

APO/MPP

East Central Railway

Office of the
General Manager
Hajipur
Date- 30.05.2019

No. ECR/HRD/Selection/Protocol Inspector
CSTE, COM, CCM, CSE, COS, CVO, FA&CAO
CCM, CME, CMD, CEE CE- All HODs/ECR/HJP
DRM/DHN/DNR/MGS/SPJ/SEE/ECR
Chairman RRB/Patna&MFP, Chairman RCT/Patna
CAO/Cons/Mahendru Ghat, Patna
All CWS& Principal/Training School/ECR
Sr. DPOs/ DHN/DNR/MGS/SPJ/SEE/ECR

NOTIFICATION

Sub:- Selection for Ex-Cadre posts of Protocol Inspector/ECR at New Delhi.

It has been decided to conduct a selection for filling up the post of Protocol Inspector/ECR at New Delhi.

1.	No. of Vacancies	01
2.	Eligibility Condition & Age Limit	All Permanent group 'C' employees of East central Railway Working in Level-7 (GP. 4600) or one Level below i.e Level-6 (Gp.4200).
3.	Desirable Qualities	(a) Pleasant and amicable personality. (b) Ability to communicate effectively in English and Hindi (c) Ability to handle emergency and crisis situation. (d) Ability to establish and maintain social contact and cordial relation in the various fields. requiring liaison with Various departments of the Railway. other than Railway, state and central government offices. (e) Presence of mind and capacity to tackle situation effectively and independently. (f) clear and coherent expression of ideas and ability to move with the VIPS and senior officers. (g) Ability to liaison with the Indian airlines, Air India, international airport. Authority Reserve Bank of India etc. and knowledge of Procedure for booking cancellation of Air passage and clearance of luggage and foreign formalities. (h) Abilities to liaison with Tourism Departments and ITDC (i) Knowledge of MS office.
4.	Tenure	The normal tenure of above Ex cadre Posts are 03 years and may be extended by one year at a time (Maximum by 02 years in two spells) in exigencies of work. However if the selected candidate does not come up to the standards required. he/she may be repatriated at any time to parent department and in substantive scale /GP/post without assigning any reasons what so ever at short notice.

5.	Mode of Selection	Selection of above Ex-cadre post will be adjudged by suitability test based on APAR and Viva-Voce.
6.	How to Apply	The controlling offices should give wide publicity of this notification amongst the eligible employees under their control and ensure submission of application given by the candidates in the prescribed proforma. Application given by the candidates duly countersigned by their controlling officer to concerned Personnel Branch is <u>21.06.2019</u> . The filled up application should be scrutinized properly by associated Personnel Branch with the service record to avoid any factual errors and future complication and should have the counter signature of the concerned 'P' Branch officer. All the applications received by the controlling/Personnel Branch should be sent in a bunch so as to reach office of the GM(P)/ECR/HJP on or before <u>28.06.2019</u> . Positively. Applications forwarded after the last date will not be entertained under any circumstances.
7.	Application form	Enclosed as Annexure-I

The Applicant may also visit website www.ecr.indianrailway.gov.in/personnel for notification, syllabus and application form.

Encl. Annexure 1

For General Manager (P)
ECR/HJP

Copy to:-

1. Sec. to GM for kind information of GM.
2. PS to AGM for kind information of AGM
3. All Personnel Officer/ECR/HJP
4. CPRO/ECR/HJP
5. SPO/MPP/ECR/HJP-for uploading official website of ECR.
6. Notice Board.

Note: For wider publication to all concern.

For General Manager (P)
ECR/HJP

OS/IT

30.5.19

Sanath
30.5.19

PROFORMA

APPLICATION FOR THE POST OF PROTOCOL INSPECTOR.

PHOTOGRAPH

1. Name of the employee:
2. Father's Name:
3. Designation and Office:
3. Date of Birth/Age (as on . . .):
4. Date of appointment:
14. Whether belonging to SC/ST/OBC/UR:
(Attested copy of Caste Certificate to be attached)
15. Present grade in the cadre (Pay Band & Grade pay):
Officiating:
Substantive:
16. Date of entry to present grade:
17. Length of Service :
18. Post Applied for :
19. Seniority unit:
20. Educational Qualification:
(Attested copy of Certificate to be attached)
21. Other qualification:
22. Ph./Mo. No.-

Date:

Place:

Declaration:- I am ready to be posted in New Delhi as Protocol Inspector OR any other office in ECR on selection as Post of Protocol Inspector.

Signature of the applicant

Verified and certified as correct, Also there is no SPE/Vig./DAR case pending against the applicant.

(Controlling officer)

Concerned Cadre Officer