



दक्षिण पूर्व मध्य रेलवे
South East Central Railway

मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, विलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

No. P-HQ/CON/452/PRO/e-120612/568

Date: 18/06/2025

AGM, SDGM, Secretary to GM/SECR, CPRO, DGM(G), PCCM, PCOM/SECR
DRM/BSP, R, NGP, CWM/WRS/R, CWM/WS/MIB
Sr.DPO/BSP, R, NGP, APO(CON), DY.CPO(HQ), Dy.CPO(IR & RP), SR.PRO/HQ

Sub:- Selection for formation of a panel of **Public Relations Officer-100%** (Gr.B)
vacancies of Public Relation department (4th Cycle), in SEC Railway.

1. It has been decidedd to conduct a selection for formation of a panel of Public Relations Officer against 100% DPQ (4th Cycle) in scale Rs.9300-34800 + GP- 4800/- Level-08 (PB-2) (7th PC) and willingness from eligible employees of Public Relation department and having lien in S.E.C.Railway are invited, who may submit their clear willingness/ unwillingness to participate in the selection. The number of vacancies are mentioned below:

Post	UR	SC	ST	Total
Public Relations Officer (Group-B) (Level -8)	01	00	00	01

2. **Eligibility Criteria-** In terms of Chief Public Relations Officer, Senior Public Relations Officer and Public Relations Officer Recruitment Rules-2024, circulated vide **SECR's Estt. Rule No.17/2024, Date:30/01/2024**; 100% posts of Public Relation Officer (Group B) shall be filled up by promotion. The vacancies shall be filled by promotion through selection (which will include a written test, a viva-voce & assessment of record of service) from amongst the Group-'C' staff of Public Relation Department working in Level - 6 (Rs. 35,400-1, 12,400) in the pay matrix with 6 (six) years regular service as on 02/06/2025 in the following grade:

- Senior Publicity or Advertising Inspector.
- Projectionist
- Chief Photographer
- Production Assistant
- Video-Operator cum Photographer and,

Chief Publicity or Advertising Inspector working in Level-7 (Rs. 44.900-1.42.400) in Pay matrix with 2 years regular service in the grade as on 02/06/2025.

3. A provisional seniority list of eligible candidates working in Public Relations Department of this Railway, is enclosed as (Main List, **Annexure "A"**). No Reserved / Standby list is enclosed. Prospective candidates are advised to peruse the list carefully. In case of any dispute vis-à-vis the seniority lists or name of any employee is left over, requisite representation if any may be submitted, through their Controlling Officer and respective Personnel unit/ officer, to this office on or **before 24/06/2025**, which will be examined as per extant Rules. In case a candidate is found ineligible for the above selection at any stage, his candidature will be summarily rejected.

4. In case any candidate is on leave or on deputation to other Railways/ Units or on sick list, the concerned Controlling Officer should send/ inform necessary advice to the authority under which he/she is working or the medical authority /home address as the case may be and obtain acknowledgement to that effect and be forwarded to this office for record.

5. All the employees as enclosed in **Annexure-"A"** must submit their willingness or unwilling in prescribed Proforma in **Annexure-"B"** duly forwarded by immediate supervisor/ Officer through proper channel to their respective Personnel Branch officers concerned indicating their clear willingness/ unwillingness to appear in the selection and acknowledgement may be obtained. Applications received after closing date will not be entertained and summarily be rejected.

6. Time line for date of submission of application and consolidated statement:

S#	Subject	Closing Date
1	Application to be submitted in the (Annexure-B) by the eligible candidates to their controlling officer.	26/06/2025
2	Applications to be forwarded by the controlling officer to the concerned Personnel Officers for verification/ scrutinizing of service particulars/ eligibility etc.	02/07/2025
3	Concerned Personnel officer should forward all the applications (only original in hard copy) with a remarks (eligible or not eligible) in consolidated list in proforma (Annexure-C) to Dy.CPO(GAZ)/HQ Office .	10/07/2025

7. **SCHEME OF EXAMINATION:** As per the scheme introduced, vide Board's RBE No. 53/2019, the written examination shall comprise of one paper which shall have 100% objective type Multiple Choice Questions only. The paper will be of 100 marks and the distribution will be as under:

a) Technical Subject including Official language policy	70	Marks
b) Establishment and financial Rules	30	Marks
c) Qualifying marks:	60	Marks
d) Duration/ Time	Two (2)	Hours
Note: There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for every wrong answer. (In terms of Para 4.3 of RBE No. 53/2019 dated 19.03.2019).		



8. **WRITTEN EXAMINATION/ (CBT) AND VIVA-VOCE TEST:** The selection will comprise of Written examination which will be conducted in **CBT mode** followed by viva-voce test and the prescribed medical fitness test, in terms of (para-20) of Master Circular-68, Dated: 08/07/2019 and Board's letters No. E(GP)80/2/8 dated 31/10/91. Any candidate will not be eligible or allowed for attending viva- voce test without medical fitness certificate.

9. **Record of service and Viva-voce:** Candidates qualifying in the written examination will be subjected to viva-voce test, which shall have following distribution of marks against various heads: -

	Maximum marks	Qualifying marks
1. Record of Service	25	30 marks (including minimum 15 marks in Record of service)
2. Viva-voce	25	

10. In case any employee whose lien is being maintained in SEC Railway; has been posted or transferred to another organization on deputation basis as the case may be, it will be the responsibility of their parent office/ establishment to ensure that this notification/ circular is sent to that establishment/ organization enjoining upon it to bring the same to the notice of the concerned employee(s). It may be ensured that the applications of candidates working under HQ office should be submitted through Dy.CPO/HQ/SECR.

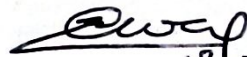
11. Since no vacancy is reserved for SC/ST category, Pre-selection coaching for the candidates belong to reserved community is not required. Since PRO is a single post cadre, reservation for PwBD category is not applicable.

12. A copy of the syllabus is enclosed as Annexure-'D'.

The Notification is also available on this Railway's website: <http://www.secr.indianrailway.gov.in>.

RECRUITMENT/News/Press Release → RECRUITMENT → HQ → GAZ SECTION

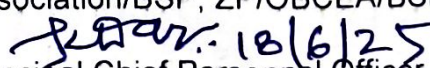
All the Divisions/Units & applicants are advised to visit SECR's website regularly for all the updates in the matter and wide publicity may be given among the employees. This Notification is being issued as per existing provisions/ instructions of selection of Group-B post of PRO. In case any changes in the existing procedure /instructions are issued by Railway the same will be uploaded in the Railway's website in due course.


(Sanjay Kumar Oswal)

Dy.Chief Personnel Officer(GAZ)
For Principal Chief Personnel Officer

Copy forwarded for information and necessary action to:

1. GS/SECRM, GS/SECRPOA, GS/AISC-ST/Association/BSP, ZP/OBCEA/BSP
2. Notice Board.


For Principal Chief Personnel Officer

MAIN LIST, (ANNEXURE- A)

PROVISIONAL INTEGRATED SENIORITY LIST OF SENIOR SUPERVISORS IN PB-2 Rs. 9300-34800+ GP Rs.4600/- AND Rs.4200/- OF PUBLIC RELATION DEPARTMENT.

S. N.	NAME (SHRI) & DESIG/ Place	COM M.	DOB	DOA	DATE OF PROMOTION IN GP.Rs4200/-	DATE OF PROMOTION IN GP.Rs4600/-
1	Ramji Lal Meena, Ch. Publicity Inspector/HQ	ST	05/07/1966	11/06/1997	11/06/1997	25/05/1999
2	Sanjay Kumar Pandey, Ch. Publicity Inspector/HQ	UR	01/04/1974	26/05/1998	24/10/2013	20/07/2016
3	Shiv Prasad, Sr. Publicity Inspector/Raipur	SC	25/09/1977	26/12/2002	06/10/2016	--

18/6/25

18/06/25

South East Central Railway

ANNEXURE-'B'

Paste a
photograph
duly attested

PROFORMA for Public Relation Officer (Group-"B")

1	Name	
2	Present Designation	
3	Present place of posting, i.e. working Division/ WS/ Unit,	
4	Community (UR/SC/ST)	
5	Whether (PwBD category) (if yes, mention PwBD category)	Yes or No: _____ (PwBD Category: _____)
6	Lien holding in Railway	
7	Controlling officer	
8	Date of Birth (DD/MM/YYYY)	
9	Date of appointment	
10	Correct IPASS NO. (Eleven (11) Digit)	
11	HRMS ID	
12	Mobile No.: (Only one no. which is in use)	
13	Present Scale Grade Pay (VIth PC) / Pay Level (7 th PC)	
14	Date of Regular Promotion or appointment in GP Rs. In GP Rs. 4200/- (6 th PC)/ Pay Level 6 of (7 th PC).	
15	Date of Regular Promotion or appointment in GP Rs. In GP Rs. 4600/- (6 th PC)/ Pay Level 7 of (7 th PC).	
16	Length of non-fortuitous service in scale PB-2 Rs.9300-34800 + GP Rs. 4200/- (6 th PC)/ Pay Level-6 of (7 th PC) as on 02/06/2025.	Year.....Month.....Days.....
17	Length of non-fortuitous service in scale PB-2 Rs.9300-34800 + GP Rs. 4600/- (6 th PC)/ Pay Level-7 of (7 th PC) as on 02/06/2025.	Year.....Month.....Days.....
18	Willing or unwilling (Please mention)	
19	Whether PwBD requiring SCRIBE (Please indicate only those PwBD staff/employee who are entitled to facility of scribe and additional time).	YES or NO (please tick).

NOTE: Persons with benchmark disabilities / PwBD candidates should enclose the valid PwBD certificate issued by competent Medical Authority (i.e. CMO/ Civil Surgeon/ Medical Superintendent) of Govt. Health Care Institution in support of requiring of scribe and compensatory time.

Signature of the candidates

Forwarded by controlling officer

Signature of Controlling Officer with seal

Forwarded to Headquarter

Forwarded to Dy.CPO(GAZ)/SECR. The particulars as given above by the employee have been scrutinized and found correct as per the service record and the above named employee as per criteria is and **eligible ()** OR **not eligible ()** to appear for the selection for the post of PR Officer (Gr.B) and it is certified that no Ad-hoc or fortuitous service has been taken into account for computing the eligibility.

Signature and name with official stamp of
Controlling Officer i.e. Personnel Officer of concerned Divn./ Unit

PROFORMA for (PRO) (Group-"B")

(To be verified & attested from available Service records)

1	2	3	4	5	6	7	8
Sr. No	Name	Present Designation /Station	Lien	Community (UR /SC/ ST)	DOB	Date of appointment & designation	I-Pass No. (11 Digit)

09	10	11	12
HRMS-ID	Present Grade/ Scale GP Rs.4200/-, or GP Rs.4600/-	Date of Regular promotion/ appointment in GP-4600/- (6 th th PC) / Level-7 (7 th PC)	MOBILE NO.

13	14	15	16
	Whether belongs PwBD	If belongs to PwBD, whether requiring SCRIBE (Please indicate only for PwBD employee who are entitled to facility of scribe and compensatory time).	Remarks Eligible/ Not eligible
	Yes / No.		

(*) The above information to be provided to GAZ/CONF/Section, HQ/SECR/BSP in soft copy also.
(Pen drive)

Signature of Concerned Personnel Officer

Syllabus for PRO (Gr.B) selection

PUBLIC RELATION

What is public relations?

Definition, its role,
phases, accomplishment
its contents.

How to build up effective public relations?

Public relations and management.

How to apply public relations to an organization?

How to get your story across.

Technique of public relations.

Practice of public relation as a career.

Public relations and audio-visual media for mass communication.

Public relations and advertising, marketing, salesmanship.

Techniques in building public confidence.

What is public confidence?

Industrial relations with various sectors/agencies

Explains, films, shows,

Production of documentary film, features,

Snippets, add films, jingles, propaganda films.

Legal and voluntary contral.

CAPITAL ADVERTISING

What in advertising.

Purpose, media, principles

Need of advertising in Government,

Public and private sectors, news papers, magesines.

Lay out and designing.

INDIAN RAILWAYS

History of Railways since its inception,

Its growth, development.

Salient features and achievement of Indian Railways

In comparison to other sectors.

Futuristic planning of Railways

Changes in perception of actitude of Railways towards its consumers

From its inception till today.

Railway budget, publicity budget, Railway's financial policy towards its
consumers, various plans, funds for publicity and principles of
determination.

Various financial powers of public relations organizations.

INDINA RAIL WAYS HUMAN RESOURCES

Organization, management, rules of appointment,

Promotion, disciplinary action, leave, salary, dearness and other
allowances, passes, quarters, provident fund, pensionery benefit,
advances, loans, etc.

Note: Any subject within the codre and department