

## KONKAN RAILWAY CORPORATION LIMITED

### NOTIFICATION No. CO/P-R/6/2018

Konkan Railway Corporation Ltd. invites applications for One post of Assistant Public Relations Officer(General category) in 7<sup>th</sup> CPC Matrix Level 8 (PB-2 Rs.9300-34800 Grade Pay Rs.4800) in Public Relations department. Those having knowledge or experience in news reporting will be preferred.

| Dept.            | Category                           | Pay Scale  | UR | Age                                   |
|------------------|------------------------------------|--|----|---------------------------------------|
| Public Relations | Assistant Public Relations Officer | Pay Matrix-Level-8 (As per 6th CPC PB-2, Rs 9300-34800 with GP Rs.4800 ) | 1  | 18 to 30 years of age as on 1/7/2018. |

The vacancy mentioned above is provisional and may vary as per need of KRCL. Konkan Railway holds all the right to alter the vacancies and other procedure as notified or cancel the recruitment against this notification as it may deem fit. Instructions, eligibility and other details may be obtained on [www.konkanrailway.com](http://www.konkanrailway.com) under the link Vacancy->Current Notification->Notifications->[Please click here to Apply Online](#). Applicants have to apply ON LINE mode only ,the facility will remain open up to 23.59 hrs of 03/06/2018. Print out of On line application with Pass port size photo affixed on the space provided , **clearly mentioning the above Notification No. and Post applied for** should reach the office of Sr Recruitment Officer at Belapur Bhavan, Sec-11, CBD Belapur, Navi Mumbai-400614 on or before 17.30 hours of **04/06/2018**.

**Important:**

- i) **Candidates are required to apply only through ON LINE mode, however a print out of ON LINE application with a passport size photo affixed in the space provided and signed by the candidate in the space indicated is to be sent .**
- ii) **Incomplete Application forms or the applications not accompanied with required documents and two attested photos will be rejected.**
- iii) **Candidates should read carefully the job description given in the instruction sheet on KRCL website before applying.**

**Date:** 03/05/2018

**Place:** Belapur

**Chief Personnel Officer**

## INSTRUCTION SHEET

### **1. Eligibility Criteria**

**1.1 Candidate should be within 18 years to 30 years of age as on 01/07/2018.**

1.2 Graduation in Mass Communication with minimum 60% marks. If candidate has Graduation in other discipline then he/she must possess Post Graduation in Mass Communication with minimum 60% marks. Candidate should have acquired mass communication Degree through regular course from a Recognized University / Institute.

1.3 Candidate who have done course on online journalism will be preferred. Additional qualification in Digital Marketing from reputed institute is desirable.

**Candidates appearing at and/or awaiting result are not eligible.**

1.4 Such candidates will be preferred who have minimum 6 months work experience in Public Relations and content writing on social media for a Company or should have his/her own blogs running for minimum 6 months.

1.5 Candidate should have strong writing and verbal communication skills with a keen interest in politics, breaking news, current affairs, and railways which should reflect while writing engaging content.

1.6 Should be fluent in English and reasonably fluent in Marathi / Kannada .

All things being equal, preference will be given to the land losers of Konkan Railway project.

2. **Examination fees:** Rs. 500/- to be paid online.

**3. Responsibility: :**

The job responsibility involves managing public relations for the Company, handling public image of Konkan Railway across all platforms (Print, Audio-Visual, and Digital/ Cyber media), writing engaging content related to the Company/industry thus improving profile of the Company, ideate /create and share news related to the Company, monitor social media channels and conduct social listening respond on topics related to Company, follow social media trends and generate suitable content, collaborate across all functions to develop content, source relevant industry-specific news through various sources.

**Key skills :** Public Relations, content writing, content management, social media, creative, self-motivated, excellent communication and writing skills.

**4. Recruitment process :**

Ten candidates in order of their percentage of marks of Mass Communication Degree will be called for further recruitment process i.e. Written Test and Interview. In case two or more candidates having same percentage of marks then candidate who will fulfill any other additional criteria mentioned in the para 1.2, 1.3 will be preferred.

**Written test:** To test the proficiency in language, written test will be held. It will have two papers :-

a)English,      b)Marathi / Kannada.

Both the papers will be of 100 marks each and question pattern are-

*English : Essay of 500 words (30 marks ), comprehension passage of approx 1000 words and 20 questions( 40 marks ) , Short story or travelogue 500 words ( 30 marks ).*

***Marathi / Kannada: Essay of 500 words (30 marks ), comprehension passage of approx 1000 words and 20 questions( 40 marks ) , Short story or travelogue 500 words ( 30 marks ).***

**The candidate must qualify in the regional language (Marathi / Kannada) of his choice but merit will be based on English marks and Interview .**

Minimum qualifying (pass) mark is 60% in both the papers. Passing in both the papers is mandatory. Based on score in 'English ' five candidates will be called for Interview. Final merit will be based on score in 'English' and Interview .

**The mark scored in 'English' will be converted to 50 and 50 marks will be for interview. The combined mark out of this 100 will be taken in to account for deciding the merit.**

**Note: The candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their candidature at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.**

#### **5. Medical Examination**

The candidates will have to pass the prescribed medical examination as per railways standards to be conducted at the candidate's cost by Konkan Railway Corporation's Medical Authorities. The medically fit candidates will only be considered for recruitment in KRCL. No alternative job will be provided if a candidate selected for a particular category fails to qualify in the prescribed medical test of that category/post.

#### **6.Nature & Period of Employment**

On being appointed as Assistant Public Relations Officer in 7th CPC Pay Matrix- Level -8 (As per 6th CPC, CDA Pay scale of PB-2, 9300-34800 with GP Rs.4800/-) the candidate will be on training and probation for a period of two years. Candidate will be required to successfully clear the screening for confirmation of the services at the end of the probation period.

## **7.Posting**

The selected candidates can be posted and transferred to anywhere in the area of operation of Konkan Railway Corporation Ltd, including its project sites present as well as future. However it may be noted that employees of Konkan Railway Corporation Ltd. are not eligible for transfer to other Zones of Indian Railways.

## **8.Benefits**

The selected candidates will be eligible for all benefits as given to regular employees of KRCL in the specified pay scale.

## **9.Superannuation**

The age of superannuation for central Govt. employees shall be applicable to KRCL employees which is 60 years at present. The retirement benefits will be given as and if applicable on the date of superannuation.

## **10,GENERAL INSTRUCTIONS:**

**Only Indian Nationals are eligible to apply. Attested copy of Adhar card is to be submitted at the time of Document Verification.**

**The candidate should ensure that he/she fulfils the eligibility criteria and other conditions as mentioned in this advertisement.**

**The selection process shall be conducted at Navi-Mumbai .**

**The candidates should ensure that they fill up all the eligibility criteria and other conditions mentioned in this advertisement and that the particulars furnished by them in the on-line applications are correct in all respect. Mere submission of online application successfully does not imply that the Corporation (KRCL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of recruitment/selection/even after appointment that the candidate does not full fill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature**

**/appointment will automatically stand cancelled, as the candidature/appointment would be deemed to be void ab initio.**

**The e-mail id entered in the online application form must remain valid for one year. All future communication with the candidates will take place through e-mail only. KRCL will not be responsible for any loss/non-delivery of e-mail/any other communication sent, due to invalid/wrong id or due to any other reason.**

**Candidates presently employed in Central/ State Govt./ PSUs/ Autonomous bodies must submit “ No Objection Certificate” from their present employer at the time of Document Verification.**

**KRCL reserves the right to raise the minimum eligibility standards. The management reserves the right to fill or not to fill up the post without assigning any reason whatsoever. KRCL also reserves the right to cancel/restrict/modify/alter the recruitment process, if need arises without issuing any further notice or assigning any reason whatsoever.**

**Canvassing by a candidate in any form shall disqualify his/her candidature.**

**Candidates are advised to visit the website of KRCL [www.konkanrailway.com](http://www.konkanrailway.com) regularly for latest updates as no separate communication will be sent.**

**Any dispute with regard to recruitment against the said recruitment will be settled within the jurisdiction of New Mumbai only.**

#### **11.Service Agreement Bond:**

**The selected candidates will be required to execute a service agreement bond to successfully Complete the prescribed training & probation period and thereafter serve the organization for at least five years. If candidates fail to serve the organization or resign from service during training / probation or within a period of five years after the training &/or probation period, he/she shall have to refund the whole cost of training & probation , cost of boarding and lodging, stipend/pay and/ allowances of any kind as well as any other amount paid during the period of probation with 12.5% as interest on the whole amount.**

## 12.How to Apply

Candidates are required to apply through ON LINE mode only, however a print out of ON LINE application signed by the candidate is to be submitted to Sr. Recruitment Officer, Konkan Railway Corporation Ltd, Belapur Bhavan, Sec-11, CBD/ Belapur, Navi Mumbai-400614 on or before 04/06/2018 by 17.30 hrs personally or by registered post. Applications sent to or submitted at other offices of KRCL other than the office of Sr.Recruitment Officer will not be considered.

(Note: Konkan Railway is not responsible for any postal delay)

## 13.Documents to be attached with the application :

- (i) Two attested passport size photographs and one photo pasted on the print out of application form.
- (ii) Copy of Certificates in connection with educational qualification.
- (iii) Copy of Experience certificate if any.

### Important Note:

1. **A Signed hard copy of the filled ON LINE application** should be sent by Registered Post or delivered in person on working days so as to reach the above mentioned office before closing date of **04/06/2018** by **17.30 hrs**. Applications received after this date/time will not be entertained. Konkan Railway will not be responsible for any postal delay.
2. *"KRCL will carry out verification of eligibility conditions with reference to original documents only after the candidates have qualified in all the stages of examinations. KRCL may reject the applications of candidates at any stage of recruitment process in case the candidates are not fulfilling the requisite criteria and if appointed such a candidate(s) is/ are liable to be removed from service summarily."*
3. Applications not accompanied with two attested passport size photos, without a passport size photo being pasted on relevant space of PRINT OUT of On line form , incomplete applications will be summarily rejected. No further correspondence in this respect shall be entertained.
4. Candidates are warned that submission of false information will render them liable for immediate dismissal, if selected without any notice or disciplinary action.

5. Konkan Railway holds all the right to alter the number of vacancies and other procedure as notified or cancel the recruitment against this notification as it may deem fit without citing any reason.
6. **ANY KIND OF CANVASSING WILL RESULT IN DISQUALIFICATION OF CANDIDATE AT ANY STAGE OF SELECTION WITHOUT ASSIGNING ANY REASON. NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.**
7. **NO CORRESPONDENCE WILL BE ENTERTAINED FROM OR ON BEHALF OF INELIGIBLE CANDIDATES.**
8. **KONKAN RAILWAY HAS NOT NOMINATED ANY AGENT/S FOR RECRUITMENT. CANDIDATES SHOULD NOT FALL PREY TO ANY FALSE PROMISES MADE BY ANYONE. DOING SO WILL BE AT THEIR OWN RISK AND THE CORPORATION IS NOT RESPONSIBLE FOR IT.**