



S.R.

SOUTHERN RAILWAY

No. P(S) 535/XV/Senior Traffic Costing Inspector

Headquarters Office,
Personnel Branch,
Chennai - 600 003.
Dated: 13.09.2024.

**PFA/MAS,
CPM/MTP, CE/CN/MS, CPD/RE/MS, PCOM/MAS, PCCM/MAS,
Sr.DPO/DPO's/MAS, PGT, TVC, MDU, SA & TPJ,
DRM/P/MAS, PGT, TVC, MDU, SA & TPJ,
CWM/CW/PER, LW/PER, CEWE/PER, Dy.CE/EWS/AJJ,
Dy.FA&CAO/T/MAS, Sr.EDPM/MMC/MAS, Sr.S&AO/MMC/MAS.**

Sub: Selection for the post of Senior Traffic Costing Inspector (Ex.Cadre) in Pay Matrix Level-7 (Grade Pay Rs.4600/-) Traffic Costing Cell/Chennai- Reg.

1. Volunteers are called for Selection to fill up 4 vacancies (UR: 03, SC: 01) in Senior Traffic Costing Inspector (Ex.Cadre) in Pay Matrix Level-7 (Grade Pay Rs.4600/-) Traffic Costing Cell/Chennai in terms of Board's letter No: E(NG)I-84-PM 9-18 dated: 06.12.1985.

2. Volunteers from the employees working in the Accounts, Traffic, Commercial, Transportation and Statistical Department in Pay Matrix 7 (Grade Pay Rs.4600/-) or in Pay Matrix Level-6 (Grade Pay Rs.4200/-) on a regular basis with minimum two years of service are eligible to apply.

3. **The eligibility criteria for applying for the said post is as under:**

Essential

- Three years experience as Senior Supervisor/Inspector of Accounts, Traffic, Commercial, Transportation and Statistical Department.
- University Degree with Mathematics, Statistics or Economics as one of the subjects studied.

Desirable

- Three years experience in Commercial/Operating/Finance/Planning/Economic Cell/Accounts/Statistical work on Railway or in the Board's office.
- Eligible candidates who have some investigation work to their credit will be given preference.
- Working Knowledge of Computer (MS Word/MS Excel) will be given preference.

4. **Selections and Pre conditions:**

This is an ex-cadre post and eligible volunteers will be considered for the said selection:

- The eligible volunteers will be subjected for a selection which consist of written examination followed by perusal of service records.
- The question paper will be 100% objective type of multiple choice questions for the written examination in terms of Board's letter No:E(NG)1/2018/PM 1/4 dated: 14.12.2018 (PBC No: 263/2018) and 10% of the

total marks will be from Official language policy and Rules (which will be optional).

The examination will be conducted on OMR sheet or CBT mode as required, and the same will be advised in due course. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.

- (c) In terms of Railway Board's letter No: Hindi/87/OL 1/10/3 dated: 03.11.1988 there will be questions in Official Language Policy & Rules for at least 10% of the total marks prescribed.
- (d) Should be prepared to proceed extensively on line study for cost report or train study.
- (e) The retention of duly selected employees is subject to the condition that their performance is satisfactory after 6 months.
- (f) Proficiency in the computer working especially in Excel is a must.
- (g) The administration reserves the rights of repatriation of the employee at any time.
- (h) Staff selected for the post will continue to have their lien maintained in their parent cadre and be eligible for all the benefits in the parent cadre.
- (i) Employees who have already worked in Ex.cadre post will be eligible for consideration only after completion of two years service in the cadre posts. In terms of PBC No: 72/2005, as a general policy, posting from one Ex.cadre post to another Ex.cadre post should not be allowed.
- (j) The Supervisory/Controlling/Cadre officers are requested to forward only the applications of those employees who can be relieved if selected.
5. If any of the volunteer is undergoing penalty or placed under suspension or any departmental proceedings initiated for Major penalty or any RPUP case is pending, the particulars of such employees should be mentioned while forwarding the application through online.
6. In Units where Personnel Officers are not available the applications should be submitted to the Head of the Unit for onward transmission to HQrs after due certification through online.
7. The willing employees should apply through online mode only, in the Personnel Branch online portal at [URLhttps://notifications.srhqpb.in](https://notifications.srhqpb.in). duly adhering to the procedure and instructions envisaged in PBC No: 150/2022 dated: 30.08.2022. Applications received from any other mode will not be considered. The certification by the Divisional cadre controlling Personnel officer and instructions regarding applying online for the above selection is enclosed herewith as Annexure A and Annexure B respectively.

The link for the web portal will be made available from **27.09.2024 @ 12.00 hrs** in the Personnel Department internet website (srhqpb.in) and also in the Railnet website of Southern Railway.

Opening of online registration of application	27.09.2024 @ 12.00 hrs
Closing of online registration of application	28.10.2024 @ 17.00 hrs
Last date for forwarding applications received from concerned Personnel Branch officials to Headquarters	08.11.2024

- (8) The employees willing to apply for the above post have to submit their application along with annexure enclosed in the notification duly certified by their supervisor through the above mentioned website in online mode only.
- (9) The employees should upload the requisite documents in the above mentioned website in PDF format as a single file only.

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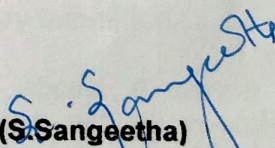
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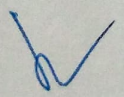
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- (9) The employees should upload the requisite documents in the above mentioned website in PDF format as a single file only.

- (10) The list of supporting documents as detailed below should be kept in PDF format (to be attached along with the application) as the case may be
 - i. Certificate in support of educational qualification.
 - ii. Community certificate and other relevant documents.
- (11) After the closing date of the application, the cadre Dealer/Personnel officer should login and download the applicant details in Excel format.
- (12) It is the personal responsibility of the concerned cadre controlling Personnel Officer to certify and ensure the correctness of all applications with Service Register and other relevant records. Also certify the correctness of the particulars in the applications. Without such certification, applications received will be summarily rejected and the responsibility will be fixed on the concerned Personnel Officer who forwarded the applications.
- (13) After due certification, each online application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all applications pertaining to the Divisions/Units should also be uploaded in the website **srhqp.in** and also forwarded in e-office to the undersigned as e-receipt on or before 17.00 hrs of **08.11.2024**
- (14) This may be given wide publicity among the staff concerned. The notification may be pasted in all the notice Boards and prominent places in Divisional Offices/Units/Field Offices.
- (15) If there are no volunteers for the proposed selection, then the cadre controlling officer concerned shall send a "NIL" report on or before **08.11.2024** through e-office certainly to avoid delay in processing of the selection.
- (16) Withdrawal of the candidature after Selection will not be permitted.
- (17) There will be no supplementary examination.
- (18) The employees who volunteer for the above post should be in readiness to appear for the written Examination.
- (19) The tenure is 5 (five) years. The employees are liable for repatriation to their parent unit at any time on administrative grounds, if the performance of the employee is not satisfactory.

Encl: As above.


(S. Sangeetha)
 Asst. Personnel Officer/Genl.
 for Principal Chief Personnel Officer.

Copy to: PCPO, CPO/Admn, CPO/IR, CPO/G,
 Dy.CPO/HQ, Dy.CPO/Trg,
 APO/IR & Trg, APO/C, M&E, APO/SMO,
 Ch.OS/Operating, Commercial, GM/ST/MAS,
 GS/SRMU, GS/NFIR, GS/AIOBC, GS/SC/STREA,
 Ch.OS /System - to upload in the railnet please.
 Notice Board.



INSTRUCTIONS FOR APPLYING ONLINE

online-www.srhqpb.in

Link for applying online-www.srhqpb.in

Instructions to employees:-

1. The candidate who desires to apply will have to click on the appropriate link. The link will lead to a application format in which the candidate needs to fill up the required particulars.
2. The application format has to be filled up carefully and after the candidate is satisfied that all the particulars have been correctly filled up, he/she should download the filled up application, from the portal in PDF format and print out of the same should be taken.
3. In the print out, the photograph of the candidate should be affixed in the space provided and the candidate should affix his/her signature, wherever the space is provided. The affixed photograph should be duly attested by the controlling supervisor/official.
4. After affixing the signature and photograph, the candidate should get the signature in the columns/space provided for forwarding the application filled by the controlling supervisor/ official by making appropriate entries including the name and seal of the forwarding supervisor/official. Annexure – A should also be filled by the cadre controlling personnel officer.
5. The completed application, duly forwarded by the controlling supervisor/official and the Annexure–A should be scanned and uploaded in the portal in PDF format by the candidate.
6. Once the scanned PDF format of the application is submitted, the candidate has to click on the 'SUBMIT" button and submit the application.
7. Once the scanned copy of the application is submitted, the candidate will not be able to make any change in the application already submitted.
8. On submitting the completed application as above, a unique application number will be allotted to the candidate which will be specific for each candidate with respect to each notification. Candidate can also download the copy of submitted application bearing the unique application number. The candidate may note the unique application number for further reference.
9. The candidate can check the status of his application by entering the unique application number and other relevant details.

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Instructions to Personnel Branch: -

- The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer and Divisional Officer etc.
- The details of user rights and passwords will be issued.
- The specified Dealer(s) will have to verify the necessary details filled by the candidate and after verification, the application can be forwarded to the concerned Personnel officer of the Division / Unit for recommendation. If required, they may be forwarded along with reasons/remarks to the personnel officer of the unit.
- The concerned Personnel Officer will accept the application and forward the same to Headquarters.
- The concerned Personnel Officer can also reject the application duly specifying the reason for rejections.
- In case there is a need for the applications to be forwarded with the approval of the concerned departmental Officer, then a print out of the eligible / non-eligible applications may be submitted on file to the Concerned departmental officer and necessary approval taken by the Personnel Officer, before forwarding the same to Headquarters.
- The Dealer(s) and the Personnel officer at Headquarters level will have the facility to verify the applications and accept or reject the same duly indicating the reasons.
- Thereafter, the list of eligible candidates will be generated through the online portal by the concerned officer and the process of selection will be further processed as per the extant instructions.

The following syllabus should be circulated along with Notification for the prior intimation to the eligible candidates.

Syllabus for the Selection of Senior Traffic Costing Inspector (Ex.cadre) in Pay Matrix Level-7 (Grade Pay Rs.4600/-)

I. BASIC MATHEMATICS

Simple Arithmetic
Simple and compound interest and simple calculations
Direct and inverse proportions.

II. BASIC STATISTICS

Collection of data classification and tabulation.
Various types of sampling, random numbers.
Mean Median and Mode.
Concepts of normal distribution and standard deviation.
Fundamentals of Railway Statistics – Terms used and their meanings.

III. WORKING IN RAILWAYS – HANDLING OF TRAFFIC

Basic Knowledge.
Use of computers in generating information reports about Commercial, Operating and Accounts subjects.

IV. TRAFFIC COSTING AND STATISTICS

Basic concepts of Traffic Costing- Cost components- Marginal/incremental cost- Opportunity costs- Escalation Factor, Cost reports prepared by Traffic costing cell, units costs, profitability of Freight and coaching services, including suburban traffic economics, various monthly and annual returns made out in Statistical Branch, such as Wagon turn around , operating ratio and other operating statistics, SFC etc.

V. Basic Accounting principles , Railway Accounts and Budget

Basics of Double Entry Principles and simple journal entries.
Revised classification of Accounts.
Demands for Grants.
Classification of Revenue and capital expenditure.
Different methods of depreciation

VI. Questions on Official Language 10% (optional)