

Northeast Frontier Railway

Office of the
General Manager(P)
Maligaon, Guwahati-11
Dated: 02.08. 2021

No. E/254/SPORTS/Pt.I(O)

To,

All PHODs, HODs, All DRMs/ N.F.Railway; CAO/CON/MLG; CWM/NBQS, CWM/DBWS;
SDGM, CPRO ; Dy.CPO/CON/MLG, DRM(P)s/KIR, APDJ, RNY, LMG & TSK;
All SPOs/APOs of HQ and Div.Units; DGM/Rajbhasha, Efficiency Officer/MLG.

Sub.-: Option for posting as Sr PRO (Sr Public Relation Officer) in N.F.Rly.

It has been decided with the approval of competent authority to invite option for filling up the post of Sr. Scale post of **Public Relation Officer on ex-cadre tenure basis from Sr. scale officers of any department on NFR**. Knowledge of Assamese and Bengali language is preferable.

The tenure will be 3 years, which may be extended upto 5 years subject to satisfactory performance. However, the officer may be repatriated even before completion of tenure if a duly selected candidate is available.

JOB CONTENTS

1. Sr PRO will function in General administrative branch with administrative control of AGM and CPRO.
2. **Works and duties of Sr PRO are listed below:**
 - i) Inaugural / Ceremonial functions held at Divisions and HQ.
 - ii) Passing of advertising bills of empaneled agencies.
 - iii) Tender Advertisement /Notification of Divisions and HQ.
 - iv) Press releases for N. F. Railway.
 - v) News items for publication in Indian Railway magazine.
 - vi) Quarterly & Annual report for Railway Board Annual report for statistics deptt., Monthly & quarterly report for public grievances & maintaining register of PR activities.
 - vii) All publications of PR department e.g. brochures, booklets etc.
 - viii) Advertisements, TV spots, Radio Spots, Preparation of proposals for the same.
 - ix) All matters related to exhibitions.
 - x) Translation of press release to local language.
 - xi) Matters pertaining to photography section of CPRO.
 - xii) Any work allotted by CPRO from time to time.
 - xiii) Handling of financial matters may be required.
 - xiv) The officer may be authorized for passing of bills for the publication of notification in Newspapers.
 - xv) Controlling officer for APAR will be CPRO, AGM & GM.

Selection procedure- Posting will be done based on educational qualification, APAR grading, DAR/Vig clearance etc. Priority shall be given to officer who is having knowledge of Assamese and Bengali language.

All the volunteers on fulfillment of the above condition of eligibility may submit their applications to the undersigned in the proforma enclosed as **Annexure-'A'** latest by **12.08.2021**. The applications should be routed through their controlling officers.

You are requested to kindly give wide publicity of this notice amongst the officers under your control and forward the same to the undersigned within the above stipulated date.

DA : as above.

(A. Gogoi)
Asstt. Personnel Officer(GAZ)
for General Manager(P)

Copy to :-

1. DGM & Secy. to GM- for kind information of GM.
2. Secy. & T.A to GM/ CON—for kind information of GM/CON.

for General Manager(P)

ANNEXURE-'A'

PROFORMA OF APPLICATION TO BE FILLED UP BY THE VOLUNTEER FOR POSTING AS SR. PUBLIC RELATION OFFICER



- 1. Name in full (**in Block letter**) :-

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- 2. Designation & station :- _____
- 3. Working under :- _____
- 4. Educational qualification :- _____
- 5. Date of Birth :-

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- 6. Date of appointment :- _____
- 7. P.F.No./New Pension A/C.No. :- _____
- 8. **Contact no.**

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 9. E.mail id _____
- 10. Knowledge of Assamese and Bengali language; _____
- 11. Experience in publicity activities, if any: - _____

DECLARATION BY THE CANDIDATE :-

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief and I further undertake that in the event of any entry above is incorrect or not in order, my candidature shall liable to be cancelled at any stage during pendency of the above selection.

DATE : _____ SIGNATURE OF THE CANDIDATE _____
Forwarding of application(filled-in) furnished by the candidate by his/her Controlling officer:-

The proforma of Bio-data filled-in by the candidate, Shri/Smt. _____, designation _____, received within the target date is hereby forwarded to his/her respective Cadre(Personnel Branch) officer for verification with the service records available in his/her office and for onward transmission to the General Manager(P)/Maligaon.

Signature of the Controlling Officer
(with Official Seal & Date)

Certificate to be furnished by the Cadre controlling (Personnel Branch) officer:-

It is certified that the service particulars furnished by Shri/Smt. _____, Designation _____, through the above proforma (Bio-data), have been verified with his service records and found correct and it has now been forwarded to GM(P)/MLG for further necessary action.

Signature of the Cadre Controlling (Personnel Branch) Officer
(with Official Seal & Date)

