

इंडियन रेलवे स्टेशनस डेवलपमेंट कार्पोरेशन लिमिटेड

Indian Railway Stations Development Corporation Limited

(A JV of Rail Land Development Authority and IRCON)
Palika Bhawan, R.K. Puram, NEW DELHI – 110 066.

“INTAKE OF EXPERIENCED PRO (PUBLIC RELATION OFFICER) FROM OPEN MARKET OR ON DEPUTATION/ABSORPTION BASIS”

Advt. No: 05/2018/IRSDC/HRD dated 05/07/2018

IRSDC is an Independently Board Run Deemed Government Company created by Ministry of Railways (MoR) as a 50:50 JV company of Rail Land Development Authority (RLDA) under Ministry of Railways & IRCON international Ltd. (IRCON), a Central Public Sector Enterprise (CPSE) under MoR..The objective of the Company is to take up development/redevelopment of entrusted Railway Stations on self-financing mode by commercial development of land and airspace and maintaining them at par with international standards. It has recently been decided by the Ministry of Railways, that IRSDC shall be nodal organization for development/redevelopment of Railways stations and maintaining its non-core facilities.

2. Applications are invited from dynamic, experienced and motivated Persons from open market as well as on deputation basis/absorption basis, working in Central Govt. /State Government/Indian Railways/Central & State Public sector undertakings (PSUs)/Statutory Authorities like Urban Local Bodies/other SPVs for the under mentioned post, on the prescribed format attached with this notifications. Other Instructions are also enclosed. For comparison with IDA pay scale, please refer to equivalency table given at the end of this notification. **The last date for receipt of application is 04.08.2018.**

3. **Perks and allowances:** - Lease, transport, medical, laptop, mobile hand set, reimbursement of telephone charges, birth day gift, etc. as per entitlement, as permissible to officers working in E-3 (IDA) Scale in IRSDC.

4. Name of Post, Scale of pay attached to the post, eligibility criteria (length of service, group of service etc.) would be as under:-

Title & No. of posts	Public Relation Officer (PRO), No. of posts - 01
Scale of the post	E-3 (IDA pay scale)- Rs. 60,000-1,80,000.
Eligibility criteria (length of service, group of service etc. for absorption	i) 10 years post qualification work experience. AND ii) Working in IDA pay scale Rs. 50,000-1,60,000 (E-2) or have minimum of 4 years' service in IDA pay scale of Rs. 40,000-1,40,000 (E-1). Preference will be given to those having experience of working in media houses.
Eligibility criteria (length of service, group of service etc. for Deputation.	i) Minimum 10 years post qualification work experience and open to Officers/Managers working in analogous grade or working in grade Rs.50,000-1,60,000 (E-2) AND ii) Candidates should have the experience of at least 3 years of working in the areas mentioned in the job description of the post. iii) Candidates with experience of working in media houses would be preferred. iv) Deputation would be for a period of 3 years. During

	deputation selected candidate would get parent pay plus admissible deputation allowance?
Eligibility criteria for fresh appointment	<p>i) Should have post qualification work experience between 10 to 15 years and have currently been on the roll of any leading Indian National Daily. Should have covered Ministry of Railways for at least three years.</p> <p>ii) Maximum Age Limit: 40 years as on the date of notification. Relaxable maximum up to 5 years (i.e. 45 years of age) in deserving cases (@ 50% of the completed years of experience, post qualification, put in by the candidate).</p> <p>iii) Preference will be given to those having experience of working in media houses.</p>
Education Qualification	Bachelor's or, PG Diploma in journalism or Master's degree, in Public relation, Journalism or Communication.
Key skills	Public Relations, content writing, content management, social media, creative, self-motivated, excellent communication and writing skills.
Last Date for Application.	The last date for receipt of applications is 04.08.2018.
Mode of selection	<p>1. Shortlisted candidates would be required to make a small presentation on the job handled by them and their experience in the areas detailed in the job description of the post.</p> <p>2. Interview by the selection committee.</p>
Job Description	<p>The selected person will be expected to perform the following functions and to assist the IRSDC team at Corporate Office in :-</p> <ul style="list-style-type: none"> ➤ Liaisoning with Newspapers, News Channels, Magazine and PR agencies. ➤ Preparing and editing company's publication. ➤ Writing press releases and media communications. ➤ Writing Editorial experience including overseeing the production of materials such as speeches, talking points. ➤ Coordinating with different Project teams to support their respective missions, ensuring consistency and cultivating a social media network. ➤ Monitoring press clippings related to IRSDC in particular and Indian Railways in general. ➤ Any other job as assigned by the Management.

Dy. General Manager (G)
Indian Railway Stations Development Corporation Ltd.
4th, Floor, Palika Bhawan, Sector XIII,
R.K. Puram, New Delhi, Delhi 110066
Phone: 011 2467 2723

PROFORMA FOR APPLICATION

Self attested Recent Passport size Photograph

Advt. No. 05/2018/IRSDC/HRD				Dated 05/07/2018	
1. Post Applied for					
2. Location/Locations applied/preferred					
3. Name (in Block letters)					
4. Date of Birth					
5. Correspondence Address					
5.1 Mobile No., Telephone Number					
5.2 E-mail					
6. Qualification					
(I) Educational					
(II) Technical/Professional					
7. Experience (Posts held from time to time)					
S. No	Name of the Employer	Post held	Period (from-to)	Scale of Pay	Duties Performed
8 Category (SC/ST/OBC/General)					
9. Substantive Position:- Present Grade /Pay Scale/Basic pay/Post(on regular basis) (IDA/CDA), if in IDA scale then the equivalent CDA scale as per eligibility shall be given (Equivalency table is available in the notification.)					
10. Date from which working in the present grade on regular basis					
11 Name of the Organization presently working in, with complete address					
12 Date, Post & Pay Scale of initial Appointment					
13 Special mention, if any					
14. Write a Paragraph (max. 250 words) (on a separate piece of paper) in your own handwriting as to how your presence in IRSDC would contribute to its attaining new heights in achieving the targets/goals, given as above, in the introduction.					

(-----)
 Signature of the candidate

CERTIFICATE

(To be filled in by Cadre controlling authority of the organization where the employee is working and empowered to forward the application)

This is to certify that:

1. The service particulars furnished by Mr./Mrs./Ms. -----have been verified from his/her service record and found correct.
2. Attested copies of the ACR's for the preceding 5 years are enclosed.
3. There is no DAR/SPE/VIGILANCE cases pending or contemplated against Shri/Smt. - ----- and his/her integrity is hereby certified.
4. If the Employee is selected for appointment on deputation in the IRSDC, he/she will be relieved within 15 days of receiving the intimation in this Office.

Date:

Signature of the Competent Authority-----

Name of the Officer-----

Designation of the Officer-----

Official Telephone & mobile No. -----

(Office Seal)

Instructions with respect to Advt. No: 05/2018/IRSDC/HRD dated 05/07/2018:

1. Wiling and eligible candidates, those who are already in Govt./State/PSU's employment, may send their application in the prescribed proforma through proper channel along with certification of verification and correctness of service particulars, attested copies of up dated ACR's for last five years and SPE/DAR/VIGILANCE clearance to **Dy. General Manager (G) Indian Railway Stations Development Authority, 4th Floor, Palika Bhawan, Sector XIII, R.K. Puram New Delhi, Delhi 110066** within 30 days of publication of the notification. **For proper appreciation of APAR, as applicable, the organization should forward their guidelines for determining the rating criteria.**
2. Railway employees may directly apply to IRSDC in the prescribed format and submit a copy of the application simultaneously to their administrative officer (HQ/Board etc.) for forwarding to IRSDC indicating NOC, Vigilance/DAR clearance etc. However, Railway Employees may attach their last five years APARs/ACRs with their applications.
3. Applicants applying as a fresh candidate should submit their application along with his/her self-attested testimonials and experience certificates on the letter head of the organization/media house etc. under the company seal, duly attested by them.
4. Only application received through proper channel and with verification of service particulars, SPE/DAR/VIGILANCE clearance and enclosure of ACR's will be considered. However, advance applications may be given in anticipation of forwarding of application by their parent department.
5. Those Employees who are applying for the post against this advertisement will not be allowed to withdraw their candidature.
6. If at any point to time, subsequent to the selection, information given by the candidate is found to be wrong or incorrect/ concealment of facts, severe action including repatriation/termination of probations period, will be taken. Further communication in this regard from the parent organization or employee concerned will not be entertained.
7. Employees sending their advance applications at the address mentioned at S. No. 1 above, for information, may ensure the timely forwarding of their applications from their employer and check their eligibility for the posts applied for. In case of receipt of inadequate applications through Proper channel by IRSDC the candidature of employees, whose advance applications have been received, will be considered based on advance application subject to receipt of NOC and SPE/DAR/VIGILANCE clearance from the parent office and copies of last 5 years ACR/APAR's. The offer letter will be issued only after receipt of aforesaid and availability of vacancies & verification of service particulars.
8. Employee/Employer may ensure eligibility criteria are fulfilled before applying/forwarding.

9. The appointment on deputation shall be governed by the terms and conditions laid down in Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay II) dated 17/06/2010 and 17/02/2016, as amended from time to time.

10. Any corrigendum/modification etc. will only be uploaded on website (www.irsdc.com or www.irsdc.in) and no other separate communication shall be issued. So interested candidates may keep visiting the IRSDC website frequently, for updates.

11. Incomplete application forms or the applications not accompanied with the requisite documents and two attested photos will be rejected summarily.

Note: 7th CPC scales have been implemented in IRSDC and pay will be accordingly fixed. CDA-IDA equivalency table appends below:

Post	Grade	Scale of Pay (IDA) (Rs.)	Scale of Pay (CDA) (Rs.)		
			Minimum	Maximum	Pay Matrix Level as per 7th CPC/GP as per 6th CPC
EXECUTIVE CADRE in IRSDC					
Group General Manager/General Manager	E8	1,20,000-2,80,000	144200	218200	14/GP-10000/-
Addl. General Manager	E7	1,00,000-2,60,000	131100	216600	13A/GP-8900/-
Joint General Manager	E6	90,000-2,40,000	123100	215900	13/GP-8700/-
Deputy General Manager	E5	80,000-2,20,000	78800	209200	12/GP-7600/-
Senior Manager	E4	70,000-2,00,000	67700	208700	11/GP-6600/-
Manager	E3	60,000-1,80,000	56100	177500	10/GP-5400/-
			53100	167800	9/GP-5400/-
Assistant Manager	E2	50,000-1,60,000	47600	151100	8/GP-4800/-
Sr. Executive	E1	40,000-1,40,000	44900	142400	7/GP-4600/-
Executive	E0	30,000-1,20,000	35400	112400	6/GP-4200/-