

West Central Railway

Office of the Divisional Railway Manager (Commercial Branch), Jabalpur

No. JBP/C/124/Cog./ATVM/Notification/2018

date:- 06.09.2018

Sr. Divisional Commercial Manager, W.C. Rly/ Jabalpur on behalf of president of India invites application from interested Retired Group C & D Railway Employees for engagement as facilitators at 21 stations for issue of unreserved tickets through smart card based Automatic Ticket Vending Machines up on fulfillment of certain, conditions as under :-

1. The engagement of facilitators shall be applicable to Retired Group C & D Railway Employees.
2. The preference will be given to the suitable and recently retired railway employees.
3. Applications for engagement of Automatic Ticket Vending Machine facilitators are available in the office of Sr. Divisional Commercial Manager, West Central Railway, Jabalpur during all working days.
4. Applications are also available on website www.wcr.indianrailways.gov.in.

5. ATVM Locations:

S.No.	Station	Smart Card Based ATVM	Facilitators is to be appointed	S.No.	Station	Smart Card Based ATVM	Facilitators is to be appointed
1	DMO	2	2	12	PHA	1	2
2	JBP	6	5	13	JTW	1	3
3	KTE	4	4	14	KYE	1	1
4	MML	3	5	15	BEHR	1	1
5	MYR	4	3	16	KY	1	1
6	NU	2	1	17	SRID	1	2
7	PPI	3	5	18	GAR	1	2
8	REWA	3	2	19	SGP	1	3
9	SGO	4	4	20	KTES	1	4
10	STA	4	3	21	KMZ	2	4
11	SHR	1	2				

6. Application shall be accepted in the office of Sr. Divisional Commercial Manager, West Central Railway, Jabalpur between 10.30 hrs to 17:00 hrs. on 17.09.2018
7. Interested applicants may submit their application in the Office of Senior Divisional Commercial Manager, West Central Railway, D.R.M.'s Office Jabalpur between 10.30 hrs to 17: 00 hours on 17.09.2018
8. Applications received by post shall not be accepted.
9. Railway Administration reserves the right to select/reject/terminate the services of any Applicant and also to cancel the notification without citing any reasons thereof. For any details/queries, please contact at Office of Senior Divisional Commercial Manager, West Central Railway, Jabalpur.

**Sr. DIVISIONAL COMMERCIAL MANAGER
W.C.RLY/Jabalpur**

ENGAGING OF A.T.V.M. FACILITATORS OVER Jabalpur DIVISION.

Salient features of the Scheme:

1. The retired group 'C' & 'D' railway employees are eligible to be engaged as facilitators on A.T.V.M.s for ticketing and passenger education about A.T.V.M.s.
2. The retired railway employee shall submit their application in enclosed format (Annexure A & B).
3. Any retired Group 'C' & 'D' railway employees of any departments from West Central Railway/ Jabalpur Division and Diesel Shed are eligible to apply. The preference will be given to the youngest eligible candidate.
4. The facilitators will be given proper I-Cards with photographs certified from railway officials. She /He shall wear this I-Card conspicuously in such a way that it can be seen/read by passengers.
5. Administration shall allow him/her to operate at only one A.T.V.M. Facilitator will not work at the A.T.V.M.s other than the ATVM for which he/she is permitted to function unless permitted by the Competent Authority.
6. No remuneration will be paid to the staff by the Railway for engagement as facilitator, except the 3% bonus which is due on A.T.V.M. smart card usage. The 3 % commission is permitted only for travel on Suburban section and in Non suburban section the commission is available only for tickets up to 150Kms.
- 7 After due permission, the retired staff can work as facilitator at nominated A.T.V.M, round the clock, including Sundays/holidays.
8. Working hours of facilitators shall decided by CBS/CNC/SM . Only one facilitator shall be nominated to work in a shift and the CBS of the concerned station shall decide the duty hours of the facilitators in accordance with the needs so as to ensure that only one facilitator is available at any given point of time at a particular ATVM.
9. Any act of overcharging or misbehavior with passengers shall attract withdrawal of permission to work as facilitator. Penalty may be imposed by the competent authority in case of any irregularity.
10. Railway Administration, with prior intimation, can change the nominated A.T.V.M. allotted to a facilitator permanently or temporarily or may call the facilitator to work at the ATVM not nominated to him/her.
11. Facilitator will purchase one smart card after he/she is selected and the smart card number will be registered with DRM(C) office. The recharge of card will be done by the facilitators as per his own requirement.

12. In case, the allotted smart card is lost, the facilitator will purchase another smart card and get it registered with DRM(C) office with an application form.

13. Facilitator will form a queue of passengers and will issue tickets on printed rates only. The regular A.T.V.M card holder/passengers desiring to procure tickets on their own shall be allowed to take ticket without queue.

14. The facilitator will encourage and educate passengers for handling the A.T.V.M.s.

15. On every recharge of A.T.V.M., bonus value is credited in the smart card as per prevailing rule. Facilitator will retain this bonus value as their commission. No overcharging to the passengers will be done. No additional emoluments will be given apart from the upfront bonus value credit in the smart card. The bonus value may change as per the policy guidelines of Railway Board. No claim on any account will be acceptable.

16. Recharge will be done as per prevailing rule.

17. The permission to function as facilitator shall be given to retired railway employees till 31.03.2019. Based on the volume of tickets issued, either permission can be extended or other facilitator engaged at that station as replacement. Under no circumstances, the facilitator will permit any other person to issue tickets through his card on his behalf. Irregularity on this account will also invite penalty and also terminate.

18. Facilitators shall advise to the CBS/ CNC/SM before and after the work and make entry in the register kept for this purpose. He will also inform the same to Commercial Monitoring Cell at the Division.

19. The facilitators will promptly advise the concerned CBS/CNC/SM, regarding timely replacement of rolls and failures of A.T.V.M.

20. Competent Authority (Sr. DCM) reserves the right to disengage any facilitator at any time without giving any notice.

21. Railway employee given Compulsory Retirement or dismissal as a result of any DAR proceeding will not be eligible for Facilitator.

22. Other conditions as per instructions in the notification Railway Boards guidelines issued from time to time.

Application for appointing Retired Railway Employee to work as Facilitator over Jabalpur Division

**2 Photo graph
a) Passport Size**

1.	Name of Retired Railway Employee	
2.	Designation	
3.	Department	
4.	Date of appointment	
5.	Date of Retirement	
6.	Date of Birth	
		Year Month Days
	a)Age at the time of applying	
7.	Educational qualification	
8.	PF Number	
9.	PPO Number (enclosed copy)	
10.	Residential Address (enclosed proof)	
11.	Contract No of Residence/ Mobile No.	
12.	Office Address	
13.	Contract No. Of office	
14.	Station applied for working as facilitator	
15.	Whether and DAR/Vigilance case pending	

Application must be forwarded by the office Incharge along with Photostat copies of PPO.

Signature & Seal of office Incharge

Signature of Applicant

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