

East Central RailwayOffice of the
General Manager(P)
Hajipur

Secy. to GM/ECR: For kind information of GM
 Dy. Secy. to AGM- for kind information of AGM
 All PHODs/CHODs, ECR/Hajipur
 CAO/Con(N&S)/MHX/ECR/PNBE
 CPO/Admn./ECR/HJP
 CAO/WP/PNBE, SDGM/ECR/HJP, PFA/ECR/HJP
 DRMs/ECR- DNR, DDU, DHN, SEE & SPJ
 CWM –PD/DDU, WS/SPJ & CRW/HRT
 Chairman/RRB/Patna & MFP, CPD/RE/DNR
 Dy. CPO/ IR&W and Dy. CPO/MPP/ECR/HJP
 Chairman/RRC/Patna
 Sr. DPOs/ECR- DNR, DDU, DHN, SEE & SPJ
 Addl. Registrar/RCT/Patna
 DGM(Law)/ECR/HJP at Patna
 Dy.CMM/GHZ & SPJ
 Principal/ZRTI/ECR/Bhuli & MFP
 APO/ESM, APO/M&E and APO/Coord/ECR/HJP
 APO/MPP/HJP (For uploading on website)
 All Extra Divisional Units.

Sub:- Filling up the post of ADGM/PG & Media (Ex-Cadre Post) of Administration Department.

It has been decided to fill up the post of **ADGM/PG & Media (Ex-Cadre Post)** of Administration Department, E.C. Railway, Hajipur by calling application from eligible officers.

Details/criteria for filling up the post is as under:-

1.	No. of vacancy	03 Vacancy, ADGM/PG & Media (Ex-Cadre Post)
2.	Location	01 post in each division i.e. Sonpur, Dhanbad & DDU
3.	Work description of ADGM/PG & Media	<p>The indicative list of work for ADGM/PG&Media is as follows:-</p> <ul style="list-style-type: none"> a) To assist DRM in PR activities of division. b) To highlight all information through different electronic, print & social media – in the form of news and advertisement for building up a positive image of Railway on regular basis c) To improve relations and liaison with electronic, print & social media on behalf of organisation. To provide assistance to division in press briefing/ media interaction regarding important works/ milestones/ budget briefings etc. d) To monitor & disseminate or issue rejoinders against any distorted news published/ broadcasted in electronic, print & social media within quickest time frame manner. ADGM/PG & M will have to counter any negative news being published/ viewed/ broadcasted in various media. e) To provide active assistance in organising ceremonial occasion of Hon'ble PM/ MR, CRB, Members of Boards and GM, meetings etc. f) To design and publish contents for both classified and displayed for in house journal, organising exhibition, mentioning archives of history/photograph etc of important events, preparation of text/format of invitation card/ brochures for important functions. g) Any other works assigned by CPRO and higher officials

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4.	Eligibility Condition	Jr. Scale/Group 'B' (Level- 8/9/10) officer of East Central Railway (except officers of RPF & Medical department)
5.	Desirable Technical Qualification	Preference will be given to those having Graduate/Post Graduate qualification in the field of Journalism/Mass Communication
6.	Desirable Experience	Experience in the field of public dealing/media interaction/interaction with public dignitaries/ handling of various media platforms
7.	Mode of selection	The selection would be based on the merit based performance in viva-voce, grading of APARs of last five years, subject to found free from DAR/SPE/Vig. Cases.
8.	Tenure	For a period of 04 years from the date of joining or until further orders.
9.	Process of Application	Applicants should submit their application by 27.08.2024, in prescribed proforma (Specimen Copy enclosed as Annexure-'A') to Dy.CPO/Gaz./ECR/HJP, duly countersigned by their controlling officer.

The Controlling Officers should give the wide publicity of this notification amongst the officers under their control and ensure submission of applications by the officers in the prescribed Proforma.

Please acknowledge receipt.

DA:- Proforma of application (Annexure 'A').

Digitally Signed by Ajeet Kumar

Date: 07-08-2024 18:14:08

Reason: Approved

**APO/Gaz.
For General Manager (P)**

PROFORMA OF APPLICATION FOR ADGM/PG & Media

1.	NAME (in block letter)	
2.	Designation	
3.	Place of posting	
4.	Division/workshop/Unit	
5.	Controlling officer	
6.	Date of Birth	
7.	Date of appointment to Railway service	
8.	Date of appointment in present grade	
9.	Mobile No.	
10.	Email.ID	
11.	Educational qualifications.	
12.	Qualification in the field of Journalism/Mass Communication.	
13.	Posting Details:-	
	Designation	Place of posting
	from	To
	Brief description of work handled	

DECLARATION:- I do hereby declare that the above particulars furnished by me are true and I am eligible for the post as per the criteria laid down for the above selection.

SIGNATURE OF THE APPLICANT

Place:

Date:

SIGNATURE OF CONTROLLING OFFICER

(with office seal & date)