GRAND TOTAL		2	2	13	17

2.0 ELIGIBILITY CRITERIA

2.1 Educational Qualification:

Degree from a recognised University.

2.2 Undergraduate or Postgraduate Degrees obtained from Open University/Distance Education mode are acceptable subject to the fulfilment of the terms and conditions of recognition/acceptability of such qualifications as laid down in RBE No. 116/2013, PBC No. 69/2014, RBE No. 22/2015 & RBE No. 50/2016. Such applications which do not fulfil the conditions laid down in these circulars will be summarily rejected.

2.3 Eligible categories of employees:

For the post of Sr.Console Operators (PRS/UTS)

- i. Commercial Superintendents/Chief Ticket Inspectors/Chief Reservation Supervisors in Level-7

(OR)

- ii. Chief Commercial-cum-Ticket Supervisors/Dy.Chief Ticket Inspectors/Reservation Supervisors Gr.II in Level-6 with minimum 2 years of service.

(AND)

- iii. For applicants from PRS side, he/she must necessarily have experience of at least 1 year in Account Maintenance and at least 1 year in Charting Activities in the last 10 years.
- iv. For applicants from UTS side, he/she must have at least 1 year experience in UTS Account Management in the last 10 years.

For the post of Console Operators (PRS/UTS)

- i. Chief Commercial-cum-Ticket Supervisors/Dy.Chief Ticket Inspectors/Reservation Supervisors Gr.II in Level-6.

(OR)

- ii. Sr.Commercial Clerks/Sr.Ticket Examiners/ECRCs in Level-5 with minimum 2 years of service.

(AND)

- iii. For applicants from PRS side, he/she must necessarily have experience of at least 1 year in Account Maintenance and at least 1 year in Charting Activities in the last 10 years.
- iv. For applicants from UTS side, he/she must have at least 1 year experience in UTS Account Management in the last 10 years.

2.4 Employees can apply for more than one post as per eligibility conditions laid down.

2.5 Employees who have completed their tenure as Data Processing Superintendent/Sr.Console Operator/Console Operator after due process of selection can apply against this notification.

2.6 Employees presently working in ex cadre post (CWSI, Vigilance Inspector, Instructor, Commercial Inspector on drafting basis, etc.) are not eligible to apply in terms of PBC No.169/2001. **The Cadre Controlling Personnel Officers/Establishment Officers need NOT forward the applications of such staff.**

3.0 **Cut-off date for eligibility will be the date of issue of notification in terms of Railway Board's letter No. E(NG)I-2005/PM1/52 dated 22.08.2006 (PBC No. 155/2006) i.e. 26.07.2021.** Accordingly, staff in the immediate lower grade (to the one for which selection is held) who entered respective posts in Level-5 or Level-6 on regular basis on or before **27.07.2019** and have Degree from recognized University as stipulated in paras 2.1 to 2.3 are eligible to apply.

4.0 SELECTION PROCEDURE

4.1 The selection process will be through written examination with 100% objective-type questions as per Railway Board's letter No.E(NG)I/2018/PM1/4 dt.14.12.2018 (PBC No.263/2018) and PCPO/MAS letter No. P(R) 608/P/Vol.VIII dated 18.03.2019 (PBC No. 46/2019) and other orders/instructions connected therewith or incidental thereto.

4.2 There will be a single-stage written examination to test the Computer Aptitude/Knowledge of the candidates in terms of Railway Board's letter No. E(NG)I-2019/PM 16/1 dated 19.06.2019 (RBE No. 101/2019). **However, the written examination will be held in pen-and-paper mode as a one-time measure.**

4.3 There will be separate written examinations for Sr.Console Operator (PRS) in Level-7, Sr.Console Operator (UTS) in Level-7, Console Operator (PRS) in Level-6 and Console


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Operator (UTS) in Level-6. There will be questions to test the knowledge and process in the areas of Accounting and Charting processes.

4.4 Selection will consist of Written Examination with the distribution of marks as under:

Factors/Headings	Maximum Marks	Qualifying Marks
(i) Written Examination	100	60 (Usual relaxation of marks applicable to SC/ST employees)
Total	100	60


- 4.5 The question paper will consist of 100% objective-type questions. All the questions will be of multiple-choice only. There will be **NEGATIVE** marking for incorrect answers. One-third of the marks allotted for each question will be deducted for wrong answers. Cutting, overwriting, erasing or alteration of any type in the answer is not permissible. Zero marks will be given for answer having correction/overwriting.
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- 4.7 Questions on Official Language Policy and marks therefor will be regulated in terms of para 204.3 of Indian Railway Establishment Manual, Vol.I and para 6 of PCPO/MAS letter No. P(R)608/P/Vol.VIII dated 18.03.2019 (PBC No. 46/2019).
- 4.8 As per Railway Board's letter No. E(NG)I-2008/PM7/4 dated 19.06.2009 (PBC No. 121/2009) issued as ACS No. 209 to IREM, Vol.I, 1989 edition, selection will be based entirely on merit with reference to marks obtained by the candidates in the Written Examination. Minimum qualifying marks in the written examination in order to be placed in the panel (in the order of merit) will be 60% aggregate marks obtained in the Written Examination to the extent of the notified vacancies subject to usual relaxation for SC/ST employees.

5.0 SYLLABUS

The syllabus for this examination is enclosed as **Annexure – I**.

6.0 GENERAL INSTRUCTIONS

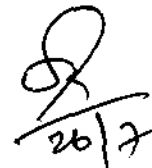
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- 6.2 Separate applications should be submitted for Sr.Console Operator (PRS) in Level-7, Sr.Console Operator (UTS) in Level-7, Console Operator (PRS) in Level-6 and Console Operator (UTS) in Level-6 as per **Annexure-II & Annexure-III**. **Attested photocopies of SSLC (X Std (10+2+3 pattern)/XI Std (11+1+3 pattern)/Matriculation/PUC/HSc and Degree certificates must be enclosed with the application. SC/ST employees must enclose attested caste certificate issued by the competent authorities of the State Government. Applications received without the candidate's signature or attested enclosures or incomplete in any other respect will be summarily rejected. No correspondence in this regard will be entertained.**
- 6.3 Employees already working as DPS/Sr.Console Operators (PRS/UTS)/Console Operators (PRS/UTS) as a stopgap arrangement without going through the selection procedure can apply against this notification if they so desire. However, they should forward their applications through their Parent Division only.


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- 6.4 Cadre Controlling Personnel Officers/Establishment Officers should ensure that the notification is brought to the notice of all concerned. **It is the personal responsibility of the Cadre Personnel Officer/Establishment Officer that only eligible applications are forwarded.**
- 6.5 List of employees eligible to appear for written examination will be published after *scrutiny of applications*. *The candidature is liable to be rejected at any stage of the selection process if the employee is found ineligible.*
- 6.6 After the Written Examination is over, representations regarding ignorance of the date of written examination will not be entertained under any circumstances. The employees who have applied against this notification are also equally responsible to attend the Written Examination on the scheduled date/time/venue provided they are found eligible. They may contact **Chief Office Superintendent/NGS/Commercial Section/HQ/MAS** from time to time on Railway Telephone Number **23538** for enquiries regarding the selection.
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LAST DATE FOR RECEIPT OF APPLICATIONS AT NGS/Commercial Section/HQ/MAS: 14 -09-2021.

- 6.8 Divisions/Units may fix their own target dates for receipt of applications.
- 6.9 All eligible employees should submit their applications (as per the **proforma** enclosed as **Annexure – II and Annexure - III**) to the respective Divisions/Units before the closing date fixed by them. Copy of the application is also available along with notification in HQ Personnel Branch notification website at <http://10.5.2.32/www/HQRS/personnel/PBC/Website/HqpbMain.html>. (Personnel-> Selection -> 2021).
- 6.10 Applications received after the closing date (as fixed by Divisions/Units) should not be accepted and forwarded by them. In no case, applications will be received in Hqrs beyond **14.09.2021**. Also, no direct applications to Hqrs. will be entertained.
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- "Deputy Chief Personnel Officer/T, M&E,
Office of the Principal Chief Personnel Officer,
Southern Railway Headquarters Office,
Park Town, Chennai – 600 003."**
- 6.12 There will be no Supplementary Written Examination under any circumstances as this is ex-cadre selection conducted by calling volunteers.
- 7.0 Selected employees on joining the PRS/UTS Consoie Unit will be eligible for privileges on transfer account as per extant rules governing such benefits/privileges.


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- 7.1 If no applications have been received from employees in any Division/Unit, the Cadre Controlling Personnel Officer/Establishment Officer concerned should send a "NIL" report without fail, immediately after the last date for receipt of applications.
- 7.2 Wide publicity to this notification may be given among the staff.


(S. K. INDUSEKAR) 26/7/24
APO/Traffic/HQ/MAS
for Principal Chief Personnel Officer

Encl: Annexure I, II.

Copy to: PCPO, PCCM,
CCM/PS, CCM/PM, CCM/FM, CPO/Admn – for kind information.
GS/SRMU, GS/NFIR
Notice Board.
CS&WI/Computer Section to upload the notification on Railnet.

Syllabus for the post of Data Processing Superintendent in Level-7

Syllabus for the post of Senior Console Operator (PRS/UTS) in Level-7


Syllabus for the post of Console Operator (PRS/UTS) in Level-6

A. COACHING

1. Types of tickets in use on Indian Railways for unreserved and reserved classes of Journey, their indenting, stocking, issue and accounting.
2. Rules and conditions for defining Break of Journey.
3. Circular Tour Tickets: Issue, method of calculation of charges, period of validity & break journey rules.
4. Booking of Military Traffic: Different types of Military Warrants, concession certificates, eligibility for various ranks, rate of charge, method of raising & enforcing debits, dealing with Military Personnel found travelling irregularly and their break of journey rules, etc.
5. Rules regarding Refund of Unreserved Tickets, cancellation charges, etc.
6. Calculation of through distance and charging of fares for journey in two different classes.
7. Types of travel concessions, eligibility of persons and extent of concessions, Police Warrants/Joint Requisition.
8. Issue of Tickets from outstations & for journey commencing from and terminating at other than booking stations.
9. Luggage rules, booking, conveyance, delivery, unbooked luggage, free allowance and marginal allowance.

B. RESERVATIONS

1. Rules and procedures regarding reservation of accommodation in trains, maintenance of various reservation registers, basics of charting module, etc. and all matters concerning MMI.
2. Reservation quotas and their manner of operation including Emergency Quota, Outstation Quota, IMS Quotas, Ladies, Foreign Tourists and Defence Quotas.
3. Rules regarding reservation on passes, cancellation of such reservations and charges for such cancellations.
4. Rules regarding reservation and accommodation of Members of Parliament, their spouses and companions, Ex MPs, privileges conferred upon MPs, Ex MPs holding Identity-cum-Railway Passes.
5. Rules regarding issue of Indrail Passes and reservation procedure for booking on credit card and its accounting.
6. Distance restrictions on booking of passengers by nominating long distance trains.
7. Essentials of damaging of a coach accommodation, adding extra coach, replacement of one class of coach with another in the reservation system.
8. Supervisory Privileges available on the PRS system and rules regarding the same.


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9. Rules regarding Global, Internet Booking, Message handling system, Electronic Phone, Electronic Mail, etc.
10. IVR, TV Display, MIS Reports.
11. Networking and connectivity of Passenger Reservation Centres on Indian Railways.
12. Essentials of maintenance contract relating to Passenger Reservation System, accounting & maintenance of hardware equipment and peripherals at various PRS centres.

C. ACCOUNTS

1. Maintenance of documents for both Manual Reservation and Computerised Reservation.
2. Preparation and submission of Coaching Balance Sheet.
3. Collection, custody, handling, accounting s& disposal of cash.

D. GENERAL

1. Knowledge of important Railway Junctions & connecting train timings.
2. Passenger Revenue Statistics pertaining to Southern Railway including Originating and Apportioned earnings.
3. Rail Travel Agencies – facilities given to them, requirements of the RTSA as per agreement.
4. Rules regarding Seniority of Railway servants.
5. Railway Servants (Hours of Work and Period of Rest) Rules, 2005.
6. Permanent Negotiating Machinery (PNM).
7. Basic working knowledge of computer and MS-Office.



A handwritten signature is written above a horizontal line, with the date '28/7' written below the line.

ANNEXURE-II

**APPLICATION FORM FOR THE POST OF SENIOR CONSOLE OPERATOR
(PRS/UTS) IN LEVEL-7.**

Paste recent (Not older than one month) Passport size photograph duly attested by supervisor

1	Name			
2	Employee No. (11-digits)			
3	Date of Birth			
4	Date of Initial Appointment			
5	Present Post/Grade/Level in Pay Matrix as per VII PC (Indicate the substantive grade/Level and not MACP Level)			
6	Date of Entry into the Present Post/Grade/Level (Indicate the substantive grade/Level and not MACP Level)			
7	Present Designation and Station			
8	Lien Maintained in	Division:		
9	Educational Qualification	Graduate		
		Post Graduate		
10	Community (Tick SC or ST or UR).	SC	ST	UR
		Number of years of service completed as on 26.07.2021 in		
11	CATEGORY/POST	Years and Months	Remarks	
12	Indicate the Option for Question Paper	Tick appropriate box		
		HINDI	ENGLISH	
13	Contact Phone/Mobile No.	Rly	CUG/ Personal	


DECLARATION BY THE APPLICANT

I hereby declare that all the particulars given in the application are true to the best of my knowledge and belief. I have the qualification -----(quote the EQ) and I belong to ----- (quote SC/ST/UR) category. I am aware that I am liable to be taken up under D&AR for major penalty proceedings in the event of particulars or information given herein regarding my Educational Qualification, Community & other eligibility criteria being found false or incorrect, apart from my application being rejected.

*Signature of the employee:

Place: _____ Name : _____
 Date: _____ Desgn. : _____
 _____ Division/Unit : _____

* If not signed, the application will be rejected.


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ANNEXURE-II

**APPLICATION FORM FOR THE POST OF SENIOR CONSOLE OPERATOR
(PRS/UTS) IN LEVEL-7.**

Paste recent (Not older than one month) Passport size photograph duly attested by supervisor

1	Name			
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6	Date of Entry into the Present Post/Grade/Level (Indicate the substantive grade/Level and not MACP Level)			
7	Present Designation and Station			
8	Lien Maintained in	Division:		
9	Educational Qualification	Graduate		
		Post Graduate		
10	Community (Tick SC or ST or UR).	SC	ST	UR
		Number of years of service completed as on 26.07.2021 in		
11	CATEGORY/POST	Years and Months	Remarks	
12	Indicate the Option for Question Paper	Tick appropriate box		
		HINDI	ENGLISH	
13	Contact Phone/Mobile No.	Rly	CUG/ Personal	


DECLARATION BY THE APPLICANT

I hereby declare that all the particulars given in the application are true to the best of my knowledge and belief. I have the qualification -----(quote the EQ) and I belong to ----- (quote SC/ST/UR) category. I am aware that I am liable to be taken up under D&AR for major penalty proceedings in the event of particulars or information given herein regarding my Educational Qualification, Community & other eligibility criteria being found false or incorrect, apart from my application being rejected.

*Signature of the employee:

Place: _____ Name : _____
 Date: _____ Desgn. : _____
 Division/Unit : _____

* If not signed, the application will be rejected.


26/7

Certified and forwarded to: _____

The service particulars furnished by the employee in his Application Form [Sl. No.: 1 to 11] have been verified with the entries available in the SR and found correct. It is also certified that the employee fulfils the eligibility conditions prescribed in the notification for this selection.

*Signature of the Personnel Officer/Establishment Officer:

Place:

Name:

Date:

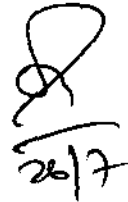
Desgn:

Division/Unit:

Office seal

NOTE.

The Cadre Controlling Personnel Officer while forwarding the applications should thoroughly check the details furnished in the application with the SRs and other records. Any discrepancy / irregularity found at a later date of the service particulars particularly Educational Qualification / Community / Date of Entry into the present grade etc, will be viewed seriously and liable for Disciplinary Action.



A handwritten signature in black ink, followed by a horizontal line and the date '26/7' written below it.

ANNEXURE-III

APPLICATION FORM FOR THE POST OF CONSOLE OPERATOR (PRS/UTS) IN LEVEL-6.

Paste recent (Not older than one month) Passport size photograph duly attested by supervisor

1	Name			
2	Employee No. (11-digits)			
3	Date of Birth			
4	Date of Initial Appointment			
5	Present Post/Grade/Level in Pay Matrix as per VII PC (Indicate the substantive grade/Level and not MACP Level)			
6	Date of Entry into the Present Post/Grade/Level (Indicate the substantive grade/Level and not MACP Level)			
7	Present Designation and Station			
8	Lien Maintained in	Division:		
9	Educational Qualification	Graduate		
		Post Graduate		
10	Community (Tick SC or ST or UR).	SC	ST	UR
		Number of years of service completed as on 26.07.2021 in		
11	CATEGORY/POST	Years and Months	Remarks	
12	Indicate the Option for Question Paper	Tick appropriate box		
		HINDI	ENGLISH	
13	Contact Phone/Mobile No.	Rly	CUG/ Personal	

DECLARATION BY THE APPLICANT

I hereby declare that all the particulars given in the application are true to the best of my knowledge and belief. I have the qualification------(quote the EQ) and I belong to ----- (quote SC/ST/UR) category. I am aware that I am liable to be taken up under D&AR for major penalty proceedings in the event of particulars or information given herein regarding my Educational Qualification, Community & other eligibility criteria being found false or incorrect, apart from my application being rejected.

*Signature of the employee:

Place:


Name :

Date:

Desgn. :

Division/Unit :

* If not signed, the application will be rejected


26/7

Certified and forwarded to: _____

The service particulars furnished by the employee in his Application Form [Sl. No.: 1 to 11] have been verified with the entries available in the SR and found correct. It is also certified that the employee fulfils the eligibility conditions prescribed in the notification for this selection.

***Signature of the Personnel Officer/Establishment Officer:**

Place:

Name:

Date:


Desgn:

Division/Unit:

Office seal

NOTE.

The Cadre Controlling Personnel Officer while forwarding the applications should thoroughly check the details furnished in the application with the SRs and other records. Any discrepancy / irregularity found at a later date of the service particulars particularly Educational Qualification / Community / Date of Entry into the present grade etc, will be viewed seriously and liable for Disciplinary Action.



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