

सवारी डिब्बा कारखाना, चेन्नै - 38.
INTEGRAL COACH FACTORY, CHENNAI-38.

No.PB/S1B/589/4

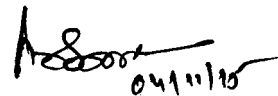
मु.का.धि. का कार्यालय,
Office of the CPO,
दिनांक/Date: 04/11/2015.

परिपत्र/CIRCULAR

Sub: Selection for the post of Photographer Gr-I (Ex-cadre)
in Pay band ₹ 5200-20200+2400 Grade Pay.

It is proposed to conduct a selection to empanel 1 employee (Unreserved) for the post of Photographer Gr-I (Ex-cadre) in pay band ₹ 5200-20200+2400 GP, by calling volunteers from serving employees.

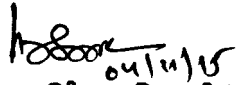
- i. **Nature of duties** : The incumbent selected should handle photographic works related to visits of VIPs, parliamentary committees, members of Railway Board and various celebrations and functions, ID card photographic works as and when required, cover special occasions such as flagging of new coaches, supplying of laminated photographs for exhibitions, Trade fairs etc., as also prepared to go out of station on duty at short notice to cover functions/exhibitions involving ICF, and maintain photographic section, properly indexing, archiving and reprinting of photographs whenever needed.
- ii. **Experience** : Candidate should have good experience in photography. Preference would be given to those having adequate working knowledge in photo shop application software.
- iii. **Eligibility condition**: Staffs of all departments including workshop staff, except RPF staff, who are in pay band ₹.5200-20200 with ₹.1800 GP, ₹.1900 GP and ₹.2400 GP with experience in photography are eligible to volunteer. Volunteers should have completed their probation period satisfactorily as on the date of notification.
- iv. **Mode of Selection** : Selection consists of written test followed by skill test. Syllabus for the written test is enclosed herewith as Annexure-A. Being General Selection, the final empanelment would be based on merit, with reference to marks secured in written test, skill test and record of service.
- v. **Date of written test**: The written test in connection with the above selection would be held at Technical Training Centre, ICF, on 23/12/2015. Being General Selection, no supplementary written test would be conducted under any circumstances.
- vi. **How to apply & Last Date**: Employees, who fulfill the eligibility conditions, may submit their application in the proforma, as in Annexure-B, to their controlling Officers/Supervisors, well in advance and the controlling officers/supervisors, shall forward the applications in one lot, so as to reach APO/Gaz., on or before 04/12/2015. Employees who are desirous of writing the examination in Hindi are advised to submit their willingness for the same in writing along with the application. Applications received after the last date, will not be entertained under any circumstances.


04/11/15

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- vii. **Other conditions** : Tenure of the selected incumbent would be for a period of three years initially. Depending upon the exigencies of service, the tenure would be extended for a further period of two years, purely on Administrative interest. Lien of the selected incumbent would be maintained in his cadre and he will be permitted to go back to his cadre in case of his promotion in cadre. The selected incumbent should promptly effect the posting without delay. Any representation/request seeking unwillingness after empanelment would be viewed seriously and necessary action under Disciplinary and Appeal rules would be initiated against the concerned employee.

This circular may please be given wide publicity.


05/11/15
सहायक कार्मिक अधिकारी/राज
Asst. Personnel Officer/Gaz

Encl: Annexure A & B

Copy to: Ch.OS/CON

ANNEXURE-A

**Syllabus for selection for the post of post of Photographer Gr-I (Ex-cadre) in Pay band
₹ 5200-20200+2400 Grade Pay.**

1. Knowledge in developing and printing of B & W and colour photographs.
2. Storage of negatives of photographs, slides & transparencies.
3. Indexing of the photographs.
4. Knowledge of digital photography.
5. Preservation of photo album in CD format.
6. Knowledge of Photo Journalism.
7. Photographs as medium of effective communication.
8. Knowledge of Video Camera.
9. Preservation of video-graphs in VHS and CD format.
10. Knowledge about CD player and DVD.

PROFORMA

**Application for selection to the post of Photographer Gr-I (Ex-cadre) in Pay band ₹
5200-20200+2400 Grade Pay.**

1. Name in full (In block letters) :
2. Emp.No :
3. Designation/Office :
4. Educational Qualification :
Academic/Technical
5. Date of Appointment :
6. Whether permanent or temporary :
7. Post now held in cadre :
Officiating: Grade, Date of promotion
8. Whether belongs to SC/ST :
9. Particulars of experience in-
Photography :

I hereby declare that the above particulars are true. In case it is proved to be false, I clearly understand that I am liable to be taken up under Discipline and Appeal Rules.

Date:

Signature of the applicant

Forwarded to Personal Branch

Signature of the Controlling Officer :

Designation :

Date :

NOTE: Employees who are willing to write the examination in Hindi, should submit their willingness for the same in writing separately, along with their application.