

**EAST COAST RAILWAY**

Office of the  
Principal Chief Personnel Officer  
Rail Sadan, Chandrasekharapur  
Bhubaneswar-751017

Date-03<sup>rd</sup> January' 2025  
OGT

211

No-ECOR/Pers/01/Up-gradation/Photographer/223(Pt-II)

To  
The All PHOD/CHOD/ECOR/BBS & CAO(Con)/ECOR/BBS,  
The CWM/CRW/MCS,  
The Chairman/RRB/BBS,  
The DRM(P)/ECOR/KUR, WAT & SBP,  
The Registrar/RCT/BBS,  
The Dy.CPO(Con)/ECOR/VSKP,  
The WPO/CRW/MCS.

Sub: Notification for filling up the post of Photographer in Level-04 in  
General Administration Department/ HQ/BBS on ex-cadre basis.

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Applications are invited from serving permanent railway employees of East Coast Railway for filling up of the post of Photographer in Pay Matrix Level-04, on ex-cadre basis in General Administration Department/HQ/BBS as per conditions stipulated as under:

1	No of Vacancy & Pay Scale	01 (One) & Pay Matrix Level-04	
2	Eligibility Conditions	a	Serving regular employees in Level-02 or Level-03 or Level-04 (Except RPF/RPSF Personnel)
		b	Minimum two years regular service who are working in Level-02 or Level-03 as on date of notification.
		c	Knowledge/Experience of Photography.
3	Mode of Selection	The suitability will be assessed by a duly constituted screening committee through Viva-Voce test, practical demonstration and screening of service record as well as last three years APARs i.e. 2021-22, 2022-23 & 2023-24. The employee should be free from SPE/Vigilance/DAR cases.	
4	Tenure	The tenure of the posting as Photographer on ex-cadre basis will be for a maximum period of 05 years. However, if the selected candidate does not come up to the standard required, he/she may be repatriated at any time to his/her parent department without assigning any reasons whatsoever at short notice or a regular staff is posted.	
5	Pay Fixation	Pay fixation on joining as Photographer on ex-cadre will be made as per extant rule. The posting in the above mentioned ex-cadre post will give him/her the benefit of drawing pay in the scale attached to the particular post on ex-cadre basis while holding the post. It does not amount to "Promotion" and hence there will be no benefit of pay fixation as done on promotion.	
6	Other Conditions	a	The lien will continue to be maintained in his/her substantive seniority unit in the concerned division/unit even after posting as Photographer on ex-cadre basis.
		b	The responsibilities attached to the above ex-cadre post is that he/she has to attend the various day-to-day functions held in ECoRly/HQ, so as to coverage the functions etc.

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		c	Any other provision of IREM or Circular issued by Railway Board regarding terms and condition of selection to the ex-cadre post and other conditions applicable, although inadvertently omitted in this notification, should be treated as valid and operative
		d	The staff applying in response to the notification will not be allowed to withdraw the option in the event of his selection.
		e	The staff who are selected as Photographer can be considered for promotion to the post of Sr. Photographer/Chief Photographer as per their eligibility and vacancy position.
		f	Any advance copy submitted directly without forwarding of controlling officer will not be entertained.
7	How to Apply and Forwarding of application by units	a	Willing candidate may submit his/her application in the format at <u>Annexure-I</u> . Applicant should fill up application form after thoroughly reading the eligibility conditions and submit the application form with enclosure through his/her controlling officer. Incomplete application form will be summarily rejected. The staff who are working in different units keeping lien in other unit should forward his/her application through competent authority of lien unit.
		b	Last date for submission of application by applicant is <u>12<sup>th</sup> February' 2025.</u>
		c	The controlling officer should send the applications to the respective Sr.DPOs/DPOs of Divisions & APO-HQ / SPO/HQ of HQ latest by <u>20<sup>th</sup> February-2025.</u>
		d	The Sr.DPOs/SPOs/APOs should verify the correctness of the particulars furnished by the employee in his/her application from their service records and forward the same to PCPO's office/BBS on or before <u>05<sup>th</sup> March-2025</u> in one bunch with covering letter and consolidated statement of (Eligible/ Ineligible Separately) applications indicating their service particulars.
		e	In case, no application is received, a "Nil" report may be sent to PCPO's office by the Personnel Officer concerned <u>by 05<sup>th</sup> March-2025.</u>
		f	The APARs of the eligible employees for the period from 2021-22, 2022-23 & 2023-24 may be sent to this office within a period of one week from the date of forwarding list of eligible candidates to HQ otherwise applications will not be entertained.
8	This shall be given wide publicity among the staff and copy of the notification may be pasted in the office notice board also.  <u>This notification is also available in East Coast Railway website <a href="http://www.eastcoastrail.indianrailways.gov.in">www.eastcoastrail.indianrailways.gov.in</a></u>		

Encl: Application Form (Annexure-I).

*2/10/25*

*6/11/25*  
(S.O.Hota)

Asst. Personnel Officer-II  
For Principal Chief Personnel Officer

Copy to:

2. Notice Board of PCPO's Office/BBS



**PROFORMA APPLICATION**

Application for calling volunteers from serving employees of East Coast Railway for filling up of the post of Photographer in Level-04 vide PCPO/BBS's No-ECOR/Pers/01/Up-gradation/Photographer/223(Pt-II) Date-03<sup>rd</sup> January' 2025.

To

1	Name of the employee in full (Block Letter)				
2	Father's / Husband's Name				
3	Date of Birth				
4	Date of Initial Appointment / Capacity / Pay Scale		Date	Capacity	Pay Scale
	Date of regular entry to		Level-02	Level-03	Level-04
5	Community (UR/SC/ST/OBC)				
6	Present Department / Division/Unit in which working				
7	Working-under (Controlling Officer)				
8	Presently holding the post.	c) Substantive			
		d) Officiating			
NB:	Date of regular entry to Present Post (Grade Pay / Level earned by ACP/MACP should not be mentioned)				
9	Educational Qualification				

07/1/25

by 2/1/25

10	Lien Department / Unit	
11	PF Account No	
12	Contact Number	
13	HRMS ID	
14	Email ID (Write in capital letter only)	

I do hereby declare that I have gone through the above referred notification and I am volunteering for the post of Photographer in Level-04, after agreeing to abide by all the conditions in the said notification. I am aware that my application will not be considered if it is deficient in any form or incorrect or not forwarded by the controlling officer/department/division/unit to PCPO's office. In case, anything is found to be incorrect, I shall be responsible and my candidature may be cancelled.

Date:

Place:

(Signature of the employee)

Certified that the above employee submitted the application before the cutoff date in this office.

Date-

(Signature of Controlling Officer)  
With Seal

Certified that the above service particulars are found correct as per the service record maintained in this office.

Date:

(Signature of Cadre Personnel Officer)  
With seal

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by  
6/1/24



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11	PF Account No		
12	Contact Number		
13	HRMS ID		
14	Email ID (Write in capital letter only)		

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(Signature of Controlling Officer)  
With Seal

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Date:

(Signature of Cadre Personnel Officer)  
With seal

*Signature*  
6/1/24

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