

South Eastern Railway

No. SER/P-ADA/Ch.OS(P)/409/ Publicity Inspector/CPRO-GRC/18

Adra, Dtd.15.03.2018

To
All Branch Officers
S.E.Railway/ Adra.

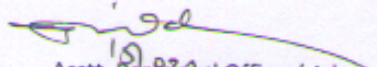
Sub: General Selection for filling up of a vacancy of Publicity Inspector in PB Rs.5200-20200/- GP Rs.2800/- (Level 5) under the administrative control of CPRO/GRC.

Ref: SPO(Bills)/GRC's letter No.SER/P-HQ/E-ADMN/CPRO/CPI/PI Dtd.02.03.2018

Please visit web page www.ser.indianrailways.gov.in for SPO(Bills)/GRC's letter No.SER/P-HQ/E-ADMN/CPRO/CPI/PI Dtd.02.03.2018 along with proforma for application under reference above, which speaks for itself.

You are requested to give wide publicity and the names of eligible willing staff **belongs to SC community** in prescribed format as per norms laid down in the above referred letter, may please be forwarded to this office **on or before 24.04.18** positively for onward transmission to Hd.Qrs.

In this regards, Sr.DFM/Adra, Sr.DMM/Adra & Sr.DSC/Adra are requested to send the options of the willing candidates under their control directly to the HOD after obtaining the approval of the Divisional Competent Authority.


Asstt. Personnel Officer/ Adra
For Sr. Divl. Personnel Officer/ Adra

Copy to: OS to DRM Secretariat for information and upload the notification in Rly. Website.

05/Admn for circulation amongst the P.Brand staff.

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14/3/18
दक्षिण पूर्व रेलवे / South Eastern Railway



मुख्यालय/ Headquarters
कर्मिकविभाग / Personnel Department
गार्डनरीच, कोलकाता - 700043
Garden Reach, Kolkata - 70043

No: SER/P-HQ/E-ADMN/CPRO/CPI/PI

Dated: 02.03.2018

To
The CAO(Con)/COM/PCE/CME/CEE/CSTE/CSC-GRC
The CCM/COS/SDGM/CPO(A)-GRC & KOL
The CSTE(C)/CEE(C)/CMD-GRC
The FA & CAO(Admn.)/FA & CAO(Con)-GRC
The Secy. to GM/DGM(G)/DGM(law)/Dy.Secy. to AGM-GRC
The CSO/Dy.CVO(T)-GRC
The CPRO/LO-GRC, Dy.CPO's/GRC
The Chairman -RRB/KOL
The Registrar-RCT/KOL
The SPOs/APOs-GRC & KOL, PS to PCPO/GRC
The DRM(P)/KGP/ADA/CKP/RNC.
The CWM/WPO-KGP(WS), Sr.DCM/APO(Stores)-KGP
The Principal-ZTC-Sini, APO/Sini.

Sub: General Selection for filling up of a vacancy of Publicity Inspector in PB Rs.5200-20200/- GP Rs.2800/- (Level 5) under the administrative control of CPRO/GRC.

With a view to fill up 01(one) vacancy (reserved for SC) of publicity Inspector in scale Rs.5200-20200/- GP Rs.2800/- (Level 5), applications are invited from willing staff of all departments of Head quarters/Divisions/Unit office of S.E.Railway who fulfil the following terms and conditions as laid down in Estt.Srl. No.82/89 and Rly. Board's letter No.E(NG)1-96/PM 20/4 dated 03.01.97 :-

- 5 (Five) years regular service in Group-C category in any department as on 02.03.2018.
- Applicant should be SC category.
- He/She should not be above 40 years of age as on 02.03.2018.
- He/She must be a graduate as on 02.03.2018.

Preference will be given to employees holding diploma in Public Relations/Journalism/Advertising/Mass Communication from a recognized Institute/ University.

It may be noted that Financial upgradation under MACP cannot be counted as regular promotion.

IMPORTANT DATES:

- Willing staff, including the staff on deputation to other department and Railways having lien in any office of S.E. Railway fulfilling the above conditions, should submit their applications in prescribed proforma alongwith attested copies of certificates in support of their educational qualification to their respective Controlling Officer on or before 17.04.2018.
- The Controlling Officer should duly check & verify all columns of applications and submit the same to concerned Personnel Branch Officer on or before 24.04.2018.
- The concerned staff Officers after receipt of such applications from the controlling officers should scrutinize the candidature of the applicants in respect to the conditions of eligibility and send names alongwith applications and testimonials of eligible candidates (as per proforma attached) to the office of SPO(Bills) on or before 30.04.2018 positively.

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WOS/P Cmate

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The concerned staff officer should ensure that all the columns of the enclosed proforma are properly filled in before sending the statement to this office. It may also be noted that incomplete statements furnished by the units will not be entertained and are liable to be rejected. Staff working on Construction/Projects/Ex-cadre organization/Units maintaining lien in HQ Office/GRC & KOL/Divisions/Units should submit their applications through their respective Personnel Branch Officers.

The controlling staff officers, who deal with the staff establishment matters, should give wide circulation of this notification to all concerned and invite application from all the willing and eligible staff including those on leave/training/deputation having lien in S.E.Railway and submit the consolidated statement alongwith application and testimonials as indicated above. Incomplete application forwarded by Controlling Officer will not be entertained by the respective Personnel Branch Officer.

There will be no Supplementary Test in any circumstances.

NB: If any candidate is subsequently found ineligible for the above selection at any stage his/her candidature will be rejected without assigning any reason.

May also be seen in the Railway website at www.ser.indianrailways.gov.in .

Encl: As above (proforma)

(K. C. Hembram ^{16/10/18})
Sr. Personnel Officer (Bills)
for Principal Chief Personnel Officer.

P R O F O R M A

Sub: Post applied for Publicity Inspector in Scale Rs.5200-20200/- and GP Rs.2800/-
(Ref: No.SER/P-HQ/E-ADMN/CPRO/CPI)

1. Name in full(Block letters) :
2. Father's/Husband's Name :
3. Date of Birth :
4. Whether UR/SC/ST :
5. Designation, Scale of Pay & Grade Pay on regular measure :
6. HQ/Division/Unit/Department in which working :
7. Working under (Controlling Officer) :
8. Date of appointment, Category & Scale of Pay to which appointed(Vth/VI PC) : i)
ii)
iii)
9. Educational Qualification :
10. Diploma, if any, in Public Relations/Journalism/ Advertising/Mass Communication from a Recognised Institute/University. :
11. Date of promotions on regular measure in different grades since appointment. **No scale/ grade pay earned by ACP/MACP should be mentioned. Only date & scale of pay/GP on regular measure to be mentioned.** :
12. P.F. Account No. :
13. D&A/SPE/Vig. Case pending, if any :
14. Contact Number (Railway) :
15. Remarks (If any) :

Signature of the employee & date

Forwarded for necessary action please.

Signature of the Controlling Officer
with Office Seal

Certified that the above particulars are correct as per office records.

Signature of the Staff Officer

V. G. R. M.
02/07/03