

S.E.Rly

No.SER/P-ADA/EC/16.67%/ TE-Sel./DPQ/17.Office of the:-  
Divl.Railway Manager (P)  
Adra, dtd.30.10.17To  
The Sr.Divl.Commercial Manager / Adra  
&  
The all Supervisor Units  
(Comml.Deptt.)/S.E.Rly  
Adra**Sub:** Selection for promotion to the post of TE(Ticket Examiner)  
in PB.Rs.5200-20200/-GP.Rs.2000/- (Level-3) of 7th CPC  
against 16.67% DPQ of Commercial department.

It has been decided by the competent authority to hold a selection for the post of TE(Ticket Examiner) in PB.Rs. 5200-20200/- GP.Rs.2000/- Level-3 of 7th C.P.C against 16.67% DP Quota to form a panel of 10 (Ten) candidates (UR-08, SC-01 & ST-01).The selection shall consist of written test and record of service and working report.The panel will be formed in order of merit as per extant rules. As per avenue of promotion of Comml.Gr.D staff in terms of Estt.Srl.No.24/2013 and CPO/KOL's letter No.SER/P-HQ/EC/202/1 dtd. 29.05.15 the following categories are eligible for the selection.

**Eligibility :-**

- 01) All Group-D staff of commercial department in PB.1 and GP.Rs.1800/- for whom no regular avenue of promotion exists.
- 02) Candidates (UR-and SC/ST) should have completed **02 years** regular service as on date of notification in the concern seniority unit in terms of Estt.Srl.No.37/2017.
- 03) Candidates should have prescribed medical Standard in B2 Category and educational qualification of madhyamic passed.
- 04) The benefit of counting of service will be follow as per extant rules.

The last date of receipt of application is 21.11.17 (Thursday).The applications as per the prescribed format (attached) should be forwarded by the respective supervisors and the service particulars should be got verified and certified by the respective bill Section and there after submitted to the office of the Sr.DCM/Adra.

Sr.DCM/Adra is requested to send the collected applications in a bunch to this office on or before 21.11.17 (Thursday) positively for further course of action at this end.

No applications will be entertained after expiry of the target date ie. 21.11.17 (Thursday) in any circumstances.

This should be given wide publicity amongst all the eligible candidates and should also be displayed in the Notice Board in each station/Unit/Office so that all willing candidates can submit their applications in time. The supervisors/Unit in-charges should take proper step to avoid complaint of non receipt of information.

P.T.O.

The proforma of the application is enclosed herewith and all the 14 columns of the proforma should be correctly filled-up and forwarded by the immediate supervisors.

If any discrepancy is found at any stage in regard to the application, the candidature is liable to be cancelled at any stage of selection proceeding without intimation.

It should be made clear to all staff that incomplete application and applications submitted by the Candidates not fulfilling the necessary eligibility criteria will be rejected.

The tentative dates for written tests will be given shortly.

This issues with the approval of competent authority.

Asstt. Personnel Officer  
For-Sr.Divl. Personnel Officer/ADRA

Copy to -

- 1) PS to ADRM for kind information to ADRM/Adra
- 2) OS/DRM Cell for uploading in net.web.site/Adra Divn.
- 3) All CTI/CI's of Comml.Deptt.
- 4) Ch.S&WI of P/Branch
- 5) SERMU, SERMC, AI/SC&ST association, AIOBC association.
- 6) Ch.OS/Comml.Bill-She is also advised to verify the service particulars of the staff from their SRs and certify the same on the respective application.
- 7) CCI/Comml./Control/Adra for control message to the all supervising unit of Adra Divn.(Optg & Comml).

For-Sr.Divl. Personnel Officer/ADRA

## Proforma

To  
The Sr.Divl.Personnel Officer  
S.E.Railway/Adra.

Sub: Application for the post of T.E(Ticket Examiner) in PB.Rs.5200-20200/-  
+ GP.Rs.2000/- Level-3 of 7th P.C. against 16.67% DPQ.

Ref: Your circular No.SER/P-ADA/EC/TE-Sel./16.67%/Sel/DPQ/17 Adra,  
dtd.30.10.17.

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In response to the above circular I am willing to appear at the selection for the post  
of T.E(Ticket Examiner) in PB.Rs.5200-20200/-+GP.Rs.2000/- Level-3 of 7th P.C against  
16.67% DP Quota.

My bio-data is as under :-

- 1) Name (In block letters) :
- 2) Caste :
- 3) Design/Stn. :
- 4) Department :
- 5) Date of birth :
- 6) Date of appointment :
- a) Capacity of appointment :
- 7) Present pay band with GP. :
- 8) Whether joined the Deptt. and category at own request/ Medical ground/others. :
- 9) If so, date of joining in the Deptt. and from which Category. :
- 10) Date of Ty. Status earned :
- 11) Date of regularization :
- 12) Education Qualification :
- 13) Medical Classification :

Signature of the applicant

Date:

Service particulars are verified and found correct.

Signature of the Bill compiling in-charge