

EASTERN RAILWAY

No. E 839/T-HQ/CPRO/Promotion/NM/Pt.II

Kolkata, dated. 05.12.22

PCME, PCE, PCEE, PCMM, PCOM, PCMD, PCCM, PCSTE, PFA, CAO(Con), PCSC/RPF, Sr.DGM, CSTE(Con), CAO(Con), Chairman/RRB/Kolkata, Secy.to GM, EDRM Divisional Railway Manager/E. Rly/HWH,SDAH,ASN & MLDT. Chief Workshop Manager/E.Rly/LLH, KPA & JMP, Dy.CWM(SW)/HWH, Dy.CMM/LLH,KPA, HLR & JMP, SMM/D/HWH, DGM/G, Dy.Chief Stat & Analy Officer /E.Rly/Kolkata, Chairperson/E.Rly./RRC/Kol, Dy.CPO(Gaz),Dy.CPO(HQ),Dy.CPO(NG),Dy.GM(Rajbhasa),Sr.LO/HQ,CPRO,Sr.Sys.Manager, SPO(CON), SPO (Engg), APO(Rectt.), APO(Ptg.,Sty.&RP), LO(P), APO(Co-ord), PS to AGM,

Sub: Formation of a panel for 03 posts of Publicity Inspector in Level-05 for CPRO Office in Eastern Railway (Communal break up: UR-1 SC-1, ST-1) against departmental promotional quota.

It has been decided to form a departmental panel for the post of Publicity Inspector in Level-05 for CPRO Office/ E. Rly. against departmental promotional quota comprising of written test (followed by Viva Voce) of objective type questions and record of service. Panel will be prepared entirely based on merit position. The examination may be held shortly and no supplementary test will be held. The final date of examination will be circulated separately.

A: ELIGIBILITY CONDITION:

As per Board's instructions following staff are eligible for the post of Publicity Inspector in Level-05 of Pay Matrix. The date of notification will be the cut off date for eligibility.

- 1) Serving employee (except RPF/RPSF Personnel) must have completed 5 years regular service in Group-C i.e. from Level-1 to level-4 in substantive grade of any department/unit of the Railway as on date of notification.
- 2) He/She must be a graduate from any recognized university on the date of publication of the notification.
- 3) He/She should not be above 35 years of age as on the date of notification.
- 4) Candidate must have good command over English, Hindi and Bengali languages and must be able to prepare independently news items, features, publicity handouts etc. in English for release to Newspapers, news agencies and other communication media.
- 5) Candidates should have basic knowledge of computer and be physically fit to undertake extensive travel, not only for Eastern Railway but also to other places on Indian Railways as well.
- 6) Selected candidates will have to undergo training for 45 days in Zonal Training School and will be attached to Newspaper/AIR/Doordashan for a period of 02 weeks before being put to working post.
- 7) Preference will be given to employees holding diploma in Public Relations/ Journalism Advertising Mass Communication from a University/Institute.

B: MODE OF SELECTION:

Selection will be made on the basis of competitive examination consisting of objective type and of multiple choice (ABCD option) through OMR with 100 questions + 10 questions on Rajbhasa relating to Official Language Act., overall 100 questions to be attempted. Questions on Rajbhasa are optional. There shall be **negative marking for incorrect answers**, one-third of the marks allotted for each question will be deducted for wrong answers. Cutting, over-writing, erasing, or alteration of any type answer will not be accepted. Zero marks will be given for answer having correction/over-writing (PCPO's Sl.

Circular No.240/18). The competitive examination will continue for 2 hours duration. Qualifying marks for written test, 60% with usual relaxation for SC/ST Candidates. Panel will be prepared entirely based on merit position.

Syllabus for the above exam. is attached for ready reference (**Annexure-I**).

All staff sections of Departments/Units should carefully checkup the eligibility of the optees for the post of Publicity Inspector in Level-5, keeping in view of the above instructions. A certification must be given by the controlling officer/ Supervisor in the remarks column in annexure II that the candidate concerned has fulfilled all the conditions and eligibility norms laid down in the Notification .

C: HOW TO APPLY & FORWARDING OF APPLICATION BY UNITS:

- a) Willing candidate may submit his/her application in the format as per **Annexure-II**. (enclosed). Applicant should fill up application form after going through the eligibility conditions thoroughly and submit the filled in application form with enclosures through his/her controlling officer. Incomplete application will be summarily rejected. The staff who are working in different units keeping lien in other units of Eastern Railway should forward his/her application through competent authority of lien unit.
- b) Last date for submission of the application by the applicant to his controlling officer is 06.01.23.
- c) The controlling officer should send the application to the respective Personnel Officer/ Establishment Officers of Division/ Unit latest by 11.01.23.
- d) The Personnel Officers/Establishment Officers concerned should verify the correctness of the particulars furnished by the employee in his/her application from their service records and forward the same to T&C Line Section/PCPO's Office/ER/KKK on or before 18.01.23 in one bunch with covering letter and consolidated statement (**Annexure-III**) indicating Eligible/Ineligible clearly.

D: APPLICATIONS WITH THE FOLLOWING DEFICIENCIES WILL BE SUMMARILY REJECTED:

- i. Incomplete applications
- ii. Unsigned applications
- iii. Application signed in Capital letters
- iv. Applications not forwarded through controlling Supervisory Officials & without signature
- v. Candidate who does not fulfill the terms & conditions stipulated above need not apply.

In case, no application is received, a "Nil" report may be sent to PCPO's office by the Personnel officer/Establishment officer concerned by 18.01.23.

Mobile phone in the examination hall is strictly prohibited. If any candidate is found in possession of Mobile phone in the examination hall, his candidature will be cancelled straight way.

You are, therefore, requested to invite option from among the eligible staff attached to your departments/units and their applications in prescribed proforma in duplicate (**Annexure-II**) along with statement (**Annexure-III**), should be sent to this office by 18.01.23 positively through special messenger. No application after the target date will be entertained.

DA: As referred to.

(S. K. Chattopadhyay)
Sr. Personnel Officer (HQ)
for Pr. Chief Personnel Officer

SYLLABUS FOR THE WRITTEN TEST

- 1) Professional subjects pertaining to Public Relations. What is Public Relation? PR tools, use of social media in Railways and type of social media and its effectiveness in creating public image, what is advertising, need of advertisement in Government, layout and designing.

Role of TV, Radio and Newspaper in image building of Railways,

Definition/ concept of PR,

Social campaign – L/C, ACP,

Advertisement in Newspapers.
- 2) General questions on Railway matters and passenger amenities.
- 3) Rules of leave, passes, PTOs, DAR and Hours of Employment and Period of Rest Rules, 2005.
- 4) Railway set up organization of Departments.
- 5) Official Language Act, 1963.
- 6) General knowledge with respect to Railways, India and World including current topic and geography.
- 7) Public complaints and grievances.
- 8) Cash imprest, operating ratio, cash purchases.
- 9) Refund rules.
- 10) Reservation Quota/ Rules.
- 11) Concessions.
- 12) Luggage.
- 13) T & P Register.


05/12/22

Annexure -II

Application for the post of Publicity Inspector in Level-5 against Notification No. E 839/T-HQ/
CPRO/Promotion/NM/Pt.II dated 05.12.22

1	Name	
2	Father's Name	
3	Employee No.	
4	HRMS ID	
5	Date of Birth	
6	Date of Appointment with designation	
7	Date of promotion(s) with Level, if any	
8	Community (UR/SC/ST)	
9	Department/ Office	
10	Academic Qualification	
11	Present Designation	
12	Present Pay Level	Substantive :-
		MACP, if any :-
13	e-mail Address & Mobile No.	
14	Date of Regular entry to the present post (Substantive only)	
15	Whether completed probation in the present grade. If yes, date of completion of probation.	
16	Whether joined present unit by own request transfer (Yes/No). If 'Yes', the date of joining & Pay Matrix Level	

"I have carefully gone through all contents of the Notification and I agree with the conditions mentioned therein. I hereby certify that, if selected, I shall not withdraw my candidature."

I do hereby declare that the information furnished above are true and correct to the best of my knowledge. In case, any of the information is found to be incorrect or materially deficient, my candidature may be cancelled and/ or I may be taken up under D&A Rules.

Date:

Signature of the Applicant

Certified that the above employee submitted the application before the cut-off date in this office and the above service particulars are found correct as per the record available in this office.

Date:

Signature of the Controlling Officer
with office seal

PROFORMA

List of staff who have applied and found eligible for consideration in the selection for the post of
Publicity Inspector in Level-5 against Notification No. E 839/T-HQ/CPRO/Promotion/ NM/
Pt.II dated 05.12.22.

Sl. No.	Name Designation & Office	Community UR/ SC/ST	Present Pay & Level	Date of Birth	Date of appointment (regular)	Date of attaining temporary status where applicable	Office in which lien is being maintained with Authority ,	Remarks (Eligible Or Not eligible)
1	2	3	4	5	6	7	8	9

Signature of the Establishment control Officer
(With Office Seal)


05/12/22