

**EAST COAST RAILWAY**  
**KHURDA ROAD DIVISION**  
**NOTIFICATION**

For Appointment of Passenger Halt Agent FOR 1. Dulakhapatna (DLPT) P. H. in between Manjuri Road & Baitarani Road Railway Stations and 2. Badapadagaon (BDPG) Passenger Halt in between Charbatia and Gurudijhatia Railway stations under the jurisdiction of Khurda Road Division

**No. G.51/P.H/DLPT & BDPG / Notification Dated: 01.08.2025**

Applications are invited from interested applicants for appointment as Passenger Halt Agent to sell tickets for Dulakhapatna (DLPT) Passenger Halt in between Manjuri Road (MZZ) and Baitarani Road (BTV) Railway stations and Badapadagaon (BDPG) Passenger Halt in between Charbatia (CBT) and Gurudijhatia (GJTA) Railway stations under the jurisdiction of the Khurda Road Division.

Commission payable to the Halt Agent will be as under:

| Amount of Sale of tickets per month          | Commission payable |
|--|--------------------|
| <input type="checkbox"/> 1-15,000/-          | 15 %               |
| <input type="checkbox"/> 15,001-50,000/-     | 12 %               |
| <input type="checkbox"/> 50,001-1,00,000/-   | 9 %                |
| <input type="checkbox"/> 1,00,001-2,00,000/- | 6 %                |
| <input type="checkbox"/> 2,00,001 and above  | 3 %                |

Security Deposit for above halt is Rs. 2000/- (Rupees Two thousand only)

**Terms & Conditions:** Candidate found suitable for appointment as Halt Agent will have to sell tickets on commission basis as per the rate of commission quoted above. The selected Agent is to execute an agreement with Railway Administration. Interested candidate has to fulfill the following conditions:

1. The Applicant should be a permanent resident of the nearby village or town. [Candidates of the nearest village/urban location from the passenger halt will be given preference]. He/She should submit proof of distance (Clearly mentioning the distance in KMs./Mtrs.) from his/her place of residence to the concerned passenger halt from the Sarpanch of his/her Panchayat or from the concerned Councillor of the local body or from the concerned Ward member whichever is applicable.
2. He/She should submit valid residential certificate from the local revenue authority i.e. local Panchayat office/Block/Tahasil/Mandal to prove his permanent address.
3. He/She should submit current Income certificate issued by the local revenue authority to assess his/her financial status.
4. He/She should submit current Solvency certificate issued by the local revenue authority or from a nationalized / PSU Bank to assess his/her financial status.

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मंडल वाणिज्य प्रबंधक  
Divl. Commercial Manager  
पूर्व तट रेलवे, कोणार्ड रोड  
E Co. Railway Station

01/08/25

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5. He/She may submit additional proof in support of his/her financial status to simplify the process of selecting suitable applicant in this regard. This is however not mandatory.
  6. He/She should submit his/her proof of educational qualification. Minimum Educational qualification should be 10<sup>th</sup> standard.
  7. He/She should submit a Medical Certificate issued by the concerned PHC/CHC/D.H.H or from any registered medical practitioner showing that he/she is fit for the active service and free from any communicable disease.
  8. Selection of the candidate will be by draw of lots to be drawn by a child if there is more than one suitable candidate applied.
  9. Before awarding of the agency, the antecedents of the selected candidate shall be verified by the local police authorities. The Administration may also verify the submitted papers/certificates in original if it so desires.

**N.B:**

**All Photostat copies enclosed with the application must be self-attested without which the application will be summarily rejected.**

**How to apply:**

**Candidates may apply in prescribed format for the above Passenger Halt to the Senior Divisional Commercial Manager, East Coast Railway, Khurda Road, PO. Jatni Dist. Khurda, Pin -752050 and applications should be dropped in the Box kept for this purpose in the office of the Senior Divisional Commercial Manager, East Coast Railway, Khurda Road, PO. Jatni on any working day between 10:00 am to 17:00Pm. Application sent through postal service or by any other means shall not be entertained. The application should be as per the prescribed format produced in the next page:**

**Application duly filled should reach this office by 15.00 hrs. on or before 03.09.2025 [Wednesday]. If the last day i.e., 03.09.2025 happens to be or is declared to be a holiday, applications will be received by the same time on the next working day. The Tender will be opened on same day i.e. 03.09.2025 at 15:30hrs .**

**Applications received after due date & time shall not be entertained under any circumstances.** After scrutiny of the applications, the candidates will be informed regarding the date of selection for appearing before the Selection Committee, if so required.

The Railway Administration reserves the right to accept or reject any application without assigning any reason whatsoever.

मंडल वाणिज्य प्रमुख  
Divl. Commercial Manager  
पूर्व  
For Sr. Divl. Commercial Manager,  
E Co. Railway Khurda Khurda Road.



APPLICATION FOR SELECTION OF HALT AGENT FOR .....PH  
NAME OF PASSENGER HALT APPLYING:

|  |  |
|--|--|
| 1. Full Name of the Applicant  |  |
| 2. Father's Name & full postal address of the candidate with Contact No.   | Father Name-<br>Village-<br>PO-<br>Police Station-<br>Dist-<br>PIN-<br>Mob No- |
| 3. Educational qualification and Date of birth mentioned (Copy to be enclosed)   |  |
| 4. Name & address of the nearest Police Station of the candidate   |  |
| 5. Valid Residential Certificate from local Revenue authority  |  |
| 6. Proof of distance from the concerned Sarpanch / Councilor / Ward Member, etc. (Clearly indicating the distance from concerned Passenger Halt to his/her place of Residence with seal/stamp) |  |
| 7. Current Income Certificate from the local Revenue authority.  |  |
| 8. Current Solvency Certificate from the local Revenue authority or from a Nationalized or PSU Bank.   |  |
| 9. Additional proof of Income. [Optional – desirable not mandatory]  |  |
| 10. Medical certificate from concerned PHC or from a Registered Medical Practitioner.  |  |

### DECLARATION

I hereby declare that all the above information/documents produced by me are true and correct to the best of my knowledge and belief. During the process of selection, if any information/documents found to be false or incorrect, my candidature will be summarily rejected without any further notice.

Place:

Date:

Mobile No      Signature of Candidate

मंडल कार्यालय प्रमुख  
Divl. Commercial Officer  
पूर्व तट रेलवे  
F Co Railway, Mumbai