

E. AVANUE OF PROMOTION

Category	Pay Level as per 7 th PC
Assistant Photographer	Level - 4
Senior Photographer	Level - 5
Chief Photographer	Level - 6
Public Relation Officer (PRO)	Level - 8

F. JOB PROFILE

Should handle photographic works related to visits of VIPs, parliamentary committees, members of Railway Board and various celebrations and functions, ID card photographic works, as and when required, cover special occasions such as flagging of new coaches, supplying of laminated photographs for exhibitions, Trade fairs etc. and also prepared to go out of station on duty at short notice to cover functions / exhibitions and maintain photographic section, properly indexing, archiving and reprinting of photographs, whenever needed.

G. DUTIES

1. Functional Photography.
2. Photography for Press Publicity (Events and public function)
3. Copying.
4. Close-ups
5. Trains (Interior and Exterior)
6. Trains Scenic
7. Printing Black & White and Colour Photos from outside labs.
8. Maintaining record and History of the photos in connection with the events.
9. Lighting.
10. Different types of Reflection.
11. Sunlight
12. Outdoor equipment
13. Indoor lighting
14. Additional technical issues.
15. Editing, Making Collage and captioning of the photographs.
16. Photography / Short videos using mobile phones.

H. IMPORTANT DATES PERTAINING TO SUBMISSION OF APPLICATION.

1	Last date of submission of application by the applicant to their respective In-charge including staff of Depots, Division, Workshops, unit Headquarters.	08/02/2021
2	Last date of forwarding of applications by respective office of Depot/In-charge (other than HQ Office) to the concerned "Personnel Department" of Depots/Division/Workshops/Units /Headquarters.	12/02/2021
3	Last date of forwarding of applications to E(Stores) section of "Personnel Department" Headquarter by Depots/Divisions/ Workshops /Units.	19/02/2021
4	Tentative date of issue of eligibility/non eligibility list by PCPO's office	02/03/2021
5	Tentative date Computer Based Test (CBT) / OMR	12/03/2021

Note :- Last date of submission of application by all applicants is 08/02/2021 irrespective of their place of work i.e. division, HQ, depots units etc.

Tentative date of Computer based Test (CBT) / OMR is 12/03/2021. No separate 21 days notice/time limit will be given in case of postponement of examination and will be proposed to be conducted within short notice thereafter. This notification itself, should be treated as notice for Computer Based Test (CBT) / OMR.

I. IMPORTANT INSTRUCTIONS PERTAINING TO APPLICATIONS :-

The eligible employees should submit their applications in the prescribed Proforma (Annexure 'A') enclosed (in triplicate) on or before 08/02/2021 to the respective depots/In-charge Supervisor who will verify and forward the same to the "Personnel Department" of Division/Workshops/Units by 12/02/2021 retaining one copy of application with the Depot/In-charge Supervisor.

The Staff working in Headquarter office will submit their applications to E(stores) section of PCPO's office, Churchgate by 19/02/2020 dully verified by concerned dealing clerks and signed by their controlling Officers.

The employees may be advised to take utmost care, while filling up the prescribed Proforma (Annexure "A"). As incomplete/wrongly filled Proforma will be rejected and their candidature will be cancelled and no representations in this regard will be entertained.

Applications received after 19/02/2021 should be summarily rejected & need not be forwarded further. If no application is received by the Depot/In-charge Supervisor, a certificate should be forwarded to the concerned "Personnel Department" of Division/Workshop/Unit that no application has been received in their office.

J. SCRUTINY

- (a) Personnel officer of the Divisions/Workshops/Units will make arrangements to register the applications received specifically for this purpose and the serial number should be given after scrutinizing the correctness of the eligibility from the SR/PF and certifying their eligibility in the applications.
- (b) Chief OS of Personnel Department be nominated for this purpose and he will register the applications, quoting registration number, while intimating acknowledgement to the applicants. The nominated Chief OS, will also ensure responsibility to see that the register number displayed on the applications of the applicants available with him.
- (c) The Division/Workshop/Unit should forward the list of eligible candidates only and ensure that this list is also sent along with the applications of eligible candidates. Out of the remaining 2 copies of applications received, one will be retained in the "Personnel Department" of concerned Division/Workshop/Unit and the second copy should be forwarded to this office, per bearer along with the list of such staff in one lot & covering letter so as to reach Dy. CPO(Engg.), PCPO's Office, Churchgate on or before 19/02/2021. This should also be sent in the pen drive.
- (d) While the forwarding the applications, Personnel Officer of the concerned Divisions/workshops/Units should certify that no more eligible applications are left out. Under any circumstances, applications will not be accepted after the due date.

In case there is no eligible employee, a 'NIL' statement duly certified the "No application is pending" should be sent.

Deepak
Pardeshi

Digitally signed by Deepak Pardeshi
DN: c=IN, o=Western Railways, ou=5 & C,
st=Maharashtra,
2.5.4.20=20664677b77b86ad8191f45cc59def2577
0113acde0dfb263165a38fc963a2,
serialNumber=ede2b7d8e38b77321SecOf5f5610e1
efc5629f7e9fb934a9358cf89de8c4388e,
cn=Deepak Pardeshi
Date: 2021.01.05 15:06:47 +0530

- (e) applications of the employees who are not eligible should not be forwarded to this office. However, reason for disqualification of the candidate may be advised to them through proper channel.
- (f) The applications will be further scrutinized at Headquarters level and the list of eligible candidates will be published later on. The final eligibility list will also be notified on **Western Railway site 10.3.2.55/ and E-karmik site** Wide publicity should be given by way of publishing eligibility list on the notice boards. It may be ensured that all the eligible candidates be individually advised of their eligibility to appear in the selection, by deputing S&WI and obtaining acknowledgement.
- (g) All POs or SR controlling authorities are hereby requested to kindly observe the following points while scrutinizing the applications.
- I. The entry as regard to educational qualifications is mentioned in SR with valid & verified certificates available in their Personal files.
 - II. Entries as regards DAR cases are correctly entered in SR.
 - III. Entry in regard to change of Name if any.
 - IV. Copy of first page of SR (where latest photograph is pasted duly indicating the PF No. & date of appointment, may please be sent along with application.)
 - V. Unauthorised absent in SR.
 - VI. Award entry in SR i.e. branch Office Award, PHOD Award, DRM Award and GM Award. (Along with copy of such award)
 - VII. Applications not fulfilling the eligibility conditions for the selection given at A & B above may not be forwarded to this office.

The Selection consists of Computer Based Test (CBT) / OMR, Viva-voce and Assessment of Record of Service. Since the selection is being conducted by calling the application of eligible employees from different departments, the same shall be based on merit basis in terms of Railway Board's letter No. E(NG) I-2008/PM7/4 SLP dated 19/06/2009.

(h) Important for PO's and prospective candidates.

1. Since the post of Assistant Photographer, Level-4 as per 7th PC is a general post, no supplementary Computer Based Test(CBT) / OMR will be held.
2. All eligible candidates are required to submit their applications along with Certificates regarding their educational qualification duly attested.
3. No leave of any kind be granted to eligible candidates on the date of exam i.e. 12/03/2021.

If any of the eligible candidates of the HQ/divisions/Workshops/Units is on leave/Sick/deputation or working against ex-cadre posts and whose lien is maintained by this Railway, their parent controlling office should be advised to inform the candidates about the selection, provided they fulfil the conditions.

The tentative date of Computer Based Test(CBT) / OMR is 12/03/2021. This may be treated as advance notice for preparation for the Computer Based Test. In case of

delay in issue of eligibility list or postponement of date of Computer Based Test, no separate 3-4 weeks' time will be given.

It is requested to give wide publicity to the notification, by circulating the same to the units under your jurisdiction.

Please acknowledge the receipt.

Deepak
Pardeshi
Dy. CPO (Engg.)
For General Manager (E)

Digitally signed by Deepak Pardeshi
DN: c=IN, o=Western Railways, ou=5 & C,
st=Maharashtra,
2.5.4.20=2066467ba7b86ade8191f4cc59def25
720113a7c1e0fb76331c6a38f9e3a2,
email=deepak.pardeshi@wrms.westernrailways.gov.in,
ou=Western Railways, ou=5 & C, o=Western Railways,
st=Maharashtra, cn=Deepak Pardeshi
2023.07.15 15:01:00 +05'30'

Encl. : Syllabus.

C/- AGM / PCPO / CPRO-CCG

C/- DRM (E) - BCT / BRC / ADI / RJT / RTM / BVP

C/- Dy. CMM - MX / DHD / SBI

C/- GS - WREU / WRMS.

C/- All India SC/ST/OBC Association, Western Zone, Mumbai.

**Syllabus for selection to the post of Assistant Photographer in Public Relation
Deptt. of Western Railway HQ Office.**

1. Knowledge in post-processing of photographs.
2. Indexing of the photographs.
3. Knowledge of Digital Photography.
4. Preservation of photo album in CD format.
5. Knowledge of Photo Journalism.
6. Photographs as medium of effective communication.
7. Knowledge of Video Camera.
8. Preservation of Video graphs in multiple formats.
9. Lighting.
10. Flash Shooting.
11. Indoor/Studio Shooting.
12. Framing.
13. Manual control technique.
14. Importance of Foreground interest.
15. Vantage points and Effects on Photography.
16. Photography-Equipment.
17. Correcting imperfect Digital Picture.
18. Understanding DPI/Resolution.
19. Cropping.
20. Sports Photography.
21. Mixing speed/Focal length.
22. Importance of Digital presence.
23. How to protect images for display on internet.
24. Rajbhasha Policy
25. General Knowledge.
26. Leave & Pass Rules.
27. Basic activities of Public Relation Department.

PROFORMA

Passport size photograph duly attested by the Controlling Authority

Application for the post of Assistant Photographer, (Level-4) in Public Relation Deptt., Headquarter Office, Churchgate, Western Railway.

01.	Full Name (In Block Letter)	
02.	Designation	
03.	P.F. No.	
04.	Place of Work/Office/Station	
05.	Department	
06.	Date of Birth	
07.	Date of Appointment to Railway Service.	
08.	Present grade in regular basis	
09.	Present grade (a) Substantive grade (b) Officiating grade	
10.	Date from which holding the post referred to in item no. 8 above, in a regular manner continuous and non-fortuitously	
11.	Whether belongs to SC/ST	
12.	Academic qualification (Copies to be enclosed)	
13.	Professional qualification (Copies to be enclosed)	
14.	Any other knowledge & experience	
15.	Railway Telephone No.	
16.	Mobile No.	

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.

Name & Desig. :

Signature & Date:

WESTERN RAILWAY

No.

Date :- / /2021

Forwarded to Dy. CPO(Engg.), HQ-CCG.

It is certify that there are no DAR/SPE/VIG. case pending/contemplated against the employee and the particulars given by the employee have been verified and found correct.

Office Stamp

Signature of Controlling officer :-

Designation :-

Office :-