

GOVERNMENT OF INDIA  
SOUTH CENTRAL RAILWAY



Divisional Office, Commercial Branch, North Block, Vijayawada

Advertisement Notice No: 01/2024 (ATVMs), dated 10-06-2024

**Engagement of 59 facilitators  
for issuing of Un-reserved tickets  
through Automatic Ticket Vending Machines  
(ATVMs) at various Railway Stations over  
Vijayawada Division.**

Application form Sri/Smt. \_\_\_\_\_





Government of India  
Ministry of Railways  
South Central Railway

Office of the DRM  
Vijayawada Division  
Commercial Branch  
Vijayawada.  
Andhra Pradesh

No. B/C. 565/ATVMs/Facilitator/BZA/2024

Dt: 10-06-2024

**ADVERTISEMERNT NOTICE NO.01/2024 ATVMS DT.10-06-2024**  
**For ENGAGEMENT OF FACILITATORS FOR ISSUE OF UN-RESERVED TICKETS**  
**THROUGH ATVMs OVER VIJAYAWADA DIVISION**

Senior Divisional Commercial Manager, South Central Railway, Vijayawada Division, Vijayawada, on behalf of the President of India, invites application from the Retired Railway Employees of South Central Railway and General public aged above 18 years, for engagement of Fifty Nine (59) facilitators for dispensing un-reserved tickets through ATVMs at the following railway stations over Vijayawada Division. The engagement to work as a facilitator will be up to 31.03.2025 initially and will be extended from time to time as per extant policy guidelines. The selected applicant will not have any claim for employment in Railways by the virtue of engagement as ATVM facilitator. No remuneration /salary /wages will be paid by the Railway. The selected facilitator will be allowed to retain the bonus as applicable from time to time on ATVM Smart Cards, which is 3% at present. For further details, please refer Para No.3 of Terms and Conditions on eligibility of bonus.

The List of stations required for facilitators at Automatic Ticket Vending Machines (ATVMs) to issue tickets to the travelling public, over Vijayawada Division are as under:

S.No.	Station	Category of station	No. of facilitators required
1	Vijayawada	NSG-2	9
2	Anakapalle	NSG-3	3
3	Anaparthi	NSG-5	1
4	Bapatla	NSG-4	1
5	Bhimavaram Town	NSG-3	1
6	Kakinada Town	NSG-3	1
7	Chirala	NSG-4	1
8	Kakinada Port	NSG-4	2
9	Eluru	NSG-3	2
10	Gudur	NSG-3	4
11	Kavali	NSG-4	1
12	Machilipatnam	NSG-4	2
13	Nidadavole	NSG-4	1
14	Nidubrolu	NSG-5	2

  
वरिष्ठ मंडल वाणिज्य प्रबन्धक.  
Sr. Divisional Commercial Manager  
विजयवाड़ा




## 3256048/2024/O/o CH.OS/PASSENGER/COML/BZA/SCR

15	Nellore	NSG-3	5
16	Narasapur	NSG-4	1
17	Ongole	NSG-3	1
18	Pithapuram	NSG-4	1
19	Palakollu	NSG-4	1
20	Rajahmundry	NSG-2	5
21	Singarayakonda	NSG-4	2
22	Samalkot	NSG-3	1
23	Tadepalligudem	NSG-3	2
24	Tenali	NSG-3	5
25	Tuni	NSG-3	2
26	Elamanchili	NSG-5	2
<b>TOTAL</b>			<b>59</b>

The advertisement notice and application form are available in the South Central Railway website at [www.scr.indianrailways.gov.in](http://www.scr.indianrailways.gov.in). Retired Railway employees/General Public who are interested to work as facilitator to issue tickets through ATVMs should submit their applications duly filling in all the columns in the application and signing on all the pages of the notification. The application should be super scribed as "Application for ATVM facilitator at \_\_\_\_\_ Railway station and submitted in a sealed cover to Sr. Divisional Commercial Manager, S.C. Railway, Vijayawada Division Vijayawada on or before **15.00 hrs on 15-07-2024**.

1	The filled in Application forms will be received by this office	From 10.00 hrs of 15-07-2024
2	Last date for submission of applications	Up to 15.00 hrs of 15-07-2024
3	Place of submission of applications	Senior Divisional Commercial Manager's Office, North Block, DRM's Office Compound, South Central Railway, Vijayawada-1

**NOTE:- Application forms can be downloaded from the above website from 12-06-2024.**

  
 वरिष्ठ मंडल वाणिज्य प्रबन्धक  
**Sr. Divisional Commercial Manager**  
 द.म.रेलवे, विजयवाडा  
**S.C Railway, VIJAYAWADA,**



**TERMS AND CONDITIONS OF ENGAGEMENT OF FACILITATOR**

The engagement as facilitators for ATVMs is subject to the following terms and conditions.

- i) The applicant (both retired railway employee and general public) can apply for one station only.
- ii) **While short listing candidates from general public for engaging as facilitator, in case retired Railway employees also express their willingness, preference will be given to retired Railway employees for engaging as facilitator.**
- iii) If more applications are received against requirement for a station, the selection will be made by drawal of lots.
- iv) No remuneration/salary/wages will be paid by Railways. The facilitator will be allowed to retain the bonus as applicable from time to time on ATVM smart cards.
- v) General Public holding smart cards and using ATVMs should be given priority.
- vi) The facilitator should also accept payment by Digital mode from public and will not deny the same. For this purpose, the facilitator shall carry personal QR code.
- vii) **The facilitator shall invariably encourage/ensure at least 10% of total passengers dealt in a day to purchase tickets through QR code mode of payment available in the ATVM.**
- viii) The facilitator should be in a presentable manner in the prescribed uniform (white shirt and black pants) by the Railway administration and converse courteously with the passengers. He/she should display the identity card with photograph issued by Railway Administration
- ix) For operation of ATVM, facilitators will be rostered by the station in-charge (commercial) on rotation basis.
- x) Facilitator will not be confined to any one ATVM. The ATVM will be allotted on monthly rotation basis following a fixed pattern, like roster system, so that there will be no locational advantage to any individual facilitator.
- xi) Commencement and closure of work should be reported to the station in-charge every day duly recording the same in the register kept for this purpose.
- xii) All instructions issued by the Railway Administration from time to time shall be strictly followed by the facilitator.
- xiii) The selected applicant will be issued with Letter of Award (LOA) on engagement of facilitator. He/she will have to remit the applicable Security Deposit and commence work within 15 days of the receipt of the LOA.
- xiv) If the applicant fails to remit the applicable Security Deposit or commence the work within the stipulated period, the engagement will be cancelled.
- xv) If any lapse or malpractice is detected and is proven against the facilitator or in case of violation of any of the Terms & Conditions, then Railway Administration may impose a minimum penalty of Rs.1000 on first offence, Rs.2000/- on second offence and on subsequent offences, Sr.DCM shall terminate the engagement as facilitator, and the Security Deposit will be forfeited.

Signature of the Applicant

  
 वरिष्ठ मंडल वाणिज्य प्रबंधक  
 Sr. Divisional Commercial Manag.  
 अहमदनगर, विजयवाडा



- xvi) An agreement has to be executed with Railway Administration by the facilitator duly incorporating the terms of engagement.
- xvii) Engagement as ATVM facilitator does not confer any right on the person for employment in Railways. The appointment is purely contractual in nature and no facilities viz., absorption in Railway service, regularization of service, bonus, Railway pass facilities etc., shall accrue to the facilitator.

## 1. ELIGIBILITY CRITERIA

### A) FOR RETIRED RAILWAY EMPLOYEES

- a) Retired employees of all departments of South Central Railway only are eligible to apply.
- b) The existing /terminated ATVM facilitators of BZA Division are not entitled to apply.
- c) The employees should have retired in the normal course of superannuation or on voluntary retirement. A copy of PPO certificate and service certificate to be enclosed with the application. Employee, who has been dismissed, removed or compulsorily retired under DAR rules are not eligible and their applications will be rejected.
- d) Employees who had a history of embezzlement of Railway cash, who were involved in frauds, who had a record of indiscipline and misbehaviors are also not eligible and their applications will be rejected. The decision of the selection committee is final on the subject and no correspondence will be entertained on the matter.

### B) FOR GENERAL PUBLIC

- a) The applicant should not be under 18 years of age.
- b) The applicant should be at least Matric pass or equivalent.
- c) The applicant should be resident of the local district where the station applied is situated.
- d) The applicants residing near the station applied will be given preference.
- e) The applicant should submit latest Police verification certificate, not older than 6 months from the date of notification, from the local police station serving the residence that no criminal case is pending against him/her.

### OTHER CONDITIONS FOR GENERAL PUBLIC

- f) The applicant should be prepared to deposit a refundable Security Deposit of Rs.50,000/- in case of NSG-1& 2 category stations and Rs,25,000/- for other category of stations, in the form of Money Receipt/Fixed Deposit/Demand Draft. On completion of the contract, pending dues, if any, will be adjusted from the Security Deposit and balance refunded.The Fixed Deposit/Demand Draft shall be drawn in favour of Sr.Divisional Finance Manager, South Central Railway, Vijayawada.
- g) The applicant should submit an undertaking that after getting selected to act as ATVM facilitator, he/she shall complete the existing period i.e., up to 31-3-2025. In case he/she expresses inability to operate ATVM, after being engaged as ATVM facilitator, the security deposit will be forfeited.
- h) Any contractual experience with the Railways is desirable.

Signature of the Applicant

  
 श्री. डिविजनाल कमर्शियल मॅनेजर  
 श्री. डिविजनाल कमर्शियल मॅनेजर  
 न.म.रेलवे, विजयवाडा



**2. NATURE OF THE JOB OF FACILITATOR**

When passengers come to ATVM to buy a ticket, the facilitator will issue them a ticket duly collecting exact fare and explain them the procedure of using ATVM. During peak hours, the facilitators will form a queue of passengers for orderly dispensing of tickets. Many educated passengers are already using the ATVM duly procuring the smart cards. When such passengers approach the ATVM, the facilitator will give them priority and allow them to generate their own ATVM tickets. Such passengers should not be insisted to come in the queue.

The facilitator engaged

- a) Will be permitted to purchase a maximum of two smart card from the station to which he/she is selected. These cards are strictly not transferable.
- b) Will use only the registered smart card for issuing tickets to public through ATVM.
- c) Can do any number of re-charges as per requirement.
- d) Will intimate the loss of smart card to the Commercial Supervisor/SM of the station where he/she is engaged and purchase another smart card in lieu of the lost card and register the same.

**3 ELIGIBILITY OF BONUS:**

- a) For tickets dispensed through ATVM, 3% of bonus amount is allowed on the smart cards. The facilitator is eligible to retain the bonus. Other than this, no other emoluments, incentive will be paid to the facilitator.
- b) The bonus will be allowed at 3% of the fare or 3% of the fare for 150 KM whichever is lower. The bonus will be restricted up to 3% of the fare for 150 KM and no bonus will be given on the fare for the remaining portion of the journey issued for more than 150KM.

**4 PERIOD OF ENGAGEMENT**

Initially the engagement will be from the date of actual engagement to **31.03.2025**, and will be extended subject to the orders received from time to time from Railway Board with regard to extension of ATVM facilitators scheme.

**5 EMD & SECURITY DEPOSIT**

No EMD amount is required for this scheme. Security Deposit is applicable for general public other than retired employees as mentioned in Para 1(B)(f).

**6 ASSISTANCE TO FACILITATOR**

Assistance to facilitator (Retired Railway employee): Spouses and adult children of retired Railway employee may also be allowed to work as facilitators in addition to retired Railway employees working as facilitators. The order of priority for engaging facilitator shall be as under:

- a) Retired Railway employee.
- b) Spouse/Adult child of retired Railway employee. (only one person for one retired Railway employee to be nominated by him/her). Nomination letter to be submitted by the facilitator for the purpose.
- c) Spouse/adult children of retired railway employee shall not have any claim for employment. An undertaking to this effect on legal paper should also be given.

Signature of the Applicant

  
 वरिष्ठ मंडल वाणिज्य प्रबन्धक  
 Sr. Divisional Commercial Manager  
 न.म.रेलवे, विजयवाडा



## 7 OTHER TERMS & CONDITIONS

- a) Applicant should be able to converse in English, Hindi and Regional Language. At least, the regional language is essential.
- b) The facilitator must keep sufficient small change and return correct change to the passenger.
- c) The facilitator should issue both long distance and short distance tickets.
- d) The facilitator should also inform the CBSR/BC in case of malfunctioning of ATVM.
- e) He should check the ticket roll position and inform to on duty CBSR/BSR/BC, if the existing ticket roll is completed.
- f) He should maintain the premises of ATVM clean and tidy.
- g) He should ensure the balance of his smart card before commencement of the shift to avoid detention while issuing tickets to the travelling public.
- h) Adequate education to the user/passenger to obtain tickets through ATVM on their own should be provided by facilitator.
- i) In case subletting or proxy attendance is detected at any time, the engagement as facilitator will be terminated immediately, duly forfeiting the Security Deposit.
- j) There should be no provision of furniture on the stations premises under the scheme so as to prevent congestion.
- k) In case of withdrawing of ATVM(s) or shifting of ATVM(s) from one station to another on administrative reasons including continuation /shifting of facilitator(s), the decision of Railway Administration will be final.
- l) If the facilitator is unable to report for issuing tickets, a written intimation to that effect shall be given to concerned supervisor, in advance.

## 8 TERMINATION OF ENGAGEMENT

The engagement will be terminated by serving a termination letter on the facilitator in case of the following omissions and commissions on the part of the facilitator.

- i) Subletting of the engagement or engaging proxy attendance.
- ii) Not manning the ATVM regularly, ie., remaining unauthorizedly absent.
- iii) For not encouraging/ensuring at least 10% of total passengers dealt in a day to purchase tickets through QR code mode of payment available in the ATVM.
- iv) In case of complaint of excess charging.
- v) Act of misbehavior with passengers or with the Railway staff.
- vi) Restarting / blocking the priority for Smart Card holders in use of the ATVMs.
- vii) Committing frauds such as resale of tickets etc.,
- viii) The health condition of the facilitator does not permit him to discharge his duty.
- ix) Any other Omission / Commission on the part of the facilitator, which in the opinion of Railway Administration is detrimental to the interests of passengers and Railways.
- x) Violation of any of the terms and conditions.

Signature of the Applicant

  
वरिष्ठ मंडल वाणिज्य प्रबंधक  
Sr. Divisional Commercial Manager  
नियंत्रण



**9 ENCLOSURES****FOR RETIRED RAILWAY EMPLOYEES:**


- a) Copy of Pension Payment Order
- b) Copy of Service certificate
- c) Copy of Aadhar card
- d) Copy of PAN card
- e) Two passport size photographs.

**FOR GENERAL PUBLIC:**

- a) Attested copy of Matric pass or its equivalent certificate
- b) Attested copy of Address proof
- c) Attested copy of Aadhar card
- d) Attested copy of PAN card
- e) Original Police Verification Certificate (should not be older than 6 months from the date of notification).
- f) Two passport size photographs.
- g) Documentary proof of experience (if any contractual experience with Railways)

**Note:** 1. Attestation should be done by Gazetted officer.  
2. Original certificates/cards should be submitted for verification as and when asked by the administration.

Signature of the Applicant

  
वरिष्ठ मंडल वाणिज्य प्रबंधक  
Sr. Divisional Commercial Manager  
द.म.रेलवे, विजयवाडा  
S.C Railway, VIJAYAWADA



## Application for engagement as ATVM Facilitator for Retired Railway Employees & General Public

(Please tick as applicable)

RETIRED RAILWAY EMPLOYEE	
GENERAL PUBLIC	

Paste recent  
passport size  
photo here and  
self - attested

### Retired Railway Employees:

1	STATION APPLIED FOR	
2	CATEGORY OF THE STATION	
3	NAME	
4	AADHAR CARD NO.	
5	PAN CARD NO.	
6	EDUCATIONAL QUALIFICATIONS	
7	DESIGNATION / DEPARTMENT DURING RETIREMENT	
8	CONTACT NUMBER	
9	DATE OF RETIREMENT	
10	PPO No.	
11	SERVICE CERTIFICATE (indicate Yes/No)	
12	RESIDENTIAL ADDRESS (Copy of proof to be enclosed)	
13	Assistance to facilitator* ( either Spouse or Adult Child of retired employee shall be nominated)	

\*Only one person for one retired Railway employee to be nominated by him/her. Spouse/adult children of retired railway employee shall not have any claim for employment. An undertaking to this effect on legal paper should also be given.

Signature of Applicant.

  
 वरिष्ठ मंडल वाणिज्य प्रबंधक  
 Sr. Divisional Commercial Manager  
 राणेश्वर निलयवादा



**General Public:**

Paste recent  
passport size  
photo here  
and self -  
attested

1	NAME	
2	DATE OF BIRTH & AGE	
3	EDUCATIONAL QUALIFICATIONS	
4	MATRIC PASS OR EQUIVALENT CERTIFICATE	
5	RESIDENTIAL ADDRESS	
6	CONTACT NUMBER	
7	POLICE VERIFICATION CERTIFICATE No. & DATE , ISSUED BY	
8	AADHAR NO	
9	PAN NO	
10.	CONTRACTUAL EXPERIENCE WITH RAILWAYS	

**Declaration:**

1. I declare that all the information given above is true. I have read the terms and conditions and agree to abide by them.
2. I hereby submit my undertaking that I agree to the condition that, "in case I express inability to operate ATVM after being engaged as ATVM facilitator, the security deposit made by me will be forfeited."
3. I agree to the condition that "Engagement as ATVM facilitator does not confer any right on the person for employment in Railways".

Place:

Date:

Signature of Applicant.

  
वरिष्ठ मंडल वाणिज्य प्रबंधक  
Sr. Divisional Commercial Manager