

East Central Railway

Office of the
General Manager
Hajipur

Date- 27.02.2019

No. ECR/HRD/210/Admn./Publicity Inspector/HJP/2019

PCSTE, PCOM, PCCM, PCSE, PCOS, CVO, PFA

PCME, PCMD, PCEE- 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 Level-5 for General Administration, E.C.Railway.

It has been decided to conduct a selection for filling up the post of Publicity Inspector in pay level-5.

1.	No. of Vacancies	02 vacancies (UR-01, SC-01).
2.	Level in the 7 th CPC pay Matrix	Level-5
3.	Eligibility Condition & Age Limit	1. Serving Railway graduate employees of E.C.Railway, who has completed five (05) years of regular service in Group "C" with maximum age of 40 years on the date of notification. For SC/ST-05 years relaxation in upper age limit is admissible. 2. All things being equal, preference will be given to employee having Diploma in Public Relation/Journalism/ Advertising/ Mass Communication from the recognized Institute/ University. 3. Candidate(s) applying for the post must have good command over Hindi & English language and must be able to prepare News items, Features, Publicity Hand-outs etc for release to News papers independently. News agencies & other communications media (Print/electronic). Candidates should have knowledge of Computer, Typing and be physically fit to undertake extensive travel all over Indian Railways
4.	Training	Selected candidate(S) 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.

5.	Process of Application	1. Application given by the candidates duly countersigned by their controlling officer should reach to concerned Personal Branch office by 27.03.2019. 2. The application(s) 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 controlling/Personal Branch should be sent in a bunch so as to reach Ch.OS, Admn.Cadre/E.C. Railway /Hajipur on or before 03.04.2019 Positively. 3. 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 rewarding refusal on any ground & mandatory to join in Public Relation Cadre, if selected.
6.	Syllabus	Enclosed as Annexure-I
7.	Application form	Enclosed as Annexure-II

The Applicant may also visit website www.ecr.indianrailway.gov.in/personnel for notification, syllabus and application form.

Encl. Annexure 1 & II

For General Manager (P)
ECR/HJP

Copy to:-

1. Sec. to GM for kind information of GM.
2. PS to AGM for kind information of AGM
3. All Personnel Officer/ECR/HJP
4. CPRO/ECR/HJP
5. SPO/MPP/ECR/HJP-for uploading official website of ECR.
6. Notice Board.

Note- For wider publication to all concern.

For General Manager (P)
ECR/HJP

APPLICATION FOR THE POST OF PUBLICITY INSPECTOR IN PAY LEVEL-5.

1. Name of the employee:
2. Father's Name:
3. Designation and Office:
3. Date of Birth/Age (as on):
4. Date of appointment:
5. Whether belonging to SC/ST/OBC/UR:
(Attested copy of Caste Certificate to be attached)
6. Present grade in the cadre (Pay Band & Grade pay):
Officiating:
Substantive:
7. Date of entry to present grade:
8. Length of Service :
9. Post Applied for :
10. Seniority unit:
11. Educational Qualification:
(Attested copy of Certificate to be attached)
12. Other qualification:
13. Ph./Mo. No.-

PHOTOGRAPH

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

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

Chief Public Relations Officer