

KONKAN RAILWAY CORPORATION LIMITED

(A Government of India Undertaking)

Belapur Bhavan, Plot no.6, Sector 11, CBD Belapur, Navi Mumbai – 400 614.

WALK-IN-INTERVIEW

Employment Notification No. CO/P-R/1C/2020

Konkan Railway Corporation Limited (KRCL) a Public Sector Undertaking under the Ministry of Railways having its Corporate Office at CBD Belapur, Navi Mumbai, invites applications for the following fixed term contract post at Ratnagiri on fixed remuneration basis.

Post	No. of Post	Fixed Remuneration	Place of posting	Educational Qualification
Public Relations Officer	01	Rs. 50,000/- per month.	Ratnagiri	Graduation from a recognized Institute or University.

Experience: Must have an experience of minimum 20 years in Public Relations field. Should be tech-savvy having latest knowledge of Public Relations. Should also have Social Media management skills.

The period of contract will be initially for 2 years. A hike of 10% of the total remuneration is proposed for the 2nd year & subsequent. If required, the same can be renewed as a fresh contract thereafter on year to year basis on satisfactory performance & mutual consent.

Date, time and place of walk-in interview:

Date: 17/02/2020

Time: 09:30 A. M.

Place: Office of Regional Railway Manager, KRCL, Mirjole, MIDC, Ratnagiri, Maharashtra.

Candidates should report directly for walk in interview along with one copy of application, prepared in the prescribed format as given below. Candidates should come for Walk-in-Interview along with Original certificates (age proof, qualification, experience, caste etc.) and one set of attested copy of the same.

No train/bus fare/TA/DA shall be payable by the Corporation.

Date: 29/01/2020

Place: CBD, Belapur

Chief Personnel Officer

KONKAN RAILWAY CORPORATION LIMITED

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FORMAT FOR WALK-IN-INTERVIEW

NOTIFICATION NO. _____

I- POST APPLIED FOR _____

II – Name in full in (block letters)

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III– Father’s name.

IV– Date of Birth (DD/MM/YY) __/__/__ and As on 01.01.2020 __years and __months .

V – Category (UR/SC/ST/OBC/Ex Serviceman).

VI– Correspondence address.

VII – Contact telephone no with STD code.

VIII– Email address **for further communication**).....

IX – Educational qualification:

Exam Passed	Year passing	Name of Institute/University	the Marks Obtained	% of marks

X – Experience:

Name of the places where worked and nature of Experience (*)	POST	Name & full address of Employer	PERIOD	
			From	To

(*)-Proof of EQ, DOB ,**Experience certificate (s) etc., is/are to be enclosed.**

Declaration:

I declare that the information furnished by me is true to the best of my knowledge and belief.

Place:
candidate
Date:

Signature of the

Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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INSTRUCTIONS

Age:-The candidates should not be more than 50 years of age as on 01/01/2020.

Relaxation in age and experience can be considered for deserving candidates. In this respect, the decision of KRCL will be final and binding. Candidates fulfilling the above criteria may report directly for walk-in-Interview with one copy of application, prepared in the prescribed format as enclosed above along with Original and one set of self-attested copies of all required certificates (age proof, qualification, experience, etc.).

Date, time and place of walk-in interview:

Date:17/02/2020, Time:- 09:30 AM onwards.

Place: Office of Regional Railway Manager, KRCL, Mirjole, MIDC, Ratnagiri, Maharashtra.

Time of registration 09.30 AM to 13:00 hrs on the date of walk-in interview at the venue itself.

After preliminary screening of the applications submitted by the candidates in person, the eligible candidate(s) will only be interviewed. No train/bus fare/TA/DA shall be payable by the Corporation. Applications should be complete and strictly as per the prescribed format. Applications not conforming to the prescribed format or having illegible /ambiguous certificates or without certificates or incomplete forms will be summarily rejected.

Documents to be attached with the filled application:

- i. Attested copies of certificate in proof of qualification (As per the qualification specified in the notification).
- ii. Attested copy of Proof of Date of Birth. (SSC/SLC/Birth certificate)
- iii. Attested copy of caste certificate in the format required for Central Government Employment (in case of SC/ST/OBC) and certificate in support of claims for Ex- servicemen.

- iv. Two attested passport size recent photographs.
- v. Experience certificate if any.
- vi. Character certificate.
- vii. Aadhar card

Duties and Responsibilities:

- a) Maintain and ensure cordial relation with Media personnel and general public of Ratnagiri region. He/She must manage any queries from media personnel of Ratnagiri region in consultation with higher ups.
- b) Media Management - Electronic, Print and Social Media
- c) Organization of Press Conferences in Ratnagiri region.
- d) Organization of Press Tours.
- e) He/she maintain the image of Konkan Railway and give wide publicity of Good work done by Corporation.
- f) Must Monitor daily news related to Railways in various Print, Electronic and Social Media. News Clippings of newspapers there of to be sent to higher ups.
- g) Curbing of any Negative news published/broadcasted in all Media platforms.
- h) Must send reports regularly regarding the PR Activities in Ratnagiri region.
- i) Liasoning during unusual occurrences with Press and concerned departments.
- j) Manage the PR aspect of a potential crisis situation.

General Information (Applicable to all applicants):

1. Candidates who fulfill the eligibility criteria only, will be interviewed.
2. Candidates are advised to check their eligibility before walk-in-interview.
3. The candidates must bring with them original certificates, along with one set of attested photocopy in proof of age, caste, educational qualification and experience on the date of interview failing which candidate will not be eligible for interview. Certificate in support of claims for Ex-servicemen is also required.
4. Candidate should bring one character certificate from Gazetted Officers/Executives Officers for certifying that he / she is bearing good moral character.
5. Incomplete or vague educational qualification will not be considered.
6. Even after contractual agreement, if any document / certificate / information is / are found incorrect or false in any scrutiny or verification, then the contractual service will be immediately terminated forthwith without assigning any reason and prior notice, besides legal action will also be initiated.
7. The Corporation reserves the right to cancel / restrict / curtail / extend the contract engagement process, if need so arises, without any prior notice and without assigning any reasons thereof.

8. Selected candidates will be required to execute a bond of Rs. 50,000/- in favour of Konkan Railway Corporation Limited on Rs. 100/- stamp paper to serve the Company for the period specified in the subsequent paragraph below (Clause No.1 & 2 under Other broad terms of contract) or any further extended period.
9. Selected candidate will have to pass prescribed medical examination at their own cost before the contract is entered into, for fitness to perform the work awarded.

Selection process:

1. The candidates shall arrive at the time and venue and get themselves registered with the nominated KRCL official for the walk-in interview as indicated. Group Discussion (GD) or any other elimination round, can be introduced depending on the number of candidates and those candidates who get through in the elimination round will be called for interview.
2. The candidates will be interviewed by a nominated Committee and the selection will be finalized on merit, based on the performance in the interview, qualification and experience.
Candidates having exposure to railway working will be preferred.
3. The decision of the Nominated Committee of KRCL shall be final and binding.

Other broad terms of contract are given below for information of the candidate which are subject to changes at the time of actually entering into the contract, at the discretion of KRCL, which may please be noted:-

1. The period of contract will be for 2 years. A hike of 10% of the total remuneration is proposed for the 2nd year & subsequent. If required, the same can be renewed as a fresh contract thereafter on year to year basis on satisfactory performance & mutual consent.
2. The contractual service is required for KRCL at Ratnagiri. However, selected candidate can be posted and transferred anytime where KRCL is having its business during contract period based on the requirement of KRCL. **This is not a regular establishment post.**
3. Monthly remuneration includes the HRA and Transportation allowance. The other benefits are as below:
 - a) KRCL will reimburse Rs.750/- towards usage of mobile phone on submission of necessary bills / vouchers.
 - b. KRCL will reimburse maximum of Rs. 500/- per month on submission of necessary bills/ vouchers towards medical facility to the selected candidates.
 - b. The selected candidate shall be entitled to reimbursement of premium of mediclaim policy to the extent of Rs. 500/- per month of mediclaim policy of recognized insurance company for self and family taken by him/her. The reimbursement will be made to him/her on production of original receipt of payment of the premium.
4. KRCL reserves the right to terminate the contract if the contract appointee is found unsuitable, by giving 1 month notice or payment in lieu thereof. Similarly, the appointee will be required to give 1 month notice to KRCL for termination of contract.
5. The candidate selected for the above contractual agreement shall not be absorbed in KRCL regular service. The candidate therefore, shall not have right to claim for permanent absorption in KRCL and shall be required to give an undertaking in writing to KRCL to that effect.
6. The selected candidate shall be paid the consolidated remuneration as mentioned here in above and shall not be eligible or entitled to any other benefit or allowance other than

agreed herein above. Further on engagement, he/she should also attend emergencies and other calls of duties, as demanded and expected, during their day to day activities.

7. In the event the appointee is found involved in undesirable activities such as embezzlement, unlawful activities (including passing on confidential information of KRCL), unauthorized absence, in-subordination or breach of any of the terms of contract without prejudice to the right to initiate civil/criminal proceedings, the contract appointment shall be terminated.

The termination of contract and its consequences:

- a. In addition to the above conditions, the contract agreement shall be terminated on:-
 - i. Completion of last day of contract period.
 - ii. The breach of any terms of contract of employment by contract employee.
 - iii. The last day of the 1 month notice period of termination issued by either side or payment in lieu thereof by either party.
- b. If any litigation on whatsoever account is initiated by or against KRCL, the cause of which lies in contract period, the presence of contract appointee will be required, even after termination or expiry of the contract agreement.
- c. Upon any premature termination or expiration of contract for any reason, the contract appointee shall return to KRCL any property belonging to KRCL, all tools and plants, documents, any passwords or user ids etc. under his/her control. This will include all confidential information regarding work, hard and soft copies of documents and information of whatever description of whatever form, tangible or intangible in his/her possession, together with copies, notes or summaries of such documents and his/her own working papers which are derived or based upon such documents.
- d. He/she will have to clear all their advance(s) or due(s), if any cash or vouchers or if any financial outstanding liabilities etc.
- e. Contract appointee will be responsible for the acts and omission(s) in the course of contractual service during the period and thereafter.

Travel on duty and expenses:

- a) For travel out of Headquarter in the interest of organisation, he/she will be given Complementary Pass of 3AC class for self only.
- a. b) Expenses and cost: - The fixed rate of 100% expenses at the prevailing rates i.e. Rs.800/- per day outside during the course of contract period and will be payable as detailed below:-

For 12 hours and above: 100%
For 6 hours and above: 70%
Less than 6 hours: 30%
- a. c) Rest House: Rest House of KRCL, if available, will be provided while on duty, if not, reimbursement of hotel charges as per rates fixed by KRCL will be allowed, on production of vouchers.

Leave:

Contract appointee will be entitled for fully earned leave of 15 days on completion of every 6 months of contract period (2.5 days per month). This leave can be accumulated, however, no encashment is permitted. In addition, the appointee will be eligible for 8 days Casual Leave in a calendar year. Weekly off and other public holidays, as applicable to concerned offices, at the place of posting will be applicable.

Normal working hours as applicable or as intimated are to be followed and during exigencies, some extra hour working will be required but no extra over time or any other type of allowance/compensation for working beyond the nominated hours shall be paid by KRCL. The candidate does not have any type of claim for working extra hours.

Leave is to be availed only after being sanctioned as per KRCL norms from the controlling authority and if the candidate avails leave without sanction, the same will be treated as Absent and without Pay.

The Contract Appointee shall be governed by Indian Laws and shall be subject to the judicial courts of **Navi Mumbai, Maharashtra.**

Statutory Income Tax, Professional Tax and other taxes will be deducted at source, as applicable from time to time.

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.

The above terms are broad in nature and only for guidance and are subject to change while entering into agreement at the time of contract appointment.
