East Central Railway

Office of the
General Manager
Hajipur

No. ECR/HRD/210/Selection/Publicity Inspector/Admn./HJP Date- 08.06.2016

CSTE, COM, CCM, CSE, COS, CVO, FA&CAO
CCM, CME, CMD, CEE CE- All HODs/ECR/HJP
DRM/DHN/DNR/MGS/SPJ/SEE/ECR
Chairman RRB/Patna&MFP, Chairman RCT/Patna
CAO/Cons/Mahendru Ghat, Patna
All CWS& Principal/Training School/ECR
Sr. DPOs/ DHN/DNR/MGS/SPJ/SEE/ECR

NOTIFICATION

Sub:-Filling up the post of Publicity Inspector in pay Band Rs 5200-20200 Grade Pay 2800 for 02 No. (UR-02)of Cadre Post for General Administration , E.C.Railway.

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It has been decided to conduct a selection for filling up the post of Publicity Inspector in pay band Rs 5200-20200/-, Grade Pay 2800/- for 02 vacancies (UR-02).

Application are invited from amongst the willing serving Railway graduate employees of E.C.Railway, who have completed five (05) years of service in Group "C" with maximum age of 40 years on the date of notification.

All things being equal, preference will be given to employees having Diploma in Public Relation/Journalism/Advertising/Mass Communication from the recognized Institute/ University.

Candidates applying for the post must have good command over Hindi & English language and must be able to prepare independently News items, Features, Publicity Hand-outs etc for release to News papers. News agencies & other communications media. Candidates should have knowledge of computer, Typing and be physically fit to undertake extensive travel all over Indian Railways.

Selected candidate will have to undergo training for 45 days. During the course of training they may be attached with leading news papers/T.V Station/Air/ZTS for getting exposure to the media.

The controlling offices should give wide publicity of this notification amongst the eligible employees under their control and ensure submission of application given by the candidates in the prescribed proforma. Application given by the candidates duly countersigned by their controlling officer should reach to concerned Personal Branch office by dt. 12.07.2016. The filled up application should be scrutinized properly by associated Personal Branch with the service record to avoid any factual errors and future complication and should have the counter signature of the concerned 'p' Branch officer. All the applications received by the -

Contd. P/2---

- controlling/Personal Branch should be sent in a bunch so as to reach APO/ESM/E.C. Railway /Hajipur on or before 22.07.2016 Positively. Applications forwarded after the last date will not be entertained under any circumstances. Once the option exercise & finalized, No excuse will be entrained of any employee regarding refusal on any ground & mandatory to join in Public Relation Cadre.

Encl. (i) Proforma
(ii) Syllabus

(Ravindra Kumar)
APO/ESM
For General Manager (P)
ECR/HJP

Copy to:- 1. Sec. to AGM for kind information
2. All Personnel Officer/ECR/HJP
3. All Ch.OS/OSs in HQ/ECR/HJP
4. APO/MPP/ECR/HJP-for uploading official website of ECR.
5. Notice Board.

Note- For wider publication to all concern.

8-6-16

For General Manager (P)
ECR/HJP

08/6/16.

PROFORMA

APPLICATION FOR THE POST OF PUBLICITY INSPECTOR IN PAY BAND RS. 5200-20200+2800 GRADE PAY.

PHOTOGRAPH

1. Name of the employee:
2. Father's Name:
3. Designation and Office:
3. Date of Birth/Age (as on 08.06.2016) :
4. Date of appointment:
14. Whether belonging to SC/ST/OBC/UR:
(Attested copy of Caste Certificate to be attached)
15. Present grade in the cadre (Pay Band & Grade pay):
Officiating:
Substantive:
16. Date of entry to present grade:
17. Length of Service in Group 'C' category:
18. Post Applied for :
19. Seniority unit:
20. Educational Qualification:
(Attested copy of Certificate to be attached)
21. Other qualification:
22. Ph. No.-

Date:

Place:

Declaration:- I am ready to be posted in ECR at Headquarter/Hajipur OR any other office in ECR on selection as Post of Publicity Inspector.

Signature of the applicant

Verified and certified as correct, Also there is no SPE/Vig./DAR case pending against the applicant.

(Controlling officer)

Concerned Cadre Officer

East Central Railway

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Syllabus for PUBLICITY INSPECTOR (PI) Scale Rs. 5200-20200 (Grade pay Rs. 2800)

1. Organizational Structure of Railway and Public Relation organization at Railway Board, Zonal and Divisional level.
2. Duty of Publicity Inspector in Railway
3. Role of media in image building of Railways.
4. Type of communication - Electronic, Print & Web Media.
5. Awareness campaigns of Railway.
6. Translation from English to Hindi of tender notices.
7. Copyrighting in Hindi and English.
8. General working of railways
9. Passenger amenities, Special trains, exhibition trains and heritage trains.
10. The Disciplinary & Appeal Rules and Railway Service Conduct Rules
11. Rules regulating determination of seniority and procedure for promotion against selection and non-selection posts. Provision of reservation for SC and ST employees.
12. Retirement benefits under Provident Fund and pension Rules and Scheme of final Settlement.
13. Leave Rules, Pass rules, Transfer rules and joining time.
14. Welfare activities on the Railways.
15. Role of Public Relation Organization during Train accident, Inspection of Railway Officer, Mahila Samiti activities, National function, Organization of different anniversary of popular occasion.
16. Rajbhasha Policy.
17. General Knowledge and modern trends related with railways

27/10/2010

Chief Public Relations Officer