

**GOVERNMENT OF INDIA
SOUTH COAST RAILWAY**



DRMs Office, Commercial Branch, North Block, Vijayawada

Advertisement Notice No: 02/2026 (ATVMs), dated 29-07-2026

**Engagement of 27 facilitators
for issuing of Un-reserved ticket's
through Automatic Ticket Vending Machines
(ATVMs) on contract basis at various Railway Stations over
Vijayawada Division.**

Application from Shri/Smt: _____

Station Applied for: _____



भारत सरकार/Government of India
रेल मंत्रालय/Ministry of Railways
दक्षिण तट रेलवे / South Coast Railway
विजयवाडा मंडल / Vijayawada Division



मंडल रेल प्रबंधक का कार्यालय, वाणिज्य विभाग, विजयवाडा, आंध्रप्रदेश
Office of the Divisional Railway Manager, Commercial Branch, Vijayawada, A.P.

Ph: (Rly) 070-67200

E-mail : srdcmbza@gmail.com

No. B/C. 565/ATVMs/Facilitator/02/2026

Dt: 29-07-2026

ADVERTISEMENT NOTICE NO.02/2026 ATVMs DT.29-07-2026
For ENGAGEMENT OF FACILITATORS FOR ISSUE OF UN-RESERVED TICKETS
THROUGH ATVMs ON CONTRACT BASIS OVER VIJAYAWADA DIVISION

Senior Divisional Commercial Manager, South Coast Railway, Vijayawada Division, Vijayawada, on behalf of the President of India, invites application from the Retired Railway Employees, Spouse/Adult child of Retired Railway Employees of South Coast Railway and General public aged above 18 years, for engagement of Twenty Seven (27) facilitators for dispensing un-reserved tickets through ATVMs at the following railway stations over Vijayawada Division. The engagement to work as a facilitator for two years 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/allowance 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. 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:

Sl. No.	Station Code	Category	No of Facilitators required.
1	Vijayawada	NSG1	10
2	Eluru	NSG3	02
3	Gudivada	NSG3	02
4	Kaikaluru	NSG4	01
5	Kavali	NSG4	01
6	Machilipatnam	NSG4	01
7	Nidadavole	NSG4	01
8	Nidubrolu	NSG5	01
9	Nellore	NSG3	03
10	Rajahmundry	NSG2	02
11	Tenali	NSG3	02
12	Tuni	NSG3	01
Total			27

The advertisement notice and application form are available in the South Coast Railway website at www.scr.indianrailways.gov.in Retired Railway employees, Spouse/Adult child of retired Railway employee of South Coast Railway and General Public who are interested to work as facilitator to issue un-reserved tickets through ATVMs shall submit their applications duly filling in all the columns in the application and signing on all the pages of the notification. The application shall be super scribed as “Application for ATVM facilitator at _____ Railway Station, Category: Retired Railway Employee/Spouse/Adult child of Retired Railway employee/General Public” and submitted in a sealed cover to “Sr. Divisional Commercial Manager, S.Co. Railway,

Vijayawada Division, Vijayawada – 520 001” on or before **15.00 hrs on 21-08-2026** in person or by Registered Post. Applications received on or before 15.00 hrs on 21-08-2026 shall be accepted. Applications received after **15.00 hrs of 21-08-2026** will not be accepted. Railway will not be held responsible for any postal delay.

1	The filled in Application forms will be received by this office	From 10.00 hrs of 31-07-2026
2	Last date for submission of applications	Up to 15.00 hrs of 21-08-2026
3	Place of submission of applications	Senior Divisional Commercial Manager's Office, North Block, DRM's Office Compound, South Coast Railway, Vijayawada-1

NOTE: - Application forms can be downloaded from the above website at www.scr.indianrailways.gov.in w.e.f. 31.07.2026.


(B. Prasantha Kumar)
Sr. Divisional Commercial Manager,
Vijayawada.

Copy to All SMRs, All Section CCIs, All CBSRs and All CCSRs over BZA Division for information and wide publicity in this regard.

TERMS AND CONDITIONS OF ENGAGEMENT OF FACILITATOR

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

- i) The applicant (retired railway employee, Spouse/Adult child of Retired Railway employee and general public) can apply for one station only.
- ii) While short listing candidates, The order of priority for engaging facilitators shall be as under:
 - (1) Retired Railway Employee
 - (2) 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 this purpose.
 - (3) General public.
- iii) If more applications are received against requirement for a station, the selection will be made by draw of lots. If selected candidate does not turn up for agreement within stipulated time, railway administration has full authority to conduct subsequent draw of lots and engage suitable candidate.
- iv) No remuneration/salary/wages/allowances 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) The facilitator shall also accept payment by Digital mode from public and will not deny the same. For this purpose, the facilitator shall carry personal QR code.
- vi) 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.
- vii) The facilitator shall 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 shall display the identity card with photograph issued by Railway Administration
- viii) Facilitator will not be confined to any one ATVMs. ATVMs will be allotted on rotational basis for facilitators and rotational shift-wise timings will be decided by the Station Authority/Booking Supervisor. Commencement and closure of work shall be reported to the station in-charge every day duly recording the same in the register kept for this purpose.
- ix) All instructions issued by the Railway Administration from time to time shall be strictly followed by the facilitator.
- x) General Public holding smart cards and using ATVMs shall be given priority.
- xi) 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.
- xii) If the applicant fails to remit the applicable Security Deposit or commence the work within the stipulated period, the engagement will be cancelled.

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. An agreement has to be executed with Railway Administration by the facilitator duly incorporating the terms of engagement.

- xiii) 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/ SPOUSE/ADULT CHILD OF RETIRED RAILWAY EMPLOYEE :-

- Retired employees of all departments of South Coast Railway only are eligible to apply.
- The terminated ATVM facilitators of BZA Division are not entitled to apply.
- The employees shall 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.
- Spouse/adult children above the age of 18 years of Retired Railway Employee can also apply. 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.
- Spouse/adult children of retired railway employee shall not have any claim for employment. An undertaking to this effect on legal paper shall also be given.
- Spouse/adult children of retired railway employee shall submit latest original 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.
- 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.

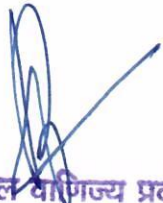
B) FOR GENERAL PUBLIC

- The applicant shall not be under 18 years of age.
- The applicant shall be at least SSC/Matric pass or equivalent.
- The applicant shall be resident of the local district where the station applied is situated.
- The applicant shall submit latest original Police verification certificate **after final selection / confirmation** of engagement as ATVM facilitator from the local police station serving the residence that no criminal case is pending against him/her.

OTHER CONDITIONS FOR GENERAL PUBLIC

- The applicant shall 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. On completion of the contract, pending dues, if any, will be adjusted from the Security Deposit and balance is refunded.

Signature of the Applicant


वरिष्ठ मंडल वाणिज्य प्रबंधक
Sr. Divisional Commercial Manager

- f) The applicant shall submit an undertaking that after getting selected to work as ATVM facilitator, he/she shall complete the existing period for two years. In case he/she expresses inability to operate ATVM, after being engaged as ATVM facilitator or if facilitator involves in any fraud/mischief, the security deposit made by the ATVM facilitator will be forfeited. A declaration to this effect will be obtained from the applicant when he/she applies for working as ATVM facilitator.

2. NATURE OF THE JOB OF FACILITATOR

When passengers come to ATVM to buy a ticket, the facilitator will issue 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. The facilitator will give priority to passengers who wish to use the ATVM and will assist them in generating their own tickets. Such passengers shall not be insisted to come in the queue.

The facilitator engaged

- Will be permitted to purchase a maximum of two smart cards from the station to which he/she is selected. These cards are strictly not transferable.
- Will use only the registered smart card for issuing tickets to public through ATVM.
- Can do any number of re-charges as per requirement.
- 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:

- For tickets dispensed through ATVM, the bonus on smart card recharge shall be @3% for journey upto 150 kms. The bonus for journey between 151 kms and 500 kms shall be admissible @2% and thereafter, bonus shall be given @1% for tickets issued for distances beyond 500 kms. The said modification shall be applicable for NSG-1, NSG-2 and NSG-3 category stations only.
- For other category of stations**, the bonus will be allowed 3% of fare or 3% of the fare for 150 Kms whichever is lower. The bonus will be restricted upto 3% of the fare for 150 Kms and no bonus on the fare for the remaining portion of the journey issued for more than 150 Kms.
- The facilitator is eligible to retain the bonus. Other than this, **no other emoluments, incentives, allowances will be paid to the facilitator.**

4 PERIOD OF ENGAGEMENT

Initially the engagement of contract is valid for two years from the date of agreement, which can be extended to further one year subject to extension of the scheme and satisfaction of the Competent Authority/Railway Board.

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)(e).

Signature of the Applicant

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

6 ASSISTANCE TO FACILITATOR

Assistance to facilitator (Retired Railway employee): Spouses and adult children of retired Railway employee may also be allowed to assist the facilitators during issue of tickets, if requested.

7 OTHER TERMS & CONDITIONS

- a) Applicant shall have good communication skills.
- b) The facilitator must keep sufficient small change and return correct change to the passenger.
- c) The facilitator shall issue both long distance and short distance tickets.
- d) The facilitator shall also inform the CBSR/BC in case of malfunctioning of ATVM.
- e) He shall check the ticket roll position and inform to on duty CBSR/BSR/BC, if the existing ticket roll is completed.
- f) He shall maintain the premises of ATVM clean and tidy.
- g) He shall 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 shall 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 shall be no provision of furniture on the station's 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 to duty 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) In case subletting or proxy attendance is detected at any time, the engagement as facilitator will be terminated immediately, duly forfeiting the Security Deposit.
- ii) 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.
- iii) In case of complaint of excess charging.
- iv) Act of misbehavior with passengers or with the Railway staff.
- v) Not giving priority for Smart Card holders in use of the ATVMs.
- vi) Committing frauds such as resale of tickets etc.,
- vii) The health condition of the facilitator does not permit him to discharge his duty.
- viii) 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.
- ix) Violation of any of the above terms and conditions.

9. ARBITRATION

DRM will be final authority for resolving any dispute between the ATVM facilitator and Railway administration. The appeal will be with AGM in Headquarters.

वरिष्ठ मंडल वाणिज्य प्रबंधक
Sr. Divisional Commercial Manager
द.त. रेलवे, विजयवाडा
S.Co. Railway, VIJAYWADA

Application for engagement as ATVM Facilitator for Retired Railway Employees

RETIRED RAILWAY EMPLOYEE

Paste recent
passport size
photo here
with self -
attestation

Retired Railway Employees:

1	STATION APPLIED FOR	
2	NAME AND ADDRESS	
3	AADHAR CARD NO.	
4	PAN CARD NO.	
5	CONTACT NUMBER	1) 2)
6	Email Id.	
7	DESIGNATION / DEPARTMENT DURING RETIREMENT	
8	DATE OF RETIREMENT	
9	PPO No.	
10	SERVICE CERTIFICATE (indicate Yes/No)	

Place:

Date:

Signature of Applicant.

ENCLOSURES FOR RETIRED RAILWAY EMPLOYEES:

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


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

Application for engagement as ATVM Facilitator for General Public

General Public:

Paste recent
passport size
photo here with
self -
attestation

1	STATION APPLIED FOR	
2	NAME OF APPLICANT and Address	
3	DATE OF BIRTH & AGE (attested copy of SSC certificate or its equivalent or attested copy of birth certificate issued by competent authority shall be enclosed)	
4	SSC certificate or its equivalent (attested copy of SSC certificate or its equivalent shall be enclosed)	
5	RESIDENTIAL ADDRESS (attested copy shall be enclosed)	
7	CONTACT NUMBER	1) 2)
8	Email Id.	
9	ORIGINAL POLICE VERIFICATION CERTIFICATE [Not less than Six Months as on the date of notification].	
10	AADHAR NUMBER (attested copy of Aadhaar shall be enclosed)	
11	PAN NUMBER (attested copy of PAN Card shall be enclosed)	

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, or if I involve in any fraud/mischief, 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.

ENCLOSURES FOR GENERAL PUBLIC:

- a) Attested copy of SSC pass certificate or attested copy of birth certificate issued by competent authority towards the proof of age.
- b) Attested copy of SSC pass or its equivalent certificate.
- c) Attested copy of Residence certificate for address proof.
- d) Attested copy of Aadhar card.
- e) Attested copy of PAN card.
- f) Original Police Verification Certificate (shall not be older than 6 months as on the date of notification)
- g) Two passport size photographs.

- Note:**
1. Attestation shall be done by Gazetted officer.
 2. Original certificates/cards shall be submitted for verification as and when asked by the administration.
 3. Above enclosures should be intact otherwise the application will not be considered.

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

Application for engagement as ATVM Facilitator for Spouse/Adult Child of Retired Railway Employee

Spouse of Retired Railway Employee ☐
 Adult Child of Retired Railway Employee ☐
 (tick mark ✓)

Paste recent
 passport size
 photo here
 with self -
 attestation

Spouse/Adult Child of Retired Railway Employees:

1	STATION APPLIED FOR	
2	NAME OF APPLICANT (SPOUSE/ADULT CHILD)	
3.	Address	
4	AADHAR CARD No.of (i). Applicant (ii). Rtd. Employee	
5	PAN NO. of (i). Applicant: (ii). Rtd. Employee:	
6	Date of Birth and Age (Attested copy of SSC CERTIFICATE /ITS EQUIVALENT (or) Attested copy of Birth certificate issued by Competent Authority shall be enclosed)	
7	CONTACT NUMBER	1) 2)
8	Email Id.	
9.	Original Police verification [Not less than six months from the date of issue]	
10	NAME OF THE RETIRED RAILWAY EMPLOYEE	
11	DESIGNATION / DEPARTMENT DURING RETIREMENT	
12	DATE OF RETIREMENT OF RAILWAY EMPLOYEE	
13	PPO Number of the Retired Employee:	
14	SERVICE CERTIFICATE (indicate Yes/No)	
15.	Attested Residential address of the Applicant	
16	Whether nomination letter by retired railway employee is submitted or not (indicate Yes/No)	

*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 shall also be given.**

Place:

Date:

Signature of Applicant.

ENCLOSURES FOR SPOUSE/ADULT CHILD OF RAILWAY EMPLOYEES:

- Nomination copy of Retired Railway employee (as per Annexure-I)
- Copy of Pension Payment Order (PPO) of Retired Railway employee.
- Copy of Service certificate of Retired Railway employee.
- Attested copy of SSC pass certificate/ attested copy of Birth certificate issued by Competent Authority towards proof of age.
- Copy of Aadhaar card of both Retired Railway employee and applicant (spouse/Adult child).
- Copy of PAN card of both Retired Railway employee and applicant. (spouse/Adult child).
- Two passport size photographs of both of Retired Rly employee and Applicant. (spouse/Adult child).
- Attested Copy of Residential Certificate of the applicant.
- Original Police Verification certificate (Not less than six months from the date of issue).

Note: 1. Attestation shall be done by Gazetted officer.

2. Above enclosures should be intact otherwise the application will not be considered.

वरिष्ठ मंडल वाणिज्य प्रबंधक
 Sr. Divisional Commercial Manager
 द.त. रेलवे, विजयवाडा
 S.Co. Railway, VJAYAWADA

NOMINATION LETTER

I _____ S/o or D/o _____
do hereby nominate my Spouse/Adult child _____
for the application to the post of ATVM facilitator at _____ railway
station vide notification No. 02/2026 dated 29.07.2026. I declare that only one person is
nominated and he/ she shall be resident of the local district where the station applied is
situated.

- a) NAME OF THE RETIRED RAILWAY EMPLOYEE:
- b) DESIGNATION / DEPARTMENT DURING RETIREMENT:
- c) DATE OF RETIREMENT OF RAILWAY EMPLOYEE:
- d) PPO No. :
- e) CONTACT No. :

Signature of the Retired Railway Employee

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