

Eastern Railway

No.E/P&R /Option/PI/2026

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Asansol, dated 26/08/2026

All Branch Officers of Asansol Division

Sub: Formation of a panel for filling up 05 posts of Publicity Inspector in Level-5 in CPRO Office, Eastern Railway (Communal break-up: UR-05), against Departmental Promotional Quota.

Ref: PCPO/ER's L/No. E.839/T-HQ/CPRO/Promotion/NM/Pt-II, dated 12.08.2026.

Enclosing herewith is a copy of PCPO/ER's letter dated 12.08.2026 under reference, which is self-explanatory.

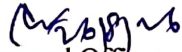
It is requested that wide publicity may kindly be given to the said letter amongst all concerned staff working under your control.

Applications from eligible volunteers, duly filled in the prescribed proforma enclosed herewith, should be submitted through proper channel to the concerned Controlling Officer on or before 11.09.2026. The application, duly certified by the Controlling Branch Officer, should thereafter be forwarded to the concerned Establishment Section of the Personnel Department, where the Service Records (SRs) of the volunteers are maintained, by 18.09.2026 positively, for verification of the service particulars furnished in the prescribed proforma.

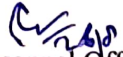
After verification of the service particulars, the concerned Establishment officer shall sign the proforma and clearly indicate the remarks "Eligible" / "Not Eligible", as applicable. Thereafter, the concerned Establishment Section shall forward the verified applications to the Ruling Section under Sr. DPO/ASN by 16:00 hrs on 23.09.2026 positively, for onward transmission to Headquarters in a consolidated manner within the prescribed target date, i.e. 25.09.2026.

Applications received after the prescribed last date shall not be entertained/considered.

DA-As refd. to


For Sr. Divl. Personnel Officer
Eastern Railway, Asansol.

Copy to -All Establishment In-Charges of Personnel Deptt / ASN for information please & necessary action please.


For Sr. Divl. Personnel Officer
Eastern Railway, Asansol.



Eastern Railway

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

Kolkata, dated- 12.08.2026

PCME, PCE, PCEE, PCMM, PCOM, PCMD, PCCM, PCSTE, PFA, CAO(Con), PCSC/RPF, Sr.DGM, CSTE(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. CAO/TA Officer/E.Rly/Kolkata, Chairperson/E.Rly/RRC/Kolkata Dy.CPO (Gaz), Dy. CPO(NG), Dy. GM (Rajbhasa), Sr. LO/HQ, CPRO, Sr. System Manager, SPO(Con), APO(Engg), APO(Rectt.), APO(RP), LO(P), APO(Co-ord), PPS to AGM

Sub: Formation of a panel for 05 posts of Publicity Inspector in Level-5 for CPRO Office in Eastern Railway (Communal break up: UR-05) against departmental promotional quota.

It has been decided to form a departmental panel for the post of Publicity Inspector in Level-5 for CPRO Office/E. Rly against departmental promotional quota comprising of written test (followed by Viva Voce) based on objective type questions and record of service. Panel will be prepared entirely based on merit position. The examination will be held shortly and no supplementary test will be held. The final date of the examination will be circulated separately.

A: ELIGIBILITY CONDITION:

As per Railway Board's instructions, following staff are eligible for the post of Publicity Inspector in Level- 5 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.
- 3) He/She should not be above 40 years of age as on the date of notification, which is relaxable by 5 years in the case of SC/ST employees as per RBE No. 131/97.
- 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 & vernacular 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 in Eastern Railway but also to other places over Indian Railways as and when required.
- 6) Selected candidates will have to undergo training for 45 days in Zonal Training School and will be attached to Newspaper/ AIR/ Doordarshan for a period of 02 weeks before being put to working post.

28.08.26

- 7) Preference will be given to employees holding diploma in Public Relations/ Journalism/ Advertising/ Mass Communication from a University/Institute.
- 8) Employees applying for the post must note that the post of Publicity Inspector being a cadre post, the candidate selected for the same shall have no option to revert back to his parent cadre in future.

B: MODE OF SELECTION:

Selection will be made on the basis of competitive examination consisting of objective type multiple choice questions through CBT/TBT mode with 100 questions +10 questions on Rajbhasha. Overall 100 questions to be attempted. Questions on Rajbhasha are optional. There shall be **negative marking for incorrect answer**. One-third of the marks allotted for each question will be deducted for wrong answers. The competitive examination will continue for 2 hours duration. Qualifying marks for written test is 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-1**)

All staff sections of Departments/Units should carefully check the eligibility of the optees for the post of Publicity Inspector in Level-5, keeping in view 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 units.
- b) Last date of the submission of the application by the applicant to his controlling officer is 11.09.2026
- c) The controlling officer should send the application to the respective Personnel Officers of Division/Unit latest by 18.09.2026.
- 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 Admin/Genl. Section/PCPO's Office/ER/Kolkata on or before 25.09.2026 in one bunch with covering letter and consolidated statement (**Annexure-III**) indicating "Eligible/Ineligible" clearly.

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

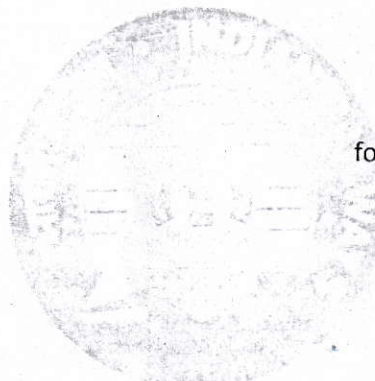
- i) Incomplete applications
- ii) Unsigned applications
- iii) Application signed in Capital letters

- iv) Applications not forwarded through Controlling Supervisory Officials & without signature
- v) Candidate who does not fulfil 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 25.09.2026.

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

It is, therefore, requested to invite option from among the eligible staff attached to your department/Unit and their applications in prescribed proforma in duplicate(**Annexure-II**) along with statement (**Annexure-III**), should be sent to this office by 25.09.2026 positively through special messenger. No application after the target date will be entertained.



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12.08.26

(Md. Tarique)

Dy. Chief Personnel Officer (HQ)
for Principal 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 types of social media; 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 different Departments.
5. Official Language policy.
6. General knowledge with respect to Railways, India and World including current topics 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.

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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- 04.08.2026

Sl. No.	Particulars	Details
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', 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 is 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:

28/12.08.26

Signature of the Controlling Officer
(With Office Seal)

Annexure – III

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
- 04.08.26

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 / Not Eligible)
1								
2								
3								
4								

12.08.26

Signature of the Establishment Control Officer
(With Office Seal)